

# Completing a self-assessment

Please note: Due to ongoing product developments, what you see in the guidance below may be slightly different to what you see on your screen when logged in to Employer Portal. but the process/overall functionality remains the same.

The screenshot shows the Employer Portal interface. At the top, there is a navigation bar with the logo for 'THE CAREERS & ENTERPRISE COMPANY' and a user profile for 'Erica Chamberlain'. Below the navigation bar, there are links for 'Home', 'About Employer Standards', 'Employer Standards Dashboard', and 'Support for Employers'. The main content area is titled 'Employer standards for careers education - Pilot (small/micro organisations)'. Below this title, there is a breadcrumb trail: 'Home / Employer Standards Dashboard / Employer standards for careers education ...'. A horizontal row of icons represents various career-related activities. Below the icons, the section is titled 'Standard 1 - Provide meaningful opportunities'. The main question is: 'In the past year, which of these encounters has your organisation engaged in to support young people's careers education?'. Below the question, there is a table with columns for 'In-person' and 'Virtual / online'. The table has three rows of options, each with checkboxes for 'In-person' and 'Virtual / online'.

Standard 1 - Provide meaningful opportunities

In the past year, which of these encounters has your organisation engaged in to support young people's careers education?

Select all that apply

	In-person	Virtual / online
Careers talk: with students	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Careers talk: on Apprenticeships and Technical pathways	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Careers talk: with wider audiences e.g. parents, carers and guardians	<input type="checkbox"/>	<input type="checkbox"/>

Before completing a self-assessment, we recommend you have the key information you need in hand and have checked any details with colleagues in advance. You may find it useful to download the full set of Employer Questions beforehand. We've also put together some Top Tips to help guide you through the process (see links below).

A self-assessment typically takes **25 minutes** to complete, however you can stop the survey and come back to it part-way through if you need to gather additional information (the survey automatically saves each answer in draft form).

Once you have completed a self-assessment, you will be taken to the 'My results' page where your scores will be shown visually.

You will also have immediate access to comparison with others, recommendations and tailored resources.