

Program Review Action Plans

The following action plans are in response to the recommendations from the program review conducted on July 8th and 9th 2010 by an external and internal review team. The Career Services Team determined that each recommendation had merit and each deserved an action item to ensure completion. Please examine the program review recommendations for a complete explanation of each recommendation.

1. Career Services plans to do a random sampling of student's experience with counseling services. We will look at the phone surveys being completed at the University of Montana for benchmarking purposes and design a survey that will work for Weber State. The frequency and number of survey participants will be determined from the benchmarking information and discussions with Brett and Jessica. The Career Services Staff will be involved in the design and implementation of the survey.
Completion Date: June 1, 2011
2. Career Services does university-wide marketing presently but more can be done to reach a larger audience. We will hold a regular committee meeting before each semester starts to finalize a comprehensive marketing plan and meet at the first of each month to review the upcoming month's events and evaluate the success of the prior month's events. We will work to expand our presence in student orientation and First-Year Experience. We will expand our partnerships with key student affairs and academic departments. The Career Assistants will increase their involvement and leadership in our marketing plans.
Completion Date: January 31, 2011 (Spring Semester)
3. The Employer Development Group will plan additional outreach activities for employers to increase their involvement in employer spotlights, panel discussions, mock interviews, resume reviews and information sessions. The catalyst for this outreach will be the development of the employer partners program that the Coordinators for Employment and Internships will promote with our outstanding local, regional and national employers.
Completion Date: August 31, 2011
4. A job fair focusing on partnering with campus departments needing student employees will be planned for the first week of the Fall semester. Plans are being made for the first annual job fair for Fall of 2011. We will involve the Student Employment Committee in our planning process.
Completion Date: August 26, 2011 (First Week Of Fall Semester)
5. Orientation training on Career Connect will be performed each Wednesday during Career Café from 11:00 until 1:00 and each day personally for students by the career librarian.
Completion Date: November 2010
6. Plans for more intentional benchmarking are planned for Boise State University, University of Montana, Montana State University and Universities in Colorado. Visits to universities at conference sites and during employer visits will be made as well to benchmark regionally and nationally.
Completion Date: July 2011

7. Career Services will contact the University of Montana and the University of Utah to benchmark their formal "Recruiting Agreement" and will discuss this with Weber State's University Legal Counsel to be sure we are covered for liability purposes.
Completion Date: December 31, 2010
8. We will continue to engage in formal student learning outcomes. We will implement a coordinated assessment strategy (see diagram enclosed) that includes a random sample customer survey, an expanded survey of graduates and annual research projects to assess the efficacy of major programmatic functions within Career Services.
Completion Date: June 30, 2011
9. A continued focus on revenue enhancement will be emphasized through programs such as the Corporate Partners Program, the Career and Graduate Fairs, Job Location Development Grant, and the new Fall Job Fair.
Completion Date: August 31, 2011
10. The Graduate School Fair will be enhanced with additional partnerships with Departmental Chairs to increase the student attendance, expand the activities of Grad Fair Week and to collaborate more closely with all graduate school advisors to avoid duplication of services and offer additional services that student's need.
Completion Date: October 26, 2011
11. The Website will be updated by expanding the "site index" page to include links to all major programs and services offered by Career Services. We will add new pages for these programs if they are not present. Completion Date: Fall 2010. We will publish a "Student's Guide to Interviewing with Third-Party Recruiters" and a Faculty Guide to Ethical and Legal Standards in Student Hiring (NACE). Completion date: January 2010. We have published the archive summary data from the annual graduate survey to the website.