

# Employer/Supervisor Online Assessment




Choose "Tracker" menu & select "Employer Supervisor" menu

View the help icon for details 

**Here are some steps:**

## Step 1: Build Employer/Supervisor List

*Gives you tools to communicate with employers/supervisors and develop position descriptions to share.*

1. Use your TRACKER menu in your account
2. Choose "Employer/Supervisor" menu for WBL management 
3. Choose "Add New" to create a new evaluator
4. Now your employer/supervisor is in the list!

## Step 2: Connect your students

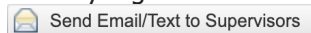
*You can add new or remove students to keep the connections current! Use "student finder" to quickly group students*

1. Choose "Student" link to connect students
2. Check students & WBL project (use student finder to filter the list)
3. View a summary of their records to be sure they are ready to be evaluated
4. Choose "Return" at the top of webpage to complete the process

## Step 3: Request Employer/Supervision

*Request evaluation on any students connect (be sure and review step #2 to be sure the list is current)*

1. Choose "Resend Request", which sends an email with a link to each student's evaluation form
2. Once sent, the latest *request date* is listed
3. Possibly a good idea to use email the employer/supervisor that a request is sent



## Step 4: View Evaluation Results

*Your tools to monitor evaluators work*

1. Choose the "Evaluations" link for evaluator
2. Edit the "date" range to view the list
3. Results include overall rating, career skills rating and comments...or view details
4. If evaluations are missing, choose "Return" and message the evaluator

Project	Recommendation	Overall Skill Rating	Career Skill Rating	View
HEB	Sasha is a poster child of what employers are looking for.	4/4	4/4	<a href="#">View</a>
HEB	Sasha has shown herself to be a confident well balanced partner with us. She has some work friendships and gets along with the other partners. She can be abrupt sometimes when speaking with others but does a good job communicating her needs and understands the expectations that we have for her.	3/4	3/4	<a href="#">View</a>

**View more Teacher Resources - <https://cte.theaet.com/teacherhelp>**

**Review/Monitor Your Students on a Planned Schedule!**