

# Administrative Review

## Career Planning And Placement

*Submitted by Mr. Enrique Garcia, Jr.  
December 1, 2002*

## Mission Career Planning and Placement

The Career Planning and Placement Office strives to provide career planning and placement services to enrolled and former students.

## Mission of the College

These services support the College Mission to provide students with opportunities for economic independence and to prepare for job entry, occupational advancement, and career development.

# Career Planning and Placement

UNIT GOALS  
UNIT PLANS  
ASSESSMENTS

1999-2000\*

2000-2001

2001-2002

December 1, 2002

## Introductory Statement

There are no Unit Plans or Unit goals on file for Career Planning and Placement for 1999-2000.

Relatively speaking, the Service Unit did not have a director until the summer of 1999. Start-up activities began at that time. With the hiring of the Career Services Advisor in January 2000, the Office began rebuilding day to day functions, providing career development and job search seminars, workshops, class presentations and events to service unit clientele.

Del Mar College  
Administrative and Educational Support Services

Unit Goals

April 2000

1. Unit: Career Planning & Placement Office	2. Division: Student Development
3. College Mission Addressed: To provide students with opportunities to train for economic independence and to prepare for job entry, occupational advancement, and career development.	
4. Unit Purpose: To provide career planning and placement services to enrolled and former students.	
Goals	Assessment Methods
<p>1. Expand on/off-site campus placement opportunities.</p> <p>2. Expand web presence.</p> <p>3. Provide electronic career planning &amp; placement opportunities.</p> <p>4. Provide individual sessions, workshops, and classroom presentations on Career Planning &amp; Placement topics.</p> <p>5. Enhance current brochures and develop new materials for marketing Career Planning &amp; Placement Services.</p>	<ul style="list-style-type: none"> <li>• Data will be collected to include number of participants at Career Fairs, Interview Days, and potential employer presentations.</li> <li>• 65% of students will agree that the Career Fair provides valuable information on available jobs.</li> <li>• Evaluation of activities will be conducted.</li> <li>• Statistics on students placed on jobs will be collected.</li> <li>• 65% of students will be satisfied with the job search assistance provided.</li>   <li>• Utilize hit counter on website to track student usage.</li> <li>• Compile e-mail from website users and when appropriate utilize responses to enhance services.</li> <li>• 65% of students will agree that the website provides current and useful job information.</li>   <li>• Track student usage.</li> <li>• Conduct student evaluations.</li>   <li>• Evaluation forms will be provided for participants on a systematic basis.</li> <li>• 65% of students will be satisfied with assistance in resume writing and interviewing techniques.</li>   <li>• Number of brochures distributed and responses to mail outs will be collected.</li>   <li>• 65% of students will agree that printed job search materials provided by the office are useful.</li> </ul>

**Del Mar College**  
**Assessment of Institutional Effectiveness Unit Plans**  
**2000-2001**

<b>1. Unit:</b> Career Planning & Placement Office (CP&P)	<b>2. Division:</b> Student Development
<b>3. College Mission Addressed:</b> To provide students with opportunities for economic independence and to prepare for job entry, occupational advancement, and career development.	
<b>4. Unit Purpose:</b> To provide career planning & placement services to enrolled and former students.	
<b>5. Link to Strategic Plan: Goal # B Objective # B.2</b>	<b>6. Proposed completion date:</b> May 2001
<b>7. Link to Unit Goal # 2 OR Student Learning Objective #</b>	
<b>8. Expected Results:</b> A 10% increase in student usage and access of services, by utilizing the CP&P website.	
<b>9. Strategies (Activities) Completed:</b> The CP&P website was completed by September 2001 and was available for student use.	
<b>10. Assessment Procedures Used:</b> The feedback received from students on the feedback section and number of hits indicated on the hit counter of the CP&P website were used to assess the expected results.	
<b>11. Status:</b> <input type="checkbox"/> No progress <input type="checkbox"/> Limited progress <input type="checkbox"/> Limited progress due to budget restraints <input type="checkbox"/> In progress <input type="checkbox"/> On going <input type="checkbox"/> Near completion <input checked="" type="checkbox"/> Completed	<b>12. Results of Assessment:</b> The website counter indicated that during the Fall and Spring 2000-2001 semesters, there were 3,775 hits. In 1999-2001, 2,722 students accessed CP&P services. The 3,775 indicates more than a 10% increase in student usage and access of services using the website. Feedback from the website was overall positive. Some indicated it was difficult identifying job opportunities section.
<b>13. Use of Assessment Findings:</b> Working with the DMC Internet Specialist, the process for job opportunities section was evaluated. Wording was changed which helped students identify this section easier. Students are being encouraged to use the website if they are unable to come on campus to view job listing and for other services (resume assistance, job search preparation, etc.).	
<b>14. Signature of Unit Director:</b> _____ <b>Date</b> _____	<b>15. Signature of Dean/Vice President:</b> _____ <b>Date</b> _____

**Del Mar College**  
**Assessment of Institutional Effectiveness Unit Plans**  
**2000-2001**

<b>1. Unit:</b> Career Planning & Placement Office (CP&P)	<b>2. Division:</b> Student Development
<b>3. College Mission Addressed:</b> To provide students with opportunities for economic independence and to prepare for job entry, occupational advancement, and career development.	
<b>4. Unit Purpose:</b> To provide career planning and placement services to enrolled and former students.	
<b>5. Link to Strategic Plan: Goal # B Objective # B.2</b>	<b>6. Proposed completion date:</b> May 2002
<b>7. Link to Unit Goal # 3 OR Student Learning Objective #</b>	
<b>8. Expected Results:</b> 65% of students surveyed during Fall and Spring 2000-2001 semesters will indicate they are satisfied with the CP&P services provided utilizing the automated software system.	
<b>9. Strategies (Activities) Completed:</b> <ul style="list-style-type: none"> <li>• CareerConnections software system was purchased and implemented July 2000.</li> <li>• CareerConnection automated system was marketed to students, staff/faculty, and employers through the CP&amp;P website, distribution of flyers and presentations.</li> </ul>	
<b>10. Assessment Procedures Used:</b> Student surveys were conducted and feedback was obtained from students.	
<b>11. Status:</b> <input type="checkbox"/> No progress <input type="checkbox"/> Limited progress <input type="checkbox"/> Limited progress due to budget restraints <input type="checkbox"/> In progress <input type="checkbox"/> On going <input type="checkbox"/> Near completion <input checked="" type="checkbox"/> Completed	<b>12. Results of Assessment:</b> 91% of the students surveyed indicated they strongly agree or agree that they are satisfied with the CP&P services provided utilizing the CareerConnections automated system. Feedback initially indicated there were too many steps to connecting with the CareerConnection system.
<b>13. Use of Assessment Findings:</b> Working with the DMC Information Specialist, several steps for registering for CP&P services were eliminated, making the process easier for students. Continue using CareerConnections and do follow-up surveys periodically.	
<b>14. Signature of Unit Director:</b>	<b>15. Signature of Dean/Vice President:</b>
Date	Date

**Del Mar College**  
**Assessment of Institutional Effectiveness Unit Plans**  
**2000-2001**

<b>1. Unit:</b> Career Planning & Placement Office (CP&P)	<b>2. Division:</b> Student Development
<b>3. College Mission Addressed:</b> To provide students with opportunities for economic independence and to prepare for job entry, occupational advancement, and career development.	
<b>4. Unit Purpose:</b> To provide career planning and placement services to enrolled and former students.	
<b>5. Link to Strategic Plan: Goal # B      Objective # B.2</b>	<b>6. Proposed completion date:</b> May 2002
<b>7. Link to Unit Goal # 1      OR Student Learning Objective #</b>	
<b>8. Expected Results:</b> The total wages of students placed in full-time and part-time jobs will exceed the amount of Federal Work-study funds designated for the Job Location and Development Program (JLD). Number of students placed will increase 5% from last year's numbers.	
<b>9. Strategies (Activities) Completed:</b>  JLD Student Employment Specialist was not hired. These activities were put on hold.	
<b>10. Assessment Procedures Used:</b>  N/A	
<b>11. Status:</b> <input checked="" type="checkbox"/> No progress <input type="checkbox"/> Limited progress <input type="checkbox"/> Limited progress due to budget restraints <input type="checkbox"/> In progress <input type="checkbox"/> On going <input type="checkbox"/> Near completion <input type="checkbox"/> Completed	<b>12. Results of Assessment:</b> N/A
<b>13. Use of Assessment Findings:</b> N/A	
<b>14. Signature of Unit Director:</b> _____	<b>15. Signature of Dean/Vice President:</b> _____
Date	Date



**Del Mar College**  
**Institutional Effectiveness Unit Plans**  
**2001-2002**

<b>1. Unit:</b> Career Planning & Placement Office (CP&P)	<b>2. Division:</b> Student Development
<b>3. College Mission Addressed:</b> To provide students with opportunities for economic independence and to prepare for job entry, occupational advancement, and career development.	
<b>4. Unit Purpose:</b> To provide career planning and placement services to enrolled and former students.	
<b>5. Link to Strategic Plan: Goal # B      Objective # B.2</b>	<b>6. Proposed completion date:</b> May 2002
<b>7. Link to Unit Goal #2      OR Student Learning Objective #</b>	
<b>8. Assessment Question and Expected Results:</b> Assessment Question: Are activities used to market CP&P services successful and will there be an increase in use of CP&P services?  Expected Results: At least 65% of surveyed students will indicate the information table provided information about CP&P services they were not aware of and 50% of the 65% will utilize at least one of the services provided by CP&P by the end of the evaluation of the unit plan.	
<b>9. Strategies (Activities Planned):</b> <ul style="list-style-type: none"> <li>• By August 28, 2001, the CP&amp;P office will meet and finalize arrangements for a banner, information on services and other marketing materials for student distribution.</li> <li>• By the week of September 10, 2001, information tables will be set up in the Harvin Center and Coleman Center, distributing information on CP&amp;P services.</li> <li>• By the week of February 12, 2002, information tables will be set up in the Business Building and Library, distributing information on CP&amp;P services.</li> <li>• Survey and sign in sheets will be analyzed by April 2002.</li> </ul>	
<b>10. Assessment Procedures (how will you measure for results and who is responsible for conduct of this assessment):</b> Student sign-in sheets will be collected at the CP&P tables in September 2001 and February 2002. Sign-up sheets will be compared with CP&P database to determine if students utilized CP&P services. Surveys will be used to determine if information table (activity) was successful for marketing CP&P services.	
<b>11. Budget Cost Impact, if any (does not assure budget approval):</b>  Personnel    \$ _____ Equipment    _____ Other         \$ <u>500.00</u> (banner and marketing materials) Total         \$ _____	
<b>12. Use of Assessment Findings (how will you use the findings):</b> Data collected will be evaluated and used to determine success of marketing activities. If results indicated it was not successful, other marketing strategies will be utilized. If the activity is successful, it will be implemented as a yearly activity.	
<b>13. Signature of Unit Director:</b> _____	<b>14. Signature of Dean/Vice President:</b> _____
Date	Date



KAREN,  
Good Thank You  
I sent wife to Dean R

Del Mar College  
Assessment of Institutional Effectiveness Unit Plans  
2001-2002

<b>1. Unit:</b> Career Planning & Placement (CP&P)	<b>2. Division:</b> Student Development
<b>3. College Mission Addressed:</b> To provide students with opportunities for economic independence and to prepare for job entry, occupational advancement and career development.	
<b>4. Unit Purpose:</b> To provide career planning and placement services to enrolled and former students.	
<b>5. Link to Strategic Plan: Goal # B Objective # B.2</b> <b>7. Link to Unit Goal # 2 OR Student Learning Objective #</b>	<b>6. Proposed completion date:</b> May 2002
<b>8. Expected Results:</b> At least 65% of surveyed students will indicate the information table provided information about CP&P services they were not aware of and 50% of the 65% will utilize at least one of the services provided by CP&P by the end of the evaluation of the unit plan.	
<b>9. Strategies (Activities) Completed:</b> <ul style="list-style-type: none"> <li>• By August 28, 2001, the CP&amp;P office met and finalized arrangements for a banner, information on services and other marketing materials for student distribution.</li> <li>• By the week of September 10, 2001, information tables were set up in the Harvin Center and Coleman Center Distributing information on CP&amp;P services.</li> <li>• By the week of February 12, 2002, information tables were set up in the Business Building and Coleman Center (Library-West changed to Coleman Center due to higher traffic in Coleman Ctr.) distributing information on CP&amp;P services.</li> <li>• Survey and Sign-in sheets were analyzed by April 2002</li> </ul>	
<b>10. Assessment Procedures Used:</b> Student sign-in sheets were collected at the CP&P tables in September 2001 and February 2002. Sign-up sheets were compared with CP&P database to determine if students utilized CP&P services. Surveys were used to determine if information tables were successful for marketing CP&P services.	
<b>11. Status:</b> <input type="checkbox"/> No progress <input checked="" type="checkbox"/> Limited progress <input type="checkbox"/> Limited progress due to budget restraints <input type="checkbox"/> In progress <input type="checkbox"/> On going <input type="checkbox"/> Near completion <input type="checkbox"/> Completed	<b>12. Results of Assessment:</b> 262 students were surveyed. 88% of surveyed students indicated the information table provided information about CP&P services they were not aware of previously. Thus, exceeding the target of 65% under Expected Results. 40 students visited the CP&P office for at least one service by the end of the evaluation period. Resulting in a 24% outcome, which did not meet the target specified under the Expected Results.
<b>13. Use of Assessment Findings:</b> Information tables will continue to be used as marketing a strategy of CP&P services to DMC students. Data collection will continue the same format. However, an additional marketing strategy will be implemented to improve services use by DMC students. CP&P advisor will invite classes to tour the CP&P office and introduce students to CP&P services during the academic year.	
<b>14. Signature of Unit Director:</b> _____	<b>15. Signature of Dean/Vice President:</b> _____
Date _____	Date _____

**Del Mar College**  
**Institutional Effectiveness Unit Plans**  
**2001-2002**

<b>1. Unit:</b> Career Planning & Placement Office (CP&P)	<b>2. Division:</b> Student Development								
<b>3. College Mission Addressed:</b> To provide students with opportunities for economic independence and to prepare for job entry, occupational advancement, and career development.									
<b>4. Unit Purpose:</b> To provide career planning and placement services to enrolled and former students.									
<b>5. Link to Strategic Plan: Goal # B      Objective # B.2</b>	<b>6. Proposed completion date:</b> May 2002								
<b>7. Link to Unit Goal #1      OR Student Learning Objective #</b>	<b>6. Proposed completion date:</b> May 2002								
<b>8. Assessment Question and Expected Results:</b> Assessment Question: Will implementing the JLD Program increase the number of job opportunities for students and will the total wages of students placed in f-t and p-t jobs exceed the amount of the FWS/ JLD funds?  Expected results: The total wages of students placed in full-time and part-time jobs will exceed the amount of Federal Work-study funds designated for the Job Location and Development Program (JLD). Number of job opportunities for students will increase 10% from last year's numbers.									
<b>9. Strategies (Activities Planned):</b> <ul style="list-style-type: none"> <li>• By July 2001, utilizing FWS/JLD federal funds, a JLD Program Specialist will be hired.</li> <li>• By September 2001, contacts to employers will be initiated to identify job opportunities for students. JLD services will be promoted via flyers, web page, and presentations/workshops.</li> <li>• Employment related workshops will be developed/conducted for students during the Fall 2001 and Spring 2002 semesters.</li> </ul>									
<b>10. Assessment Procedures (how will you measure for results and who is responsible for conduct of this assessment):</b> The JLD Program Specialist will collect student and employment data and submit monthly and annual reports to the director.									
<b>11. Budget Cost Impact, if any (does not assure budget approval):</b>  <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">Personnel</td> <td style="padding: 2px;">\$ <u>33,000.00</u></td> </tr> <tr> <td style="padding: 2px;">Equipment</td> <td style="padding: 2px;">_____</td> </tr> <tr> <td style="padding: 2px;">Other</td> <td style="padding: 2px;">_____</td> </tr> <tr> <td style="padding: 2px;"><b>Total</b></td> <td style="padding: 2px;"><b>\$ <u>33,000.00</u></b></td> </tr> </table>		Personnel	\$ <u>33,000.00</u>	Equipment	_____	Other	_____	<b>Total</b>	<b>\$ <u>33,000.00</u></b>
Personnel	\$ <u>33,000.00</u>								
Equipment	_____								
Other	_____								
<b>Total</b>	<b>\$ <u>33,000.00</u></b>								
<b>12. Use of Assessment Findings (how will you use the findings):</b> Evaluate the JLD program, identifying strengths and weaknesses. Make necessary adjustments in program, within the FWS guidelines, to better serve the students.									
<b>13. Signature of Unit Director:</b> _____	<b>14. Signature of Dean/Vice President:</b> _____								
_____ Date	_____ Date								

**Del Mar College**  
**Assessment of Institutional Effectiveness Unit Plans**  
**2001-2002**

<b>1. Unit:</b> <p style="text-align: center;"><b>Career Planning &amp; Placement</b></p>	<b>2. Division:</b> <p style="text-align: center;"><b>Student Development</b></p>
<b>3. College Mission Addressed:</b> To provide students with opportunities for economic independence and to prepare for job entry, occupational advancement, and career development.	
<b>4. Unit Purpose:</b> To provide career planning and placement services to enrolled and former students.	
<b>5. Link to Strategic Plan: Goal # B Objective # B.2</b> <b>7. Link to Unit Goal # 2 OR Student Learning Objective #</b>	<b>6. Proposed completion date:</b> <p style="text-align: center;">May 2002</p>
<b>8. Expected Results:</b> Assessment Question: Will implementing the JLD Program increase the number of job opportunities for students and will the total wages of students placed in full time and part time jobs exceed the amount of the FWS?JLD funds?  Expected results: The total wages of students placed in part time jobs will exceed the amount of Federal Work Study funds designated for the Job Location and Development Program (JLD). Number of job opportunities for for students will increase 10% from last year's numbers.	
<b>9. Strategies (Activities) Completed:</b>  Program specialist was expected to be hired by July 2001, and was hired on Aug 6, 2001. Contact with employers was initiated through site visits and mail out. JLD services were promoted via flyers and workshops. Employment related workshops were conducted in the Fall and the Spring	
<b>10. Assessment Procedures Used:</b>  JLD Program Specialist collected data from student and employment database and will submit annual report, which is in progress, to the director.	
<b>11. Status:</b> <input type="checkbox"/> No progress <input type="checkbox"/> Limited progress <input type="checkbox"/> Limited progress due to budget restraints <input checked="" type="checkbox"/> In progress <input type="checkbox"/> On going <input type="checkbox"/> Near completion <input type="checkbox"/> Completed	<b>12. Results of Assessment:</b> Total wages of students placed in part time jobs exceeded the amount of Federal Work study funds designated for the Job Location and Development Program. Total funds designated for the JLD was \$33,000.00 and total wages of students for program year 2001-2002 is \$496,493.00  Number of job opportunities for students increased by 54% from last year's number. Total of new jobs added for 2000-2001 was 89 and total new jobs added for 2001-2002 was 187 jobs.
<b>13. Use of Assessment Findings:</b> Workshops and newly designed employment poster will be instituted to market JLD employment service.  Contact with employers will increase by 10% in an effort to increase even more job opportunities for students.	
<b>14. Signature of Unit Director:</b> _____	<b>15. Signature of Dean/Vice President:</b> _____
Date	Date

**Del Mar College  
Institutional Effectiveness Unit Plans  
2002-2003**

<b>1. Unit:</b> Career Planning & Placement Office (CP&P)	<b>2. Division:</b> Student Development																
<b>3. College Mission Addressed:</b> To provide students with opportunities for economic independence and to prepare for job entry, occupational advancement, and career development.																	
<b>4. Unit Purpose:</b> To provide career planning and placement services to enrolled and former students																	
<b>5. Link to Strategic Plan: Goal # B      Objective # B.2</b> <b>7. Link to Unit Goal # 2      OR Student Learning Objective #</b>	<b>6. Proposed completion date:</b> May 2003																
<b>8. Assessment Question and Expected Results:</b> Continue activities used to market CP&P services and implement class office tours as an additional marketing strategy to market CP&P services successfully to DMC students. Will these combined activities produce an increase in use of CP&P services?  Expected Results: At least 75% of surveyed students will indicate the information provided at the information tables about CP&P services, they were not aware of, and 25% of the 75% will utilize at least one of the services by CP&P by the end of the evaluation of the unit plan.																	
<b>9. Strategies (Activities Planned) :</b> <ul style="list-style-type: none"> <li>• By September 20, 2002, the CP&amp;P office will meet and finalize arrangements for information on services and other marketing materials for student distribution.</li> <li>• By the week of September 9, 2002, information tables will be set up in the Harvin Center and Coleman Center, distributing information on CP&amp;P services.</li> <li>• By the week of February 10 2003, information tables will be set up in the Business Building and Coleman Center distributing information on CP&amp;P services.</li> <li>• By March 2003, five classes will have scheduled tours of the CP&amp;P office to receive information on CP&amp;P services.</li> <li>• Survey and sign in sheets will be analyzed by April 2003.</li> </ul>																	
<b>10. Assessment Procedures (how will you measure for results and who is responsible for conduct of this assessment):</b> Student sign-in sheets will be collected at the CP&P tables in September 2002 and February 2003 and after each class tour of the Office. Sign in sheets will be compared with CP&P databases to determine if students utilized CP&P services. Surveys will be use to determine if information table (activity) continues to be successful for marketing CP&P services.																	
<b>11. Budget Cost Impact, if any (does not assure budget approval):</b>  <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Personnel</td> <td style="width: 10%;">\$</td> <td style="width: 15%; border-bottom: 1px solid black;">_____</td> <td style="width: 60%;"></td> </tr> <tr> <td>Equipment</td> <td>\$</td> <td style="border-bottom: 1px solid black;">_____</td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td style="border-bottom: 1px solid black;">300.00</td> <td>(marketing materials)</td> </tr> <tr> <td>Total</td> <td>\$</td> <td style="border-bottom: 1px solid black;">_____</td> <td></td> </tr> </table>		Personnel	\$	_____		Equipment	\$	_____		Other		300.00	(marketing materials)	Total	\$	_____	
Personnel	\$	_____															
Equipment	\$	_____															
Other		300.00	(marketing materials)														
Total	\$	_____															
<b>12. Use of Assessment Findings (how will you use the findings):</b> Data collected will be evaluated and used to determine success of marketing activities. If results indicated is was not successful, other marketing strategies will be utilized. If the activity is successful, it will continue as a annual activity for the CP&P Office.																	
<b>13. Signature of Unit Director:</b>  <div style="border-bottom: 1px solid black; height: 20px;"></div>	<b>14. Signature of Dean/Vice President:</b>  <div style="border-bottom: 1px solid black; height: 20px;"></div>																
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**Del Mar College**  
**Institutional Effectiveness Unit Plans**  
**2002-2003**

<b>1. Unit:</b> Career Planning & Placement Office (CP&P)	<b>2. Division:</b> Student Development								
<b>3. College Mission Addressed:</b> To provide students with opportunities for economic independence and to prepare for job entry, occupational advancement, and career development.									
<b>4. Unit Purpose:</b> To provide career planning and placement services to enrolled and former students									
<b>5. Link to Strategic Plan: Goal # B      Objective # B.2</b>	<b>6. Proposed completion date:</b> May 2003								
<b>7. Link to Unit Goal # 4      OR Student Learning Objective #</b>									
<b>8. Assessment Question and Expected Results:</b> Do DMC students find the Job Preparation Workshop information, presented by the CP&P Advisors, assists them in preparation for their job search?  Expected Results: At least 75% of surveyed students will indicate the information provided in the Job Preparation Workshops will assist them in their job search.									
<b>9. Strategies (Activities Planned) :</b> <ul style="list-style-type: none"> <li>• By the end of Fall 2002 semester , CP&amp;P advisors will present a minimum of four Job Preparation Workshops.</li> <li>• By the end of Spring 2003 semester, CP&amp;P advisors will present a minimum of four Job Preparation Workshops.</li> <li>• Survey sheets will be analyzed by April 30, 2003</li> </ul>									
<b>10. Assessment Procedures (how will you measure for results and who is responsible for conduct of this assessment):</b>  Students' survey sheets will be collected after each workshop presented during Fall 2002 and Spring 2003. Advisors will analyze survey sheets. Results will be used to determine if Job Preparation Workshops are providing DMC students job preparation information that will assist them in their job search.									
<b>11. Budget Cost Impact, if any (does not assure budget approval):</b>  <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">Personnel</td> <td style="padding: 2px;">\$ <u>    -0-    </u></td> </tr> <tr> <td style="padding: 2px;">Equipment</td> <td style="padding: 2px;"><u>    -0-    </u></td> </tr> <tr> <td style="padding: 2px;">Other</td> <td style="padding: 2px;"><u>    -0-    </u></td> </tr> <tr> <td style="padding: 2px;"><b>Total</b></td> <td style="padding: 2px;"><b>\$ <u>    -0-    </u></b></td> </tr> </table>		Personnel	\$ <u>    -0-    </u>	Equipment	<u>    -0-    </u>	Other	<u>    -0-    </u>	<b>Total</b>	<b>\$ <u>    -0-    </u></b>
Personnel	\$ <u>    -0-    </u>								
Equipment	<u>    -0-    </u>								
Other	<u>    -0-    </u>								
<b>Total</b>	<b>\$ <u>    -0-    </u></b>								
<b>12. Use of Assessment Findings (how will you use the findings):</b> Data collected will be evaluated and used to determine if DMC students find the Job Preparation workshops assist them in their job search. If results do not meet expectations, presentation method and format will be changed. If survey results show workshops meet expectations, presentation method and format will remain the same, changing only the content to stay current with job search trends.									
<b>13. Signature of Unit Director:</b>	<b>14. Signature of Dean/Vice President:</b>								
Date	Date								

# Career Planning and Placement

SERVICE UNIT EVALUATION

December 1, 2002

## Career Planning and Placement Service Unit Evaluation

Our Office consistently surveys Del Mar College students to determine their "Satisfaction" level of Career Planning and Placement Office sponsored events. Students who attend Career Fairs, Welcome to Campus events, and Job Preparation Workshops are asked to complete instruments which measure the effectiveness of the event content. Those results show that 74% of the respondents indicated "Strongly Agree or Agree" they were satisfied with the content of the event. Results of the Job Preparation Workshops survey revealed 87% of the students found the information helpful in their job search.

In the Fall of 2002 we conducted a survey for "Student Satisfaction" of Career Planning & Placement Office services. The results of those surveys showed 92% of the students found the Career Planning and Placement Office staff friendly and helpful and 84% of the students "Strongly Agree or Agree that they received "Job Search Assistance Needed."

The Career Planning and Placement Office conducts surveys of employers who attend Office sponsored Career Fairs. The results of these surveys assist the Career Planning and Placement staff in planning future Career Fairs.

At the present time we do not conduct a Services Survey among the employer clientele who list job openings through the Office's Job Listing Service. In the future the Career Planning and Placement Office will conduct additional Employer Surveys, which will be designed to inform staff of the employer's satisfaction with the Job Listing Service.



**Del Mar College  
Career/Job Fair  
March 7, 2002  
STUDENT EVALUATION**

Thank you for attending the Del Mar College Career/Job Fair. We would appreciate your input and ideas on ways we could improve the fair in the future. Please take a few moments to give us your opinions. Thank you!

Please use the scale below to answer the following questions:

	Excellent	Very Good	Good	Fair	Poor
1. Organization of Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Date of Career Fair (3/7/02)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Time of Career Fair (9a.m.-1p.m.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Career Services Assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Booth Layout/ Arrangement of Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Overall Quality of Employers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Overall Quality of the Career/Job Fair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Overall Opinion of the Career/Job Fair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Where did you hear about the Career/Job Fair? (Check all that apply)					
<input type="checkbox"/> Career Planning & Placement Staff	<input type="checkbox"/> Flyer		<input type="checkbox"/> Word of mouth		
<input type="checkbox"/> Professor announced in class	<input type="checkbox"/> Foghorn		<input type="checkbox"/> Other		
10. Is the first time you have ever attended any Career/Job Fair?					Yes      No
					<input type="checkbox"/> <input type="checkbox"/>
11. How many employers did you visit with today? _____					
Did you have or set up any interviews?      Yes      No	If yes, how many: _____				
Did you receive any job offers?      Yes      No	If yes, how many: _____				
12. In your opinion, was there adequate representation of recruiters from a variety of companies?					Yes      No
					_____ Yes      _____ No
13. Did the Career Fair meet your expectations?					Yes      No
If no, why not _____					
_____					
_____					
14. What is your projected graduation date?    ___ May 2002    ___ August 2002    ___ December 2002    ___ Other					
What is your major? _____					
15. Had you ever heard of the Career Planning & Placement Office before this fair?    ___ Yes    ___ No					
16. Have you registered (do you have a file) with Career Planning & Placement Office?    ___ Yes    ___ No					
17. What would you suggest that would help make the next Career/Job Fair more successful?					
_____					

Please return this form to the Registration desk before you leave.  
Thank you for your assistance!

**Survey for Student Evaluation  
March 15, 2001**

**Organization of Events**

<b>excellent</b>	<b>very good</b>	<b>good</b>	<b>fair</b>	<b>poor</b>		
103	67	25	8	0	203	<b>Total Answers</b>
50.74%	33.00%	12.32%	4.00%	0%		

**Career Services Assistance**

<b>excellent</b>	<b>very good</b>	<b>good</b>	<b>fair</b>	<b>poor</b>		
107	70	20	6	0	203	<b>Total Answers</b>
52.70%	34.48%	9.90%	3.00%	0%		

**Overall Quality of the Career/Job Fair**

<b>excellent</b>	<b>very good</b>	<b>good</b>	<b>fair</b>	<b>poor</b>		
118	72	10	3	0	203	<b>Total Answers</b>
58.12%	34.47%	5.00%	2.00%	0%		

**Is this the first time you have ever attended any Career/Job Fair?**

<b>Yes</b>	<b>No</b>		
167	36	203	<b>Total Answers</b>
82.27%	17.73%		

**Did the Career Fair meet your expectations?**

<b>Yes</b>	<b>No</b>		
187	16	203	<b>Total Answers</b>
92.12%	7.90%		

**Did the Career Fair meet your expectations? If no, why not?**

**Comments:**

The fair was missing employers from other areas..ie..Calallen, Flour Bluff, etc.  
 Only one met my expectation and it was the Omni Hotel  
 Should have more Industrial Companies.  
 No refineries were here.  
 Excellent event!

**Del Mar College  
Career/Job Fair  
March 7, 2002  
RECRUITER EVALUATION**

Thank you for attending the Del Mar College Career/Job Fair. We would appreciate your input and ideas on ways we could improve the Fair in the future. Please take a few moments to give us your opinions. Thank you!

	Excellent	Very Good	Good	Fair	Poor
1. Organization of Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Date of Event (3/7/02)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Career Services Staff Assistance					
4. Communication from Career Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Booth Layout/ Arrangement of Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Participant Traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Participant Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Overall Quality of Participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Overall Quality of the Career/Job Fair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Time Preference of Career/Job Fair	<input type="checkbox"/> Afternoon (1-6 p.m.) <input type="checkbox"/> Morning (9 a.m.-1 p.m.) <input type="checkbox"/> Other _____				
14. What would you suggest that would help make the next Career Fair more successful?	<hr/>				
15. Optional: Name	<hr/>				
Organization	<hr/>				

Please return this form to the Registration desk before you leave.  
Thank you for your participation in the Career/Job Fair.  
We look forward to working with you in the future.

**Survey for Recruiter Evaluation**  
**March 7, 2002**

**Organization of Event**

excellent	very good	good	fair	poor		
38	6	1	0	0	45	Total Answers
84.44%	13.33%	2.22%	0.00%	0.00%		

**Career Services Assistance**

excellent	very good	good	fair	poor		
36	9	0	0	0	45	Total Answers
80.00%	20.00%	0.00%	0.00%	0.00%		

**Overall Quality of the Career/Job Fair**

excellent	very good	good	fair	poor		
30	10	1	2	0	45	Total Answers
71.11%	22.22%	2.22%	4.44%	0.00%		

**Participant Traffic**

excellent	very good	good	fair	poor		
31	7	4	3	0	45	Total Answers
68.88%	15.55%	8.88%	6.67%	0.00%		

**Overall Quality of Participants**

excellent	very good	good	fair	poor		
32	8	5	0	0	45	Total Answers
71.12%	17.77%	11.11%	0.00%	0.00%		

**Did the Career Fair meet your expectations?**

<b>Yes</b>	<b>No</b>		
36	9	45	Total Answers
80.00%	20.00%		

## Job Search Workshop Evaluation

Thank you for attending today's workshop, sponsored by the Career Planning & Placement Office. Please help us evaluate the session by answering the questions below according to the scale provided.

---

Statement	Strongly Agree	Agree	Strongly Disagree	No Opinion
1. The topics covered in this workshop were defined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The information presented was helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The presenter was well prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The information was presented in a clear, logical manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. There was enough time for questions and answers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. My questions were answered satisfactorily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Handouts provided were useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. I was able to see and hear the presenter clearly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The meeting room was adequate for this workshop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. How did you hear about this Workshop?	1) Flyer	2) Instructor	3) This Week On Campus	
	4) Foghorn	5) Other		

---

What other information would have been helpful to you in preparing for job interviews and career/ job fairs?

**Job Search Workshop Evaluation**  
**Fall 2001**

**The information presented was helpful**

<b>strongly agree</b>	<b>agree</b>	<b>strongly disagree</b>	<b>no opinion</b>	<b>157</b>	<b>Total answers</b>
138	17	0	2		
87.90%	10.82%	0.00%	1.27%		

**The presenter was well prepared**

<b>strongly agree</b>	<b>agree</b>	<b>strongly disagree</b>	<b>no opinion</b>	<b>157</b>	<b>Total answers</b>
140	16	0	1		
89.17%	10.19%	0.00%	0.06%		

**The handouts were helpful**

<b>strongly agree</b>	<b>agree</b>	<b>strongly disagree</b>	<b>no opinion</b>	<b>157</b>	<b>Total answers</b>
127	28	0	2		
80.89%	17.83%	0.00%	1.27%		

## CAREER PLANNING & PLACEMENT OFFICE EVALUATION

Date \_\_\_\_\_

Major \_\_\_\_\_

Check service(s) received:  Job Referral(s)

Resume Assistance

Career Exploration

Mock Interview

Search Material

Dress for Success

Other \_\_\_\_\_

		N/A	Strongly Agree	Agree	Disagree	Strongly Disagree
1. Career Planning & Placement's staff is helpful and friendly.	0	1	2	3	4	
2. Resume writing assistance was helpful.	0	1	2	3	4	
3. Job search materials provided are useful. (Job Choices, Job Hunters Guide, etc.)	0	1	2	3	4	
4. The hours of service are adequate.	0	1	2	3	4	
5. The website provides current and useful job information.	0	1	2	3	4	
6. I was provided with the job search assistance needed.	0	1	2	3	4	
7. Registering for services was easy.	0	1	2	3	4	
8. The job referrals given to me were appropriate to my job interest.	0	1	2	3	4	
9. Is this your first time using this office? <input type="checkbox"/> Yes <input type="checkbox"/> No						
10. Has the Career Planning & Placement Office referred you to a job where you were hired? <input type="checkbox"/> Yes <input type="checkbox"/> No						
11. How did you hear about the Career Planning & Placement Office? <input type="checkbox"/> Flyer <input type="checkbox"/> Instructor <input type="checkbox"/> Website <input type="checkbox"/> Other _____						

## Office Evaluation Fall 2002

### Staff Friendly and Helpful

N/A	Strongly Agree	Agree	Disagree	Strongly Disagree		
1	19	4	0	1	25	Total Answers
4%	76%	16%	0%	4%		

### Resume Writing Helpful

N/A	Strongly Agree	Agree	Disagree	Strongly Disagree		
9	13	1	0	2	25	Total Answers
36%	52%	4%	0%	8%		

### Job Materials Useful

N/A	Strongly Agree	Agree	Disagree	Strongly Disagree		
3	19	3	0	0	25	Total Answers
12%	76%	12%	0%	0%		

### Adequate Hours

N/A	Strongly Agree	Agree	Disagree	Strongly Disagree		
0	18	5	1	1	25	Total Answers
0%	72%	20%	4%	4%		

### Web Site Contains Useful Information

N/A	Strongly Agree	Agree	Disagree	Strongly Disagree		
3	15	4	2	1	25	Total Answers
12%	60%	16%	8%	4%		

### Job Search Assistance

N/A	Strongly Agree	Agree	Disagree	Strongly Disagree		
2	18	3	0	2	25	Total Answers
8%	72%	12%	0%	8%		

### Easy Registration

N/A	Strongly Agree	Agree	Disagree	Strongly Disagree		
3	21	1	0	0	25	Total Answers
12%	84%	4%	0%	0%		

### Job Referrals Appropriate to Field

N/A	Strongly Agree	Agree	Disagree	Strongly Disagree		
3	16	3	1	2	25	Total Answers
12%	64%	12%	4%	8%		

### Is This Your First Time Using Our Office?

Yes	No		
13	12	25	Total Answers
52%	48%		



**Office referred job and you were hired**

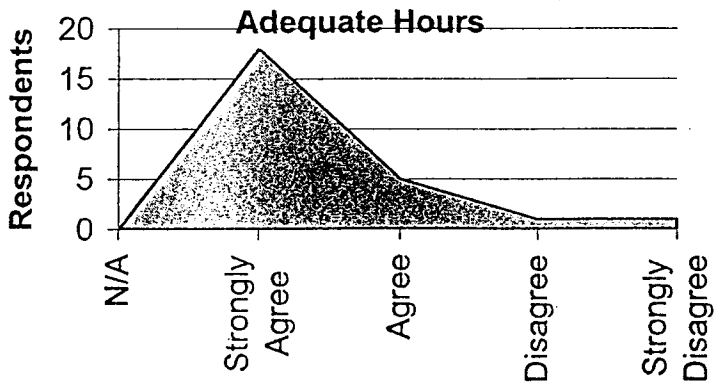
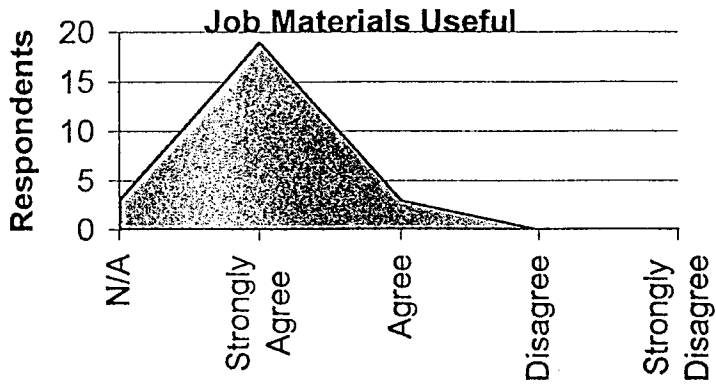
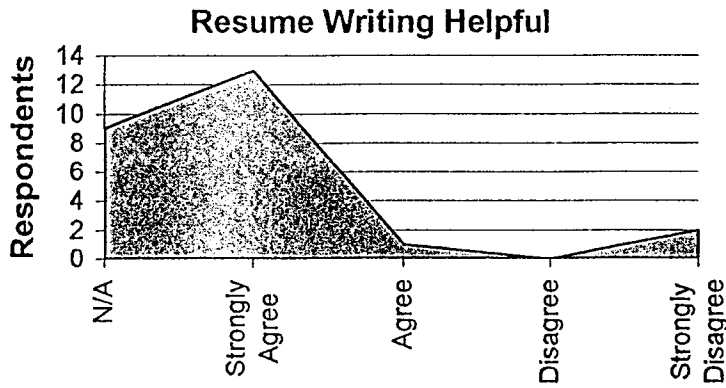
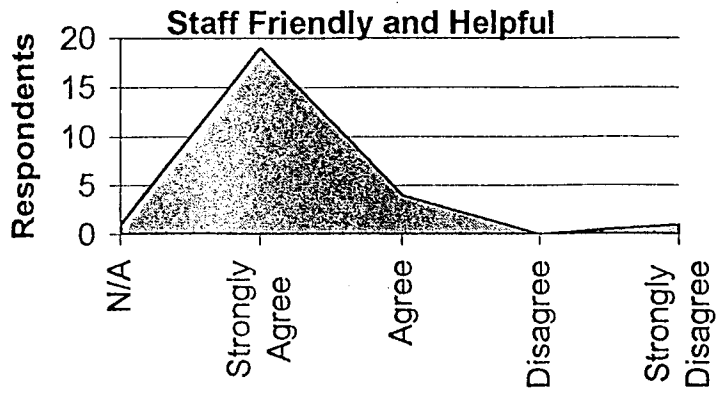
<b>Yes</b>	<b>No</b>		
11	14	<b>25</b>	<b>Total Answers</b>
44%	56%		

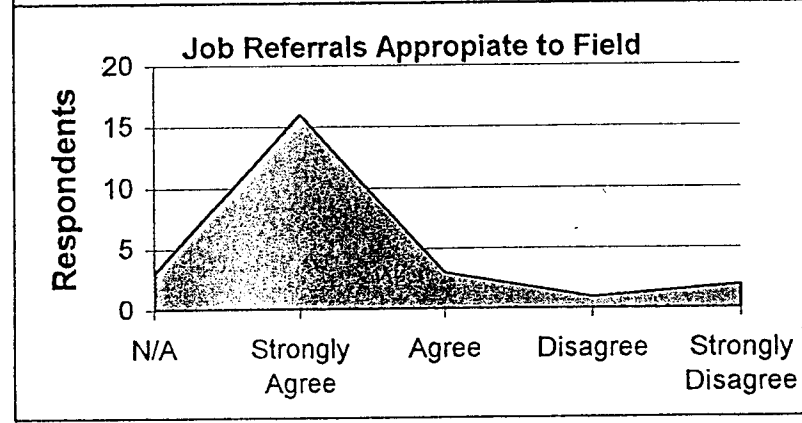
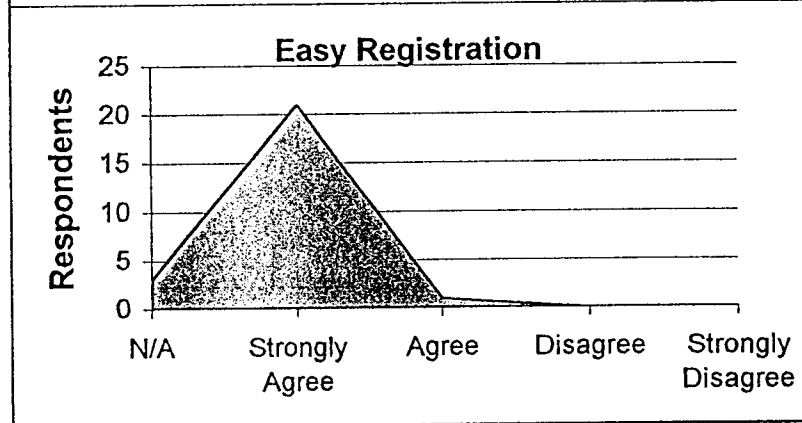
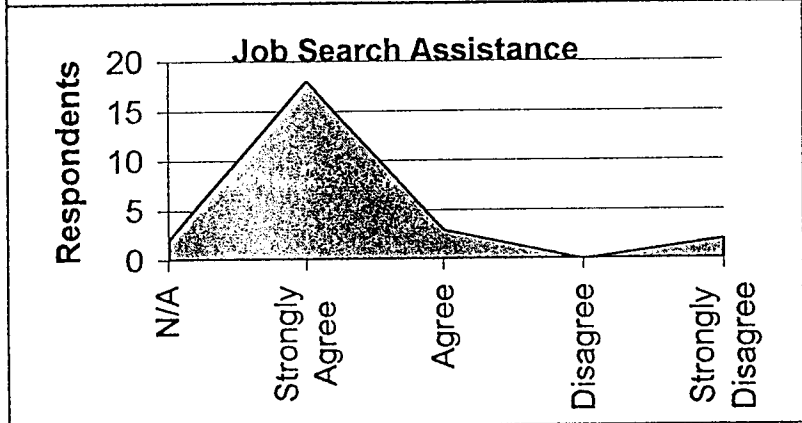
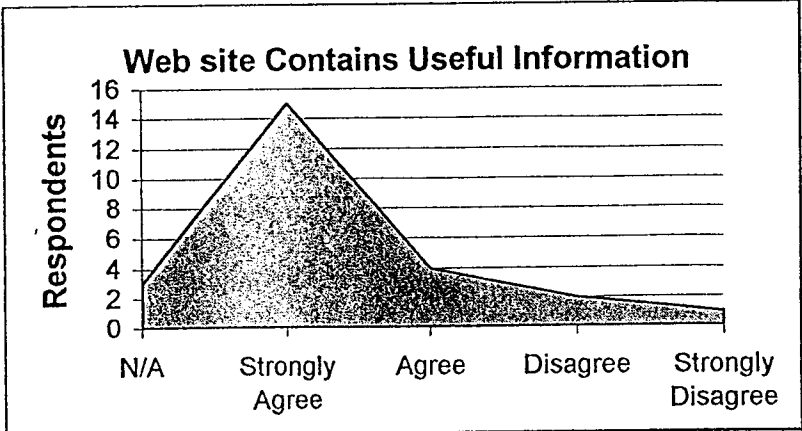
**How did you hear about our office?**

<b>Flyer</b>	<b>Instructor</b>	<b>Website</b>	<b>Other</b>		
6	5	4	10	<b>25</b>	<b>Total Answers</b>
24%	20%	16%	40%		

**Other:**

- Brother**
- Daughter**
- Walk-In**
- Friend**





# Career Planning and Placement

SERVICE UNIT CLIENTELE AND  
SERVICE UNIT FUNCTIONS

December 1, 2002

Career Planning and Placement  
Service Unit Clientele and  
Service Unit Functions

Clientele	Services Provided
Students	Career Planning & Placement Orientation Full-Time, Part-Time, and Career Job Referrals Resume Review/Assistance Interview Preparation Assistance Job Search Correspondence Writing Assistance Career Investigation Labor Market Information Career/Job Fairs Job Preparation Workshops Cooperative Education/Internship Opportunity Information
Faculty	Job Search Materials Mock Interview Sessions Career Planning & Placement Orientation Sessions Labor Market Information Job Preparation Workshops-Class Presentations
Employers	Job Listing Service Schedule, Publicize, and Coordinate On Campus Interviews Refer Students and Graduates to Job Openings Career/Job Fairs

# Career Planning and Placement

PERSONNEL

December 1, 2002

## Career Planning & Placement Personnel

### Administrative/Professional/Technical (3)

Assistant Dean and Director, Financial Aid Services  
(Director, Career Planning & Placement)  
Student Employment Advisor  
Career Services Advisor

-One quarter time  
-Full-Time  
-Full-Time

### Support Staff (1)

	<b>Grade</b>	<b>Status</b>
Secretary	IV	Full-Time

The staffing of the Career Planning and Placement office is not adequate to meet the demands of service unit clientele. Presently, the Office needs a full-time director, at the very least an assistant director to supervise day to day functions of service unit offices located on East and West campuses. One (1) full-time clerical position is needed to meet the demands of clientele on the West campus. Currently, one APT staff person is in the East campus office three fifths of the time and in the West campus office two fifths of the time. This division of time is not adequate to meet the current needs of service unit clientele for day to day functions on the West campus Office.

With the proposed relocation of Health Sciences to West campus, one (1) full-time APT position and an additional full-time clerical position will be needed to meet the demand for day to day functions due to the increased number of clientele at that time.

# Career Planning and Placement

PROFESSIONAL ACTIVITIES AND  
DEVELOPMENT

December 1, 2002



