

**Division of Student Development
End of Year Report Form
Spring 2016**

Department/Unit:	Career Services	
Mission Statement:	<p>The primary mission of Career Services is to help students become fully marketable by strategizing a career map that runs parallel to their academic endeavor.</p> <p>Career Services coach's students through intentional career exploration opportunities, recruitment activities, and workshops. Services provided assist students with developing a career strategy which directs them to the right profession that fits their profile and career aspirations.</p>	<p>Last Year 2014- 2015</p> <p>The primary mission of Career Services is to help students become fully marketable by strategizing a career map that runs parallel to their academic endeavor.</p> <p>Career Services coach's students through career exploration, recruitment activities, and workshops. Students develop a career strategy which directs them to the right profession that fits their profile and aspirations.</p>
Goals for 2015-16	<p>To increase awareness of Career Services among faculty and administration for the purpose of making students more conscious of our services which helps them make decisions early on with the goal of directing them to establish a Career path and professional profile.</p> <ol style="list-style-type: none"> 1) Improve the visibility of the office and the services we provide to students through Simplicity and the programs we offer. 2) Partner with Counseling and make presentations in all SD 110 courses and connect with other programs on campus to do the same. Develop a closer relation with faculty, so that student's future jobs needs become more viable. 2) Hosted Mini Career Fairs to connect and reach students in the three Academic Schools. 	

<p>Status of Goals Attainment for 2015-16</p>	<ul style="list-style-type: none"> <p>Worked with Business and Accounting departments Goal was accomplished- We had several partnership events that exposed students to career information; career workshops, presentation to clubs, class visits, Leadership programs opportunities, professional recruiters, class visits and sites for the Start Up New York</p> <p>Obtained internships for Business and Health in private and Government industries Goal was accomplished – Internship Coordinator placed 37 students and scheduled 48 interviews for students in the Spring, 2016 semester</p> 																																			
<p>Amount of Students Using Services this Past Year:</p>	<p><u>Collected from Google Analytics for Home page of Career Services</u></p> <table border="0"> <tr><td>Homepage</td><td>13222</td></tr> <tr><td>Resumes</td><td>3,020</td></tr> <tr><td>Internships</td><td>2,195</td></tr> <tr><td>Events Calendar</td><td>862</td></tr> <tr><td>Student Page</td><td>550</td></tr> <tr><td>Success Stories</td><td>2611</td></tr> <tr><td>Interview</td><td>782</td></tr> <tr><td>other</td><td>1023</td></tr> <tr><td>Total of all Homepage Services</td><td>24265</td></tr> </table> <p><u>Kiosk (reasons for visiting Career Services)</u></p> <table border="0"> <tr><td>General Information</td><td>75</td></tr> <tr><td>Class Visits</td><td>6</td></tr> <tr><td>Internships</td><td>61</td></tr> <tr><td>Placements</td><td>19</td></tr> <tr><td>Leadership</td><td>61</td></tr> <tr><td>Focus2Career</td><td>112</td></tr> <tr><td>Orientation</td><td>8</td></tr> <tr><td>Resume Clinic/ Resume review</td><td>158</td></tr> </table>	Homepage	13222	Resumes	3,020	Internships	2,195	Events Calendar	862	Student Page	550	Success Stories	2611	Interview	782	other	1023	Total of all Homepage Services	24265	General Information	75	Class Visits	6	Internships	61	Placements	19	Leadership	61	Focus2Career	112	Orientation	8	Resume Clinic/ Resume review	158	
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Workshop	17
Counseling	192
Miscellaneous	82
Total	791

Statistics from Symplicity Database

- 637 unique students logged into symplicity from 2015-2016.
Break down below

Freshman	120
Sophomore	89
Junior	142
Senior	189
Alumnus	50
Other	47

- 638 students logged in a total of 2632 times
- Job Postings – Breakdown
 - Full-time - **164**
 - Part-time - **94**
 - Internships - **142**
 - Others - **101**
 - Total **501**
- **New Employers created – 661**
- **Resumes and cover letter posted is 196**
- **New Job Applications from students 164**

Types of Services Provided:

Leadership programs , Internal and external Workshops, Orientation, Webinars, Career Fairs, Interviews, Students Development Classes, Seminars, Special partnerships, Professional development, Internships, Mock Interviews, job and internship, Career and College major advice, Graduate School letter writing, Start Up New York Internship Partnership

<p>Amount of Events Staged this Year and # Students Attending Each Event:</p>	<ul style="list-style-type: none"> - Number of Events – 113 - Number of students in attendance – 2018 - Number of Staff support and in attendance – 48 - Some information was not accounted for fall 2015, specifically the workshops. There were at least 64 workshops (orientation, Focus2Career and resume clinic) with an average of 4 students per workshop - Symplicity was inactive for the month of February <p style="text-align: center;"><u>Break Down Is below</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Type</th> <th style="text-align: center;">Name</th> <th style="text-align: center;">Date</th> <th style="text-align: center;"># of Students</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Career fairs</td> <td style="text-align: center;">Retail Job Fair</td> <td style="text-align: center;">11/18/2015</td> <td style="text-align: center;">450 Student 6 Staff</td> </tr> <tr> <td style="text-align: center;">Webinars</td> <td style="text-align: center;">York College and FDA</td> <td style="text-align: center;">2/4/2016</td> <td style="text-align: center;">7 Students</td> </tr> <tr> <td style="text-align: center;">Workshop</td> <td style="text-align: center;">America Needs You</td> <td style="text-align: center;">2/9/2016</td> <td style="text-align: center;">2 Students</td> </tr> <tr> <td style="text-align: center;">Class</td> <td style="text-align: center;">ORIENTATION & FOCUS2</td> <td style="text-align: center;">2/17/2016</td> <td style="text-align: center;">30 Students</td> </tr> <tr> <td style="text-align: center;">Workshop</td> <td style="text-align: center;">America Needs You</td> <td style="text-align: center;">2/18/2016</td> <td style="text-align: center;">5 Students</td> </tr> <tr> <td style="text-align: center;">Workshop</td> <td style="text-align: center;">Etiquette in the Atrium</td> <td style="text-align: center;">3/3/2016</td> <td style="text-align: center;">8 Students</td> </tr> <tr> <td style="text-align: center;">Workshop</td> <td style="text-align: center;">HR Club</td> <td style="text-align: center;">3/17/2016</td> <td style="text-align: center;">30 Students</td> </tr> <tr> <td style="text-align: center;">Workshop</td> <td style="text-align: center;">Developing Your Soft Skills</td> <td style="text-align: center;">3/8/2016</td> <td style="text-align: center;">36 Students</td> </tr> <tr> <td style="text-align: center;">Class</td> <td style="text-align: center;">Focus2</td> <td style="text-align: center;">3/10/2016</td> <td style="text-align: center;">32 Students</td> </tr> <tr> <td style="text-align: center;">Workshop</td> <td style="text-align: center;">Grant Writing Workshop</td> <td style="text-align: center;">3/15/2016</td> <td style="text-align: center;">15 Students</td> </tr> <tr> <td style="text-align: center;">Workshop</td> <td style="text-align: center;">Resume writing and Branding</td> <td style="text-align: center;">3/17/2016</td> <td style="text-align: center;">1 Staff 1 Student</td> </tr> <tr> <td style="text-align: center;">Class</td> <td style="text-align: center;">Orientation</td> <td style="text-align: center;">3/17/2016</td> <td style="text-align: center;">14 Students</td> </tr> </tbody> </table>	Type	Name	Date	# of Students	Career fairs	Retail Job Fair	11/18/2015	450 Student 6 Staff	Webinars	York College and FDA	2/4/2016	7 Students	Workshop	America Needs You	2/9/2016	2 Students	Class	ORIENTATION & FOCUS2	2/17/2016	30 Students	Workshop	America Needs You	2/18/2016	5 Students	Workshop	Etiquette in the Atrium	3/3/2016	8 Students	Workshop	HR Club	3/17/2016	30 Students	Workshop	Developing Your Soft Skills	3/8/2016	36 Students	Class	Focus2	3/10/2016	32 Students	Workshop	Grant Writing Workshop	3/15/2016	15 Students	Workshop	Resume writing and Branding	3/17/2016	1 Staff 1 Student	Class	Orientation	3/17/2016	14 Students	<p>How did each event contribute toward integrating, engaging, involving, validating and supporting students at the College?</p> <p>These programs provide</p> <ul style="list-style-type: none"> • We provide national and global internship and Experiential Learning opportunities. • Opportunities for networking, including exposure to new companies, job tips, to help find a path to their chosen career. • Collaborate with Academic, Student services departments, clubs and external affiliates like TMCF, HACU, Career Gear, America Needs You, Kindle and many more • Orientation of Career Services which talks about four year college plan, and services we provide to students • Self-assessments tools like Focus2Career • Prepare a cover letter • Better interview skills • A prepared resume for job search • Dining, phone, email Etiquette • Information on how to search for a job • How to choose a Career • Preparing students for events, such as TMCF, HACU, Etiquette in Atrium etc., talking about their conduct, dress, management of time
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	Workshop	Mental Health First Aid	3/18/2016	7 Students	<ul style="list-style-type: none"> • Appropriate dress for an event or interview • Fill out job applications • Offer some assistance to write graduate schools letters and applications
	Class	Orientation	3/22/2016	16 Students	
	Seminar	Etiquette in the Atrium	3/24/2016	116 students 16 Staff	
	Workshop	Drop In Workshop's Orientation and Focus2Career	Every Tuesday	148 Students	
	Workshop				
	Workshop	Resume Clinic	Every Wednesday at 3pm	48 Students	
	Workshop	Resume Clinic	Every Thursday at 12 pm	43 Students	
	Class	ORIENTATION	3/22/2016	20 Students	
	Interviews	TMCF	4 weeks started beginning of Feb	23 Students	
	Interviews	TMCF	3/8/2016	15 Students	
	Staff	Olivia Farewell	3/14/2016	29 Students	
	Class	RESUME & COVER LETTER INFO	4/6/2016	24 Students	
	Leaderships program	Women's History Month – March	3/1/16 @ 10 am	9 staff from Seek, student development and Career Services attended.	
	Leaderships programs	CS, Dress for Success and Links	3/28/2016	20 students and 1 staff , 2 speakers	

	Special Partnership	YECA (York Early College Academy) and Career Services	3/28/2016	6 students	
	Internal event	Accounting open house	3/23/2016	2 Staff 35 Students	
	Professional Development	Women's Center	3/30/2016	5 Students	
	Professional Development and Webinar	CS SUM and Nace	3/4/2016	4 Students	
	Workshop – Internal	Professor Bradley and Ms. Chesney	4/7/2016	35 students	
	Information Session	CS and TMCf	4/7/2016	9 students	
	External Partnership	DOE/CS/Students Activities	4/9/2016	1 Staff	
	Interviews	TMCf	4/12/206	4 Students	
	Interviews	TMCf	4/14/206	4 students	
	Leaderships	TMCf finalists and CS	4/15/2016	9 Students and 3 Presenters	
	External Partnership	York College and Fastenal Industrial & construction Expo.	4/13/2016	2 Staff	
	Interviews	TMCf	4/18/2016	9 Students	
	Workshop	HACU	4/19/2016	5 Students 1 Staff	
	External Partnership	Role Model Program/ CS	4/25/2016	5 students 1 Staff	
	Internal & External partnerships	CS/Dreamers Diversity/ CUNY	4/21/2016	5 Community leaders, 1 Staff 45 York	

				Students
	Workshop – Internal	HR Club, SHRM and CS	4/21/2016	40 Students
	External Partnership	CS/ York/Startup	4/27/2016	1 Staff
	Career fairs	Retail Job Fair	5/4/2016	6 Staff 300 Students
	Workshop – Internal	Senior Salute and Ms. Chesney	5/7 and 5/8	100
	Workshop – Internal	HR Professional and Ms. Chesney	5/14/2016	1 Staff
	Orientation	Springfield High School and CS	5/19/2016	30
	NABA	Mock Interviews Prep for Conference; 5 students got interviews and 3 received job offers	6/8/2016	8
	Career Fair	CUNY Big Apple Job/Internships Fair	4/22/2016	2 staff

Highlight 2 Key Signature Events

Etiquette in the Atrium

This event had 116 York students and 13 Staff member in attendance. The speaker Shannon Taitt, founder and CEO of Deep Roots Consulting covered dining mechanics; interviewing rules; email and cell phone etiquette; how to conduct business in a meal setting, and social media behavior. Participants were served lunch, received prizes during interactive presentation, and received valuable handouts on dining and interviewing skills.

The goal of this event was in line with the college’s strategic plan of fostering school spirit and campus partnerships. The event was an opportunity for Career Services to establish strategic partnerships with student clubs, faculty and other offices through the campus.

Why do you consider each of these key events to be a signature activity?

Etiquette in the Atrium

- The outcomes of this event fostered strong relationships, maximum visibility and an impacted the overall necessary skill students need to ensure their professional success.

	<p><u>TMCF</u> Career Services was proud to be part of the recruitment team for The Thurgood Marshall College Fund (TMCF) leadership Institute. 9 students, Alma Golemi, Fraz Siddiqui, Karan Patel, Georgia Brown, Colin Bobb Jr, Clinton Ehidom, Gianni Gustave, Jonathan Chery and Ality Aghedo were chosen to attend the TMCF Leadership Institute/gala in Washington, DC.</p>	<p>TMCF</p> <ul style="list-style-type: none"> - In line with the College’s mission to enhance and expand opportunities, students were empowered to be better leaders, offered intense professional development, internship opportunities and conference exposure that will lead to career success.
<p>Status of Strategic Plan Implementation:</p>	<p>Objective: Ensure a culture of development and continuous improvement through appropriate and meaningful assessment.</p> <ul style="list-style-type: none"> • CSD plans to further develop its intentional efforts to expand assessments and evaluations in order to effectively capture students’ needs and improve services and programming as well as staff performance. • CSD will appropriately utilize data to inform planning and programming as well as best practices. 	
<p>Current Challenges:</p>	<p>Maintaining a flow of services with a weak organizational structure and lack of permanent staff</p> <p>Funding for professional quality marketing materials</p>	
<p>Goals for 2016-17:</p>	<ul style="list-style-type: none"> - Market new Mobil App for Symplicity to students. - Improve Kiosk on how it collects data 	

	<ul style="list-style-type: none">- Target freshman and transfers students to enhance their Career Services awareness- Focus more on collecting data from Career Outcomes – employers giving feedback on students’ performance and student’s gives feedback on their experience at company. This should be completed for fulltime, part time and internship positions.- Continue to Partnering with both academic departments and employers to identify jobs and internship opportunities for York College students.	
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