

Area	Manager
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Career Placement

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Mission

The mission of the Solano Community College Career and Employment Services Center is to provide career resources and professional guidance to students and alumni so they attain their immediate and long-term, employment and career goals.

## Section 1: Current Projects

This Program Review contains an evaluation of all projects that overlap the window between 31-Aug-12 and 04-Sep-13

### Project Assessment

Outcome Supported	Career Education and Training	>	Update and strengthen career/technical curricula.
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Project Title **Improvement and Expansion of Career Exploration Page**

Project Description Revamp the Career Exploration link from the Career Center homepage so that career resources and tools are available electronically for anyone needing them. This information is to include a Career Resources Handbook that will house resume, cover letter, interviewing; job and internship search and, self-marketing worksheets and samples.

How is Outcome Supported Allows students use and access of career center tools remotely.

Project Start 14-Sep-12 Project End 31-Mar-14 Status **In Progress**

Project Outcomes

- Afford users the ability to use data from website rather than having to visit the physical center o

Evaluation Results

Through use of IT analytics, we will be able to measure number of hits site receives and compare those numbers to the period prior to the inception of the online resource handbook.

Outcome Supported	Online Job Search Databases	>	Improve student access to college facilities and services for students.
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Project Title **Creation and Heightened Use of Social Media Sites**

Project Description Created Career Center Facebook, Twitter and LinkedIn pages and expanded use of MyGroups for purpose of posting job openings, providing career tools and information; as well as informing subscribers about the various activities the CESC hosts or features.

How is Outcome Supported This enlarges our job viewer network and also the circulation network of our events/workshops and data.

Project Start 01-Aug-12 Project End 15-Jan-13 Status **Overdue**

Project Outcomes

- Remote access to job information as well as events. Creates greater circulation of information w
- Consequently, employers are incentivized because they are able to reach larger audiences when

Major Accomplishments

Presented Career Center presentations within ten Counseling 50 sections, including the Puente and Umojo Learning Communities and First Year Experience between September 2012 and May 2013. In addition, presented to the Fall 2012 Photography 156 class on career paths within the industry. Introduced these students to Eureka as well and encouraged use of Professional Associations listed within the database to gain employment and networking opportunities.

Also instituted semestral Job and Internship Fair which had previously been held Spring semester solely. This has grown Job Fair attendance and participation by students, alumni and community members as well as marketed to an expanded business community. We also use the Job Fair as a source of revenue generation for the Career Center.

The Career Center participated in the ASSC Funding proposal process and was awarded \$1500. These funds are being used to purchase headphones for the student computers within the Career Center so students are able to listen and take advantage of the webinars and tutorial videos on the many career related subject matter.

## Section 2: Outcomes Assessment

This Program Review contains assessment activities that occurred between 03-Sep-12 and 04-Sep-13

### Online Job Search Databases

Outcome Description	Students, alumni and employers are able to use the online job search database. Students and Alumni can look for a variety of employment opportunities as well as search through a greater employment announcement pool by utilizing site links and networks. Em
Assessment Strategy	Review number of students, alumni and employers signed up with the online job search database and number of viewings (hits) for jobs that are posted.
Success Criteria	Students are able to utilize site links and networks to search through a greater employment announcement pool of varied types (FT, PT, Internship, Volunteer, etc.) as well as have access to career related webinars, materials and documents; Students also h
Strat Objective Supported	2.4 Improve access

### Outcomes Assessment and Actions

Assessment Date	Assessment Results
9/13/2012	Based on data collected, 424 students, 45 alumni and 228 employers have registered with the Career Center online job search database between Sep 2012 and Aug 2013. The registered students and alumni were able to successfully utilize the online database to search current job listings (905) within this same period.
Action Date	Action
13-Sep-13	Continue to provide access to online job search databases. Increase information provided to SCC students and alumni regarding online Career Center Services through email, flyers, My Groups, social media pages, and other forms of advertisement. Increase links to the online job search database throughout the SCC website. Review data to calculate hits to Career center services and online job search databases.

## Areas of Concern

Specifically, presentation in the Counseling courses as well as the other marketing and campus outreach efforts have highlighted the fact that students are unaware of the Career Center's existence and the services provided.

The other area of concern highlighted is the need for basic soft skill, professional decorum, and self-esteem awareness trainings via focused workshops. Our students are not perceived by area employers as being serious employee prospects because of their professionalism and this is an image we must work to eradicate immediately.

## Section 3: Planned Work

### Possible Future Projects

Yes, the need for increased marketing via mediums that our students frequent. Thus, we have created Facebook and Twitter pages for the Career Center as well as utilized to a greater extent, the MyGroups feature in MySolano. The College Central online job board database also has a social media feature and links to the Career Center Facebook and Twitter pages, which is how we're able to post open employment opportunities.

Future Project Start

Outcome Supported **Career Education and Training** > Update and strengthen career/technical curricula.

Project Title **Certification on MBTI and Strong's Test Administration and Evaluation**

Project Description

How is Outcome Supported

Project Start 02-Jun-14 Project End 16-Jun-14 Status **In Progress**

### Other Notes