

Strategic Initiative Action Plan for: Job Search Skills Development and Assistance

<p>Action Plan Team Members: Betty Wells, Katie Danielson, Amy Welsh, Troy Shutler</p>	<p>Date: 3/14/2011 For FY:2012</p>	<p>The strategic focus for this strategic initiative is: Job Search Skills Development The AQIP Category this strategic initiative best aligns with is: Transition out of NC State</p>
<p>List Outcomes (results to be achieved) over the life of this initiative:</p> <ol style="list-style-type: none"> 1. Each division and academic program will have created a job search skills development plan unique to their program outcomes. 2. Students complete a quality resume upon graduation. 3. Upon completion of success skills course, students are introduced to job seeking skill development assistance & resources. 4. Increase use of student & alumni online job search resources; College Central Network. 5. Increase number student and alumni contacts for job search services. 	<p>List Milestones* (outputs which indicate progress in completing action plan) for:</p> <ol style="list-style-type: none"> 1. <ul style="list-style-type: none"> Year 1 Divisional – job search skill assessment information gathered & shared w/ academic Dean’s Year 2 Employer advisory boards provide feedback to academic programs Year 3 Review annual job placement data to determine overall placement rates. 2. <ul style="list-style-type: none"> Year 1 Increase resume workshops quarterly schedule. Year 2 Develop elective job seeking skills course Year 3 Tie in resume development coursework prior to practicum, internship & off campus work experiences. 3. <ul style="list-style-type: none"> Year 1 Assess current level of job search skill development in FYE /early success skills course Year 2 Develop formal curriculum recommendations Year 3 Engage business advisory committee’s with success skills coursework 4. <ul style="list-style-type: none"> Year 1 Develop internal marketing/outreach materials and on campus job boards. Year 2 Increase College Central Network- job website workshops for students Year 3 Tie in College Central Network website to curriculum opportunities 	
<p>Describe how this strategic initiative aligns with its strategic focus: Focus on job search skills readiness (resume, cover letters, interviewing, references)</p>		

Tasks/Responsibilities/Time Frame

List of Key Tasks for Year 1	Who is responsible for completing?	When will it be completed?
1. Evaluate & assess <u>current level</u> of job search skills readiness skills preparation with each division and major.	1. Career Development- Troy Shutler & Academic Dean/Chairs	1. Year 1
2. Thread job seeking skills training/resources with existing coursework.	2. Academic Dean/Chair & Career Development	2. Year 2
3. Work collaboratively with development of success skills course to blend job search skills; resume development, interviewing & cover letters.	3. Academic Dean/Chair & Career Development	3. Year 2
4. Enhance marketing & outreach to promote Career Development job seeking and placement tools- College Central Network.	4. Career Development & IA	4. Year 1, 2 & 3
5. Dedicate personnel resources to job placement/job search skills development assistance per performance based funding 10-yr USO plan focusing on internships/co-op work experiences.	5. Career Development in cooperation w/ budget team	5. Year 2, 3

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Action Plan Budget (Resource Requirements after Year 1 may need "To Be Determined" if significant planning is required in Year 1.)

New Resources Required (List and explain why new resources are required)	Sources of Existing Resources (List by source including reallocation of resources – explain;)	Net New Resources Required (New resources less resources available from Sources)
For Year 1:	For Year 1:	For Year 1:
For Year 2: <i>Career Development position dedicated to job placement (see item #5 under tasks, responsibilities, timeline)</i>	For Year 2:	For Year 2:
For Year 3:	For Year 3:	For Year 3:

Action Plan Information/Metrics Requirements (Information/Metrics Requirements after Year 1 may need "To Be Determined" if significant planning is required in Year 1.)

Information Required from IT/IR to Effectively Carry Out the Milestones and Key Tasks (List the items of information required and why)	Date Needed
For Year 1: <i>Desired- EMSI Labor market data- regional, core learning outcomes- program distribution; Regents 3-year success measures; Regents USO Report (# certificates/degrees awarded by award level) Regents USO report (#students engaged in internships/co-ops; Internal Completion Report (certificates & degrees by program and general discipline area) SENSE Benchmark (expectations/aspirations index; academic plan/pathway index); graduate follow-up data; student focus groups.</i>	Spring 2012
For Year 2: See Year 1	Spring 2113
For Year 3: See Year 1	Spring 2114

Metrics Required from IT/IR to Effectively to Measure the Outcomes of the Action Plan	Do these metrics align with Means Metrics and the relevant ENDS metrics? Explain.	Date Needed
<p>(List the items of information required and why)</p> <p>Surveys to be created: divisional/academic; marketing</p>		

Use additional pages for outcomes, milestones, tasks or budget as necessary