STUDENT AFFAIRS ANNUAL REPORT DATA 05-06

Department Name  Career and Employment Services

Location  400 Wilder Tower

Phone Number  678-2230

Web Site  http://saweb.memphis.edu/ces

Department Annual Report web link  n/a

Director Name  Alisha Rose

Director Email  arose3@memphis.edu

Number of Full-Time Staff  5

Mission  The central mission of the Career and Employment Services Office is to provide programs, services, and resources for students to effectively transition their academic preparation and degree to a selected career in a manner that will be personally rewarding and of maximum benefit to society. Career and Employment Services helps prepare students and alumni to have proficient job search skills that enable them to effectively represent themselves to prospective employers, with special emphasis on internships. In addition, the department provides employers with electronic and other means to view and interact with viable candidates.

Major departments/functions/offices/responsibilities - brief listing

Advising Services: Professional staff members meet with students and alumni regarding resumes, career counseling, cover letters, and job search and interviewing skills.

Internship Assistance: The Internship Coordinator assists students with resume development, interviewing skills, using eRecruiting, and internship searches.
On-Campus Interviews: Career and Employment Services coordinates and hosts on-campus employer recruitment visits.

Job Listings: Career and Employment Services provides students with free access to job listings on the CES website through eRecruiting, MonsterTrak, Memphis Chamber of Commerce, Tennessee Job Bank and a resource library.

Resource Library: Career and Employment Services has a repository of online career resources on the CES website as well as printed resources.

Career Fairs/Events/Workshops: Career and Employment Services coordinates and hosts the Career and Internship Expo, Graduate and Professional School Information Fair, Education Fair, Networking Reception, and Career/Professional Development Workshops.

3 main departmental goals and related accomplishments/results for 05-06

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  Career and Employment Services staff conducted mock interviews. Professional dress and communication skills were added to the Career and Employment Services website content. Lunch and Learn Series evaluations indicated that students are learning career/professional development skills.

Results/Accomplishments #1B  Evaluation of Recruiting Procedures completed by employers participating in on campus recruitment indicated an improvement in candidates communication skills, resumes, and professional appearance.

Goal #2  Increase students’ awareness of the importance of completing an internship prior to graduation.

Results/Accomplishments #2A  Career and Employment Services staff promoted the internship initiative to students through classroom presentations and Career and Employment Services publications. The Internship Coordinator conducted 344 advising appointments.

Results/Accomplishments #2B  374 internships were posted in eRecruiting

Goal #3  Increase students’ knowledge and use of information technology for their job search.

Results/Accomplishments #3A  Career and Employment services staff educated students on how to utilize eRecruiting for their job and internship searches through classroom presentations and individual sessions. Staff members also provided students with information on internet job search sites such as Monster Trak, Tennessee Job Bank, and Internships U.S.A.

Results/Accomplishments #3B  7023 students/alumni accounts in eRecruiting. 3099 students/alumni documents including resumes, cover letters, and portfolios were uploaded in eRecruiting.
**Initiative #1:** Continue to increase students' knowledge of the use of technology for job/internship searches.

**Initiative #2:** Increase the number of students completing internships. Develop a device to track the number of students completing internships utilizing an Online Internship Acceptance form.

**Initiative #3:** Continue to expand students’ knowledge of the use of information technology for job searches.

**Up to 3 student learning objectives and outcomes for 05-06**

**Student learning objective #1** Students will learn the meaning of professional attire, demonstrate effective communication skills, comprehend behavioral interviewing skills, and develop skills necessary to research companies.

**Assessment Method #1:** Career and Employment Services staff conducted employer recruiting procedures evaluations and Lunch and Learn student evaluations. The staff also tracked the number of students participating in mock interviews and lunch and learn workshops.

**Outcome #1** Career and Employment Services staff conducted 81 mock interviews. 317 students participated in Lunch and Learn workshops. Lunch and Learn evaluations indicated that students are learning a variety of career-related skills. Recruiting Procedures evaluations indicated improvement in students’ communication, personal appearance, and resumes.

**Student learning objective #2** Students will understand the value of internships, how to locate internships, and develop a timeline for seeking internships.

**Assessment Method #2:** Career and Employment Services staff tracked the number of Internship Coordinator advising appointments and internships posted in eRecruiting. Students were also asked to complete an on-line internship survey.

**Outcome #2** The Internship Coordinator conducted 344 advising appointments and numerous class presentations. 374 internships were posted in eRecruiting. Note: It has been challenging to get students to complete the on-line survey. In spite of Internship Coordinator’s diligent work, there are no responses to the on-line internship survey at this time. The staff reminds students to complete the form at each internship advising appointment and make printed information about it available on the website and in the internship brochure and presentations.

**Student learning objective #3** Students will understand the benefits of and how to use eRecruiting for job and internship searches.

**Assessment Method #3:** Career and Employment Services staff tracked the number of student accounts and student documents in eRecruiting.

**Outcome #3** 7023 student accounts in eRecruiting. 3099 student documents (resumes and
cover letters) uploaded in eRecruiting.

**3 main bragging points for department - Optional**

**Bragging point #1** Career and Employment Services staff coordinated a Science, Mathematics, Engineering and Technology Fair which attracted 30 employers and 300 students.

**Bragging point #2** The staff coordinated the Lunch and Learn Series in Fall 2005 and Spring 2006 which included presentations on career/professional development topics such as How to Work a Career Fair, Networking, Journalism Careers and Cover Letter Writing, Basic Interviewing, Careers in International Trade and Business, Resumes/Vitae for Graduate Students, Non-Profit Careers and the Importance of Internships, Corporate Organizations: Managing Change to Remain Competitive, Career Tips in Accounting, and Building a Professional Image and Wardrobe.

**Bragging point #3** The staff revised and improved the Career and Employment Services website and publications. The CES website and publications provide students with a wealth of information and resources regarding career planning, resume/cover letter writing, job listings, internships, job searching, interviewing, career fairs, and eRecruiting.

**Revenue Producing Initiatives and Results:**

Event #1
Fall 2005 Career and Internship Expo generated $10,307.00 in revenue.

Event #2
Fall 2005 Graduate and Professional School Information Fair generated $7,939.00 in revenue.

Event #3
Spring 2006 Education Fair generated $2,490.00 in revenue.

Event #4
Spring 2006 Science, Mathematics, Engineering, and Technology Fair generated $628.00 in revenue.

**Community Involvement and Partnerships:**

Career and Employment Services staff are members of the Memphis Chamber of Commerce, and National Association of Colleges and Employers. Staff members served on community boards of MPACT Memphis, Tennessee Association of Colleges and Employers, and Memphis Society for Human Resources Management and co-chaired MIMSAC and Southeastern Association of Colleges and Employers Conferences.

CES staff were guests on the Let’s Talk Money and Live @ 9 (TV Shows) and served as panelists and conducted presentations at MPACT Memphis Beyond College and YWCA Conferences.

CES staff engaged the community (employers) through the Lunch and Learn Series, On-campus interviews, Career Fairs and Networking Reception.
**Collaborative Efforts:** Career and Employment Services collaborated with: the College of Education in hosting the Education Fair; Christian Brothers University and U of M Graduate School in hosting the Graduate and Professional School Information Fair; Alumni Affairs in hosting the Science, Mathematics, Engineering, and Technology Fair; and Academic Affairs in hosting the Career and Internship Expo and coordinating the internship initiative. Clay Woemmel co-chaired the first Student Affairs-Academic Affairs joint MIMSAC Conference.

**What students learn from Student Affairs:**
Students learn to present themselves effectively as candidates for employment and graduate study.

Students learn the value of participating in and how to locate experiential learning opportunities.

Students learn how to conduct an effective job/internship search using technology.

**If applicable, 3 major 05-06 events/programs/etc. with description, attendance info, money raised**

**Event #1** The Career and Internship Expo provided students and alumni with the opportunity to network with employers and obtain information regarding careers, internships, and full-time employment. 678 students and 91 companies participated in this event.

**Event #2** The Graduate and Professional School Information Fair provided students and alumni with the opportunity to gain information on graduate schools and programs and to pursue advance degrees. 175 students and 99 graduate and professional schools participated in this event.

**Event #3** The Education Fair provided a platform for students/alumni to gain employment in the education profession. 250 students and 31 school districts participated in this event.

The Science, Mathematics, Engineering, and Technology Fair provided specific majors with an opportunity to secure internships, employment, and career information in their field of study. 300 students and 30 employers participated in this event. 2006 was the first year that CES hosted this fair.

**Contact summaries for the 05-06 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: 603

Mock Interviews: 81

24 Hour Service Resume Critiques: 378

Workshops/Presentations: 73

Lunch and Learn Series Student Participants: 317
Outreach to Employers: 109

Number of Students Completing On-Campus Interviews: 837

Number of Companies Participating in On-Campus Interviews: 64

**3 Main initiatives for 06-07**

**Initiative #1** Begin to develop a five-year strategic plan that will guide Career and Employment Services in realizing its mission and accomplishing departmental goals consistent with the vision and mission of Student Affairs and the University’s strategic priorities.

**Initiative #2** Continue to build relationships with university and community constituents to generate new models for delivering career services and provide more opportunities for students/alumni.

**Initiative #3** Provide additional career services to graduate and international students.