

Career and Employment Center 2006-2007 Institutional Effectiveness Plan

Unit head: Martha Turner Reports to: Academic Support Services

Mission: Provide career and employment information and services to assist students and graduates in the pursuit of their chosen career goals. Serve as a resource center for job search preparation, a referral service for students, and a liaison between prospective employers, students, and faculty.

Program Outcomes/General Goals

Outcome/Goal 1: Expand direct services to students through improvements in staffing, programming, and services provided.	Related MTSU Goals:	Measurement 1: Establish fifth satellite office in College of Education.	Responsible person(s): Director, Career and Employment Services Completion Date: 5/30/2007	Results: Employed a Coordinator in February 2007 for the fifth satellite office in the College of Education and Behavioral Science	Use of Results/Action Plan: See summary of 2006-2007 assessment efforts listed below.
		Measurement 2: Maintain three on-campus career fairs and continue to participate in the Nashville Area fairs.	Responsible person(s): Director and Career Center staff Completion Date: 6/30/2007	Results: MTSU Career Day increased from 160 to 184 employers, Nurses/Health Career Fair decreased from 42 to 39, Summer Jobs & Internships Fair increased from 70 to 71. Participated in the two Nashville Fairs.	Use of Results/Action Plan: See summary of 2006-2007 assessment efforts listed below.
Outcome/Goal 2: Expand on-line services through eRecruiting.	Related MTSU Goals:	Measurement 1: Increase student registration in eRecruiting by 15%.	Responsible person(s): Asst. Director and Coordinators Completion Date: 5/30/2007	Results: Increased student registration by only 4% to 3,076.	Use of Results/Action Plan: See summary of 2006-2007 assessment efforts listed below.
Outcome/Goal 3: Develop new programs: Express Resume Critique Day, Majors Fair, and Alumni Mentor Program.	Related MTSU Goals:	Measurement 1: Evaluate success of new programs and modify for improvement.	Responsible person(s): Director, Career and Employment Services Completion Date: 5/30/2007	Results: Conducted two Express Resume Critique Days on 4/20/2006 and 11/8/2006, one Majors Fair held 3/28/2007. Introduced the Alumni Mentor Program organized in the Fall of 2006, ongoing.	Use of Results/Action Plan: See summary of 2006-2007 assessment efforts listed below.

Summary of 2006-2007 Assessment Efforts: 1a. Introduced College of Education Coordinator to faculty and students to implement Career Service programs specific to the College.

1b. Strive to keep employer participation at or above previous years.

2. Implemented eRecruiting system to post jobs providing added value to encourage and increase student registration with the Center.

3. Utilized evaluations of each event with expectations to continue and improve programs in 07-08.