

**Department and Unit Name: Career Center, Student Services**

**2004-2005 Assessment 5 Column Worksheet**

Short College/Strategic Goals Step 1	Administrative Objective/s Step 2	Means of Assessment & Criteria for Success Step 3	Summary of Data Step 4	Use of Results Step 5
5. Efficient and effective administrative and support services.	1: Graduates will be satisfied with services provided by the Career Center.	<p>1a. Respondents will indicate on <b>grad student survey</b> an <b>average rating of 3.4 or higher as to satisfaction</b> with Career Center.</p> <p>1b. <b>95%</b> of students completing <b>point of contact survey</b> will be "very satisfied" or "satisfied" with their <b>overall experience with the Career Center</b>. On no individual item (10 items) will more than <b>10% respond "dissatisfied" or "very dissatisfied."</b></p>	<p>1a. Grads rated satisfaction as 3.4. However, the international students only gave a 1.4 rating.</p> <p>1b. 63% of students completing point of contact survey indicated satisfaction with "overall experience." Most dissatisfaction was expressed in availability of access to technical career sources (34%).</p>	<p>1a. While criteria for success were met, workshops have been held in conjunction with Intl. Student Services to provide direct services to intl. students.</p> <p>1b. Center staff have located several new technical resources. New work stations are being created using computer hardware donated by recruiting companies.</p>
<b>Mission Statement</b>	2. Students will be aware of employment opportunities.	<p>2a. <b>Records maintained</b> will indicate an <b>increase of 5% in number of students attending job search workshops</b>.</p> <p>2b. On <b>grad survey</b>, grads will indicate a <b>3.4 agreement to question: The Career Center increased my awareness of employment opportunities in my field of study</b>.</p>	<p>2a. There was a 9% increase in number of job search workshops presented and an increase of 17% in number of students attending workshops.</p> <p>2b. Grads indicated a 3.3 agreement to question.</p>	<p>2a. Although immediate goal was met, the staff are continuing the level of job search workshops presented but want to increase the number of classroom presentations on job search techniques for specific majors.</p> <p>2b. Staff adding additional questions to grad survey to find "where" students gained awareness of job opportunities.</p>
To assist students in transition from academia to the world of work by preparing students for life after graduation...the Career Center offered services which include: career counseling; 3 classes for academic credit; workshops and seminars on career-related subjects; assistance with resume writing and interviewing; and opportunities for part-time jobs, internships, and full-time jobs.	3. The number of opportunities for students to find employment will increase.	<p>3a. <b>Career Center records</b> will indicate number of resumes referred to employers will <b>increase 24% over previous year</b>.</p> <p>3b. <b>Career Center records</b> will indicate number of companies attending "Job Fairs" will <b>increase 10% over previous year</b>.</p>	<p>3a. Number of resumes forwarded to employers was 9% over last year. Major decrease was in resumes for business and accounting majors.</p> <p>3b. Number of companies attending job fairs last year increased from 141 to 173. However, companies coming to campus for recruiting decreased 17%.</p>	<p>3a. Staff researched market and located 3 new internet resume sources for business, accounting, and liberal arts majors.</p> <p>3b. Staff survey of other institutions indicated this is a new trend. Center committee has been established to determine if this is leading to more job offers.</p>