STUDENT AFFAIRS ANNUAL REPORT DATA 04-05

Department Name  Career and Employment Services
Location  Wilder Tower 400
Phone Number  678-2239
Web Site  www.people.memphis.edu/~univplace
Department Annual Report web link  N/A
Assistant Director Name  Clay Woemmel
Director Email  cwoemmel@memphis.edu
Number of Full-Time Staff  5

Mission

Career and Employment Services helps prepare students with proficient job search skills that enable them to effectively represent themselves to prospective employers with special emphasis placed on completing an internship. We provide employers with electronic means to view resumes of viable candidates as well as the opportunity to conduct on-campus interviews. Major career events are hosted throughout the year including Lunch and Learn series, Career and Internship Expo, Graduate School Information Fair, Networking Reception, Non Profit Fair, and Education Fair.

Major departments/functions/offices/responsibilities - brief listing
--Advising Services. A trained professional is available to meet with students and alumni regarding career counseling, resume and cover letter critiquing, and complete job search assistance.

--Internship Assistance. Our Internship Coordinator can help students develop their resume, prepare for an interview, or use eRecruiting to discover an internship which matches their professional
goals.

--On Campus Interviews. Companies offering part-time and full time opportunities recruit on campus; we average 100 companies a year for recruiting purposes.

--Job Listings. We have a cooperative agreement with the following job listings services including: eRecruiting, MonsterTRAK and Memphis Chamber of Commerce.

3 main departmental goals and related accomplishments/results for 04-05

Goal #1
Increase students' awareness of proper interview techniques and the best way to "sell themselves" to become more competitive in the job market.

Results/Accomplishments #1A
Conducted mock interviews this past year (68) as well as provided a written evaluation to increase students' awareness of proper interview techniques.

Results/Accomplishments #1B
Provided educational seminars. The Lunch and Learn series was begun in Fall 2004 semester to increase students' awareness of what they need to do to become more competitive in the job market. Topics related to interviewing presented at Lunch and learn included: Professional Dress, Developing a Professional Identity, Behavioral Interviewing. Three hundred seventy-eight students attended the Lunch and Learn series.

Goal #2
Increase students' awareness of the importance of completing an internship experience prior to graduating.

Results/Accomplishments #2
Students are scheduling appointments to meet with the Internship Coordinator to receive assistance in locating an internship, updating their resume, and interview skills. Ms. Beekman individually advised 379 students this year about locating an internship.

Results/Accomplishments #2B
Internship Coordinator and Office of Academic Internships are developing a marketing piece specifically aimed at educating students about the value of completing an internship and how they can acquire assistance.

Goal #3
Teach networking skills and develop enhanced networking opportunities for students by creating special events for students and employers to attend.

Results/Accomplishments #3A
Hosted a networking event on April 7, 2005, for targeted student groups including Emerging Leaders, Black Scholars/Minority Affairs, and Adult and Commuter Student Services. 75 students
and employers attended this event.

Results/Accomplishments #3B
A special workshop was held during Spring Lunch and Learn series on "Networking Skills". It was conducted by National Bank of Commerce. Thirty three students attended this special workshop.

**Up to 3 student learning objectives and outcomes for 04-05**

**Student learning objective #1**
Students will be able to:

--Understand what a professional appearance entails; thus be able to display proper business attire at interviews or a dinner with employers.

--Demonstrate effective communication skills during the job/internship search process (e.g., use of business English and grammar in oral and written communications).

--Comprehend what behavior based interviewing is and why employers use this interview technique.

--Develop the necessary skills to research companies in preparation for interviews.

**Outcome #1**
Surveys were sent out to employers (who conducted on-campus interviews) following Fall 2004 and Spring 2005 to determine names of students hired through on-campus interviews. Outcome pending.

**Student learning objective #2**
Students will be able to:

--Understand the value of internships and develop a time line for seeking an internship.

--Understand how to locate internship opportunities nationally and internationally.

--Develop a specific career plan with clearly defined goals and strategies for goal attainment. Employers are most interested in students with clearly defined goals.

**Outcome #2**
An Internship website is now available for students to view which discusses the importance of completing an internship. In addition, an online Internship Acceptance Form has been placed on the website in order to track students who are completing internships. Outcome pending.

**Student learning objective #3**
Students will be able to:

--Develop networking contacts which will be useful to students for career advice, internships, and
or full time jobs upon graduation.

--Understand the concept of "networking" and what is involved in the process.

Outcome #3
75 students and employers attended the first Networking event held on April 7, 2005. At the present time, we have 6 students which gained an internship or full time job as a result of the event. Outcome pending.

3 main bragging points for department - Optional

Bragging point #1
Conducted brand new Lunch and Learn series Fall 2004 and Spring 2005 which was very well received. Topics chosen for discussion for purposes of career development included: Basic Interviewing, Behavioral Interviewing, Business and Professional Dress, Salary Negotiations, The Value of Internships, Resume Writing, Careers in Sports, Careers in Federal Government and Abroad, and Networking. 180 students attended the event in the Fall followed by 198 in the Spring. Total attending the event: 378.

Bragging point #2
Implemented a monthly Career Services newsletter which is circulated to major departments across campus as well as to all students. The newsletter provides students with an opportunity to learn more about upcoming on-campus interviews, information about upcoming Lunch and Learn series, and practical job search advice. In addition, the newsletter places a special emphasis on internships each month.

Bragging point #3
The internship initiative has moved forward with a long list of accomplishments. For the first time, all internships were posted electronically in eRecruiting for the entire year. An Internship Fair was held in conjunction with the Career Expo, Fall 2004. An Internship Advisory Board of 25 individuals (employers in the community) was established. This was a collaborative effort between Academic Affairs and the Academic Internship office.

If applicable, 3 major 04-05 events/programs/etc. with description, attendance info, money raised

Event #1
Career and Internship Expo--Fall 2004

Hosted Career and Internship Expo on September 22, 2004. Purpose of fair was to provide students and alumni an avenue for obtaining career advice, internships, and or full time jobs. The Internship Expo was held in conjunction with the Career Fair for the first time. Over 1,000 students attended with 90 companies participating. Revenue raised after expenses: $6530.
Event #2
Graduate and Professional School Information Fair--Fall 2004

Hosted Graduate and Professional School Information Fair on September 23, 2004. Fair was held to encourage students at U of M to think about obtaining advanced degrees. Over 300 students attended with 103 schools participating. Revenue raised after expenses: $6050.

Event #3
Education Fair--Spring 2005

Hosted Education Fair on February 23, 2005. Fair was held to assist students and alumni in securing employment in the field of education. 36 school districts attended with 330 students in attendance. Revenue raised after expenses: $2785.

Contact summaries for the 04-05 year as applicable - headcount counseling sessions, cases, programs help, students housed, children housed, children cared for, tests administered, interviews hosted, etc.

Advising appointments/Individual Counseling Sessions: 753

Mock Interviews Conducted: 68

Individual Resume Critiques: 205 (24 Hour Resume Critiquing Service)

Response to Emails from Students: 536

Conducted Workshops/Presentations: 100 with 3 staff

Lunch and Learn: 378 students in attendance

Outreach to Employer Sessions: 120 with 4 staff

Number of Students Completing On-Campus Interviews: 864

Total Number of Companies With Schedules For On-Campus Interviews: 67

3 Main initiatives for 05-06

Initiative #1
Continue to work on increasing students' knowledge of the use of information technology for their job search. Most students seem to only be familiar with a few main job search sites such as Monster.
Initiative #2
Work to improve students' interview skills. As a result, we hope the feedback from employers will be positive and that more hires will be made.

Initiative #3
Increase the number of students completing internships. Develop new creative ways of tracking how many students complete internships utilizing an OnLine Internship Acceptance Form.