

**Governors State University**  
 Student Affairs and Enrollment Management: Reaching Vision 2020

**Focus Area: CAREER SERVICES**

**Leader(s): DARCIE CAMPOS**

**Implementation Year: 2018-19**

**GOAL 3:** Strategically promote meaningful on-campus employment for students, and provide education, development and support for hiring managers to advance the student experience and expand upon relevant transitional skill sets.

<b>Objective 1:</b>	To initiate hands-on opportunities available to students with a focus on professional development for students and support for hiring managers.
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• Launch our first student employee orientation, with a professionalism workshop in September that will go over work place expectations and professionalism. Additionally, cover how to build a student’s personal brand as part of their student employment experience on campus.</li> <li>• Host a hiring manager workshop for on campus hiring managers to inform, update and educate each hiring manager on the policies, procedures and proper protocols to follow in the hiring process as well as details on proper reporting for timesheets. Also to inform hiring managers of the new student employee orientation that we will be providing, and encourage them to send their student employees.</li> <li>• Host an on campus student employment and part-time job fair during welcome week.</li> <li>• Wrap up the 2<sup>nd</sup> year of the COSF Career Preparation grant work.</li> </ul>
<b>Desired Outcomes and Achievements</b> (Identify results expected)	<ul style="list-style-type: none"> <li>• We anticipate having a strong turnout for the hiring manager workshop, but we are not sure what to expect regarding new student employee orientation as often times scheduled workshops have a low student turnout unless it is a requirement. However, we are hopeful that those hiring managers that will attend the hiring manager workshop will see the value in sending their new student employees to the orientation and will build it into their workweek accordingly.</li> <li>• We anticipate a good turnout between 300-400 students in attendance for the student employment and part-time job fair.</li> <li>• We hope to see a strong finish as we conclude the work we have done over the last 2 years with the Career Preparation Grant.</li> </ul>
<b>Achieved Outcomes and Results</b>	<ul style="list-style-type: none"> <li>• We had 19 hiring managers attend the hiring manager training and 41 students attend the new student employee orientation workshop.</li> <li>• Throughout the year, student employees gained a thorough understanding of the importance of professionalism in the workplace and specifically what that looks and sounds like. They learned strategies on how to behave more professionally and how to begin the process of building their own personal brand that will in turn help them to be more marketable and more career ready for their future career opportunities.</li> <li>• The student employment and part-time job fair was a success with 349 students and 35 on and off campus employers in attendance.</li> </ul>

	<ul style="list-style-type: none"> <li>• Dartina and Darcie finalized the Career Preparation Grant outcomes report and submitted it to the President and her leadership team. Year two results showed that the student workers were meeting more and participating focus group work that led to the meeting of one of the year two goals of improving their level of self-awareness and insight. Student workers and interns stated that their level of confidence increased because of knowing and applying their strengths. The level of engagement from year one to two also increased, as stated by both the student workers and employers. These findings support the work we continue to do with strengths development, showing that a strength based community leads to a thriving and engaged campus. The National Association of Colleges and Employers also recognizes the importance of transitional and soft skill development and includes within their annual Job Outlook Survey a section that ranks the importance of soft skills and qualities that are the most critical from an employer's hiring perspective.</li> </ul>
<p><b>Analysis of Results</b></p>	<ul style="list-style-type: none"> <li>• While we were pleased over all with the 19 hiring managers and 41 students in attendance. We do hope through increased marketing for next year that we can see an increase in the number of hiring managers participating in the training and potentially will look to add additional student employee orientation offerings to be offered both in the fall and in the spring semesters.</li> <li>• We continue to see strong attendance and need for our Student employment and Part-time Job Fair, so this will be an event we continue during the kick off of welcome week for 2019.</li> <li>• Because of the Career Preparation Grant outcomes, we found using a strength-based approach has allowed students to align their strengths with the transferable skills needed to market themselves in today's workplace.</li> </ul>