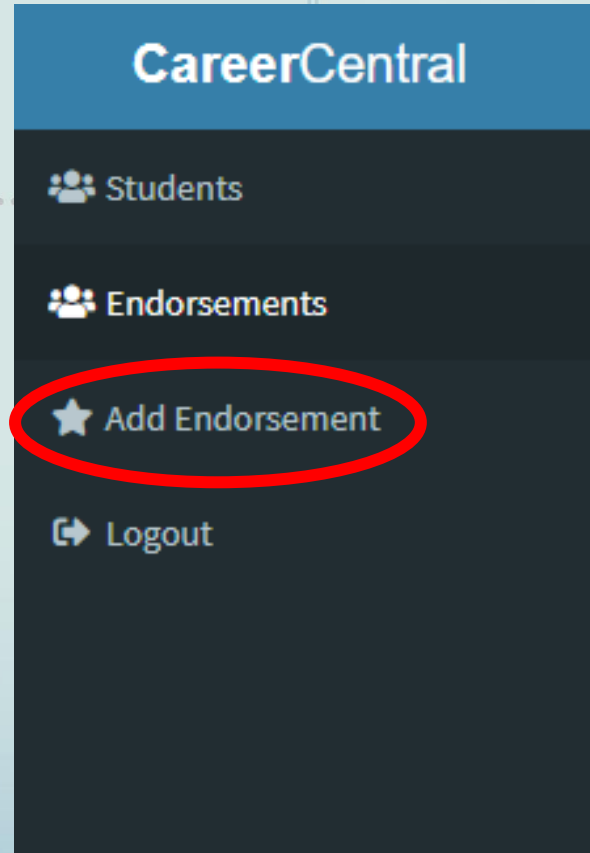


endorseMe[®]
Online Slide Tutorial
6 slides

“How to Add New
Endorsements” (external
endorser)





Click “Add Endorsement” on sidebar.

SLIDE 1/6



Student

Please Select...

Endorsements

Click to expand to see endorsements for each category.

> POSITIVE ATTITUDE (Waiaro pai)
POSITIVE ATTITUDE

> COMMUNICATION (Whitiwhiti kōrero)
COMMUNICATION

> TEAM WORK (Mahi ngātahi)
TEAM WORK

> SELF MANAGEMENT (Whakahaere-whaiaro)
SELF MANAGEMENT

> WILLINGNESS TO LEARN (He hiahia ki te ako)

Endorsements

Click to expand to see endorsements for each category.

✓ POSITIVE ATTITUDE (Waiaro pai)
POSITIVE ATTITUDE

- Is positive and has a “can do” attitude.
- Is optimistic, honest and shows respect.
- Is happy, friendly and enthusiastic.
- Is motivated to work hard towards goals.

> COMMUNICATION (Whitiwhiti kōrero)
COMMUNICATION

✓ TEAM WORK (Mahi ngātahi)
TEAM WORK

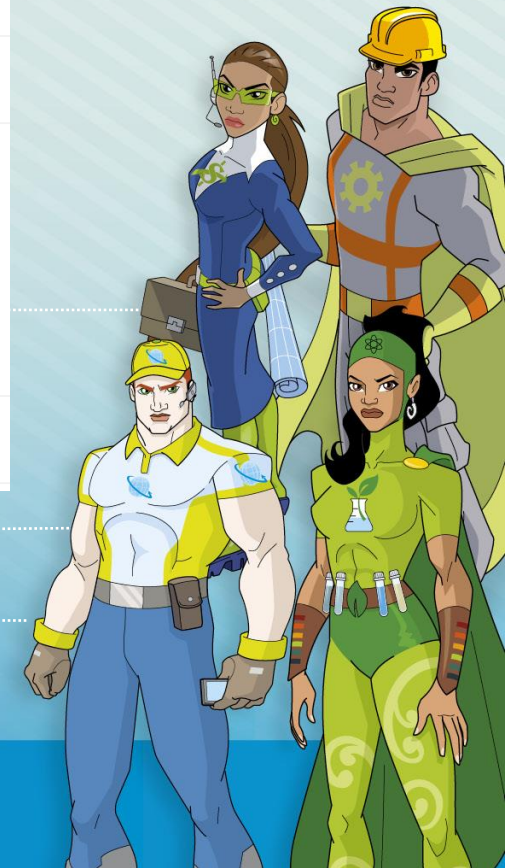
- Works well with others to complete tasks and meet goals.
- Contributes to developing new ideas or approaches.
- Works well with others of different genders, cultures or beliefs.
- Recognises the authority of supervisors and managers, and follows directions.

> SELF MANAGEMENT (Whakahaere-whaiaro)
SELF MANAGEMENT

ADD new endorsements online:

- Click STUDENT – select
- Go to ENDORSEMENTS
- Click a category to expand the endorsements available for that category

SLIDE 2/6



Endorsements

Click to expand to see endorsements for each category.

✓ POSITIVE ATTITUDE (Waiaro pai)

POSITIVE ATTITUDE

- Is positive and has a "can do" attitude.
- Is optimistic, honest and shows respect.
- Is happy, friendly and enthusiastic.
- Is motivated to work hard towards goals.

> COMMUNICATION (Whitiwhiti kōrero)

COMMUNICATION

✓ TEAM WORK (Mahi ngātahi)

TEAM WORK

- Works well with others to complete tasks and meet goals.
- Contributes to developing new ideas or approaches.
- Works well with others of different genders, cultures or beliefs.
- Recognises the authority of supervisors and managers, and follows directions.

> SELF MANAGEMENT (Whakahaere-whaiaro)

SELF MANAGEMENT

- Click on the skills you wish to endorse
- Multiple skills can be endorsed at a time

SLIDE 3/6



Comment

Back

Create

- Add COMMENT if required (will appear on the online record but not on student app)
- Click CREATE (or BACK if you do not wish to save endorsement)

SLIDE 4/6



CareerCentral

View endorseMe

Home > endorseMe

Search:

ID	Student Name	Endorsement Name	Endorsement Category	Status	Comment	View
216858	Daisy Student	Speaks, listens and shares ideas appropriately.	COMMUNICATION	Awarded		View
216858	Daisy Student	Contributes to developing new ideas or approaches.	TEAM WORK	Awarded		View
216858	Daisy Student	Is responsible for their own health and wellbeing, and follows health and safety guidelines in the workplace.	SELF MANAGEMENT	Awarded		View
216858	Daisy Student	Is optimistic, honest and shows respect.	POSITIVE ATTITUDE	Awarded		View

The endorsement you entered will now appear in the list of endorsements

SLIDE 5/6



Occasionally, circumstances or behaviour may change and you may feel like you do not wish to endorse the young person for something you have previously endorsed them for:

- Please communicate with your young person and let them know your thoughts around this
- Can the behaviour or circumstances be managed in some way?
- Set a plan with them to try to keep the endorsement on their record
- If there is no change, contact the co-ordinator and ask to have the endorsement deleted. Other endorsements can remain

SLIDE 6/6

