

## Unit Missions

### CS Mission Statement

**Mission statement**

*Continue Your Journey...*

Helping students and alumni continue their career journey through the facilitation of workshops, information sessions, and job postings. The Office of Career Services will provide a diverse and inclusive posture in providing assistance to students, alumni, and faculty in creating a comprehensive career plan.

**Related Items**

*There are no related items.*

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### Continue Your Journey

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**Related Items**

*There are no related items.*

## User Outcomes

### CS 01: UO job placement

**Start:** 7/1/2013

**End:** 6/30/2014

#### **User Outcome**

**Increase number of organizations/employers recruiting/interviewing on campus by 10%.**

#### **Data Collection (Evidence)**

- Counted numbers of Career Day participants for career fairs held
- Documented number of individual organizations on-campus for visits and interviews

#### **Results of Evaluation**

#### **Use of Results and Recommendations**

#### **Related Items**

*There are no related items.*

## Unit Goals

### CS 2014\_01: Students Utilizing Career Services

**Start:** 7/1/2013

**End:** 6/30/2014

#### Unit Goal

Increase number of student utilizing services offered by the Career Services' office by 10%.

#### Evaluation Procedures

- Document attendance of Career Day participants by utilizing Student Id card scanner to eliminate reporting issues. Sign in sheets will be utilized for participants without Student Id Cards.
- Document attendance of student participating in on-campus visits, meeting, and interviews conducted by off campus organizations/ employers.
- Document all participation of the following: in office student visits, student/faculty/alumni resume reviews, Inner office workshops, Don't Cancel Class workshops

#### Actual Results of Evaluation

The Student ID card scanner proved to be logistically inefficient. Upon noticing this issue, the office reverted to the previous method of collecting student data which is a paper sign in sheet. Due to the conversion mid semester and a few staff (students) changes, some student data was not collected. Below is the student attendance totals for the 2013-2014 school year.

Nurse Recruitment Day (No Data)

Fall College of Business Career Fair (No Data)

Fall Teacher Recruitment Day (No Data)

Spring College of Business Career Fair (41 Students Attended)

Spring Teacher Recruitment Day (76 Students Attended)

Statesmen Connect fair (21 Students Attended)

Throughout the academic school year, two employers conducted interviews collectively three times where one employer conducted interviews twice. Collectively 7 students were interview on campus for jobs this academic year. Also, this spring the Mississippi Army National Guard recruiter became a Statesmen sponsor where his campus recruiting total is two.

Approximately 148 students visited and utilized our office services that we provide. The exactly number of students that visit the office is unknown due to no full time Administrative Assistant to collect this data consistently throughout the day.

247 Student, Faculty, and Alumni resumes were reviewed and edited.

A total of 47 Workshop (Don't Cancel Class Workshops included) were conducted where a total of 581 students were reached.

#### Use of Evaluation Results

The results of this year's evaluation will be utilized to increase our student and employer participation as well as explore additional avenues of increasing our student exposure.

### **Related Items**

*There are no related items.*

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## **CS 2014\_02: Employer Contact Opportunities**

**Start:** 7/1/2013

**End:** 6/30/2014

### **Unit Goal**

**Increase number of organizations/employers recruiting/interviewing on campus by 10%.**

### **Evaluation Procedures**

- Document attendance of employers that attend Career Day events held throughout the year
- Document number of individual employers on-campus for visits and interviews
- Compare data collected this year to data collected in previous year

2012 - 2013 Employer attendance: 138

2013 - 2014 Projected employer attendance: 151

### **Actual Results of Evaluation**

The total Employer/ Organization recruiting attendance of this academic year is 152.

### **Use of Evaluation Results**

This data will be utilized as a baseline for future progress of the employer out reach that our office conducts.

### **Related Items**

*There are no related items.*

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## **CS 2014\_3: Student Utilization of Statesmen Connect (online career services resources)**

**Start:** 7/1/2013

**End:** 6/30/2014

### **Unit Goal**

**To increase student access, participation, and utilization of Statesmen Connect.**

### **Evaluation Procedures**

- Collect data from Statesmen Connect of students/ alumni log ins throughout the the 2013 - 2014 academic year.
- Collect date of active students in the Statesmen Connect online system.

### **Actual Results of Evaluation**

Over this academic school year, Statesmen Connect (our new online job posting system and career services manager) was launched to employers August 1<sup>st</sup> 2013 and students on October 1<sup>st</sup> 2013. There are 488 active students over the 8 month period that the Statesmen Connect system has been available to students. The active students have logged in approximately 2,182.

### **Use of Evaluation Results**

This data will be utilized as a baseline for future progress of Statesmen Connect. Increased utilization will signal future expansion of the system or justification of the need.

### **Related Items**

*There are no related items.*

## Section IV.a

### Brief Description

#### Judgment

Meets Standards    Does Not Meet Standards    Not Applicable

#### Narrative

Delta State University's office of Career Services is tasked to provide career related support to the current student as well as alumni. The Careers Services office supports this population by facilitating an array of services that include but are not limited to: resume review, career workshops, dining etiquette workshops, job postings, internship search etc...

## Section IV.b

### Comparative data

Enrollment, CHP, majors, graduation rates, expenditures, trends, etc.

#### Judgment

Meets Standards    Does Not Meet Standards    Not Applicable

#### Narrative

## Section IV.c

### Diversity Compliance Initiatives and Progress

#### Judgment

Meets Standards    Does Not Meet Standards    Not Applicable

#### Narrative

## Section IV.d

### Economic Development Initiatives and Progress

#### Judgment

Meets Standards    Does Not Meet Standards    Not Applicable

#### Narrative

## Section IV.e

### Grants, Contracts, Partnerships, Other Accomplishments

#### Judgment

Meets Standards    Does Not Meet Standards    Not Applicable

#### Narrative

## Section IV.f

### Service Learning Data

List of projects, number of students involved, total service learning hours, number of classes, faculty involved, accomplishments.

#### Judgment

Meets Standards    Does Not Meet Standards    Not Applicable

#### Narrative

## Section IV.g

### Strategic Plan Data

Only use this section if you have strategic plan info to report that is not covered in other areas of your report

#### Judgment

Meets Standards    Does Not Meet Standards    Not Applicable

#### Narrative

## Section IV.h

### Committees Reporting To Unit

Each unit includes in the annual plan and report a list of the committees whose work impacts that unit or any other aspect of the university; along with the list will be a notation documenting the repository location of the committee files and records. Committee actions affecting the unit's goals may be noted in other applicable sections of the annual reports. Not required to be included in the unit's annual plan and report, but required to be maintained in the repository location, will be a committee file that includes, for each committee: Mission and by-laws, Membership, Process, Minutes.

#### Judgment

Meets Standards    Does Not Meet Standards    Not Applicable

#### Narrative

## Section V.a

### Faculty (Accomplishments)

Noteworthy activities and accomplishments

#### Judgment

Meets Standards     Does Not Meet Standards     Not Applicable

#### Narrative

## Section V.b

### Staff (Accomplishments)

#### Judgment

Meets Standards     Does Not Meet Standards     Not Applicable

#### Narrative

Member, DSU Courtesy Committee

- Member, DSU Special Programs' Committee
- Member, NACE (National Association of Colleges and Employers)
- Member, SOACE (Southern Association of Colleges and Employers)
- Member, MACE (Mississippi Association of Colleges and Employers)

## Section V.c

### Administrators (accomplishments)

#### Judgment

Meets Standards     Does Not Meet Standards     Not Applicable

#### Narrative

**Nationally Certified Counselor, National Board of Certified Counselors 2012 - Present**

Member

- **DSU Administrative Staff Council, 2014**
- **Omicron Delta Kappa , Delta State University Circle**
- **MACE (Mississippi Association of Colleges and Employers)**
- **2014 Campaign Vice-Chair of United Way of Cleveland**



### **Section V.d**

#### **Position(s) requested/replaced with justification**

##### **Judgment**

Meets Standards     Does Not Meet Standards     Not Applicable

##### **Narrative**

### **Section V.e**

#### **Recommended Change(s) of Status**

##### **Judgment**

Meets Standards     Does Not Meet Standards     Not Applicable

##### **Narrative**

### **Section VI.a**

#### **Changes Made in the Past Year**

##### **Judgment**

Meets Standards     Does Not Meet Standards     Not Applicable

##### **Narrative**

### **Section VI.b**

#### **Recommended Changes for the Coming Year**

##### **Judgment**

Meets Standards     Does Not Meet Standards     Not Applicable

##### **Narrative**