



Career Planning and Placement Office

Student Employment Office

Global Goals

1. Promote and provide extraordinary professional accessibility and highly effective services to students and alumni through:
 - Individual career counseling and advising services
 - Class, club, and community presentations
 - On-campus recruiting
 - Career fairs
 - Job listing services, both full and part time
 - Comprehensive career assessment programs
2. Serve the hiring needs of employers by providing outstanding career placement services through:
 - Well-organized and effective on-campus recruiting
 - Affordable and well-attended career fairs
 - Free job listing services, both full and part time
 - Excellent customer service
 - Promotion of campus academic programs and departments
 - Providing access to campus clubs, organizations, and interested faculty
3. Provide leadership to the university in the area of career development and placement by partnering with faculty, support services, and other university programs.
4. Stay in the vanguard of rapidly changing technologies by researching and adopting appropriate solutions.
5. Administer an active and assertive program of financial development as an avenue to encourage corporate donations.
6. Continually evaluate current services for relevance and effectiveness.
7. Serve as the central location for the resolution of all student employee issues.
 - Set pay classification standards, policies and procedures;
 - Comply with federal and state employment standards; and
 - Act as the campus liaison and representative for the university to the local community and regional service area.



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Goals: 2002-2003

1. Continue incorporating the eRecruiting database to utilize it at its maximum capacity for our on-campus recruiting and student employment programs.
2. Develop an electronic database to replace the current placement file system. Collaborate with the Financial Aid Office to utilize the imaging system and target an implementation date of September 1, 2003.
3. Raise \$20,000 in the Placement Partners Program through increased efforts in corporate development.
4. Increase Educational Career Fair employer participation from 90 school districts and organizations to 100.
5. Increase Liberal Arts and Sciences Career Fair employer participation from 63 organizations to 70 and student participation from 350 to 400.
6. Increase Summer Job Fair employer participation from 37 to 45.
7. Create and institute a Winter Jobs Fair with a first-year target number of 20 employers.
8. Establish and promote a specific alumni services program.
9. Complete the CSU, Chico majors section on our website with links to catalog descriptions, academic departments, and career descriptions in collaboration with major advisors.
10. Maintain and increase the assessment program participation as listed:
 - Strong Interest Inventory increase from 94 to 110.
 - Meyers-Briggs Type Inventory from 67 to 80.
 - Self-Directed Search 3 to 10.
11. Secure funding and hire a regular ASA support position at a minimum of half-time within the Student Employment Office.
12. Establish a network of information sharing with the local community employment agencies (Employment Development Department, Butte County Economic Development Corporation).