

At NMHU, co-curricular activities are defined as out-of-class experiences that complement and extend the formal learning experience of a course or academic program. Co-curricular activities develop a student's social, intellectual, cultural, democratic, civic, and aesthetic domains. They are supervised and/or financed by the institution and facilitate the attainment of NMHU's four essential traits (or student learning outcomes). These experiences are voluntary, ungraded, and non-credited, although they may be compensated through student employment.

Four identified traits/student learning outcomes that the NMHU community of faculty, students and staff identified that our graduates are expected to display:

- Mastery of content knowledge and skills
- Effective communication skills
- Critical and reflective thinking skills
- Effective use of technology

**Program Name:** Career Services Center

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**Program Mission:** The mission of the Career Services Center is to support University's mission, goals, and core values by empowering students to make career-planning decisions, to connect them with regional and global employers, and to provide skills in successfully obtaining employment in a rapidly changing and competitive job market.

**Intended Audience:** All students and recent graduates

**Please include data on student utilization of the program over the past year (be sure to include online and Center students if part of your intended audience).**

1. Currently conducting a First Destination Survey sent to graduates of Bachelor degrees and Associate degrees for the class of 2015-2016.
2. Number of students and employers that attend career fairs.
3. Student Satisfaction Survey for career fairs: advertising, diversity of employers, quality of employer information and overall student satisfaction. This survey also includes data on class standing, major, motivation for attending event, and comments/suggestions.
4. Annual student usage of career services and number of services utilized.
5. Total number of students using Optimal Résumés system annually.
6. Total number of student usage of Going Global.
7. Total number of student usage of Career Spots videos and most popular videos viewed.
8. Number of workshops and class presentations, and the number students in attendance at these sessions per academic year.
9. Employer Satisfaction Survey of our career fairs: pre-event communication, needs and expectations met, location and event set up, date and hours, luncheon, student attendance, quality of students résumés, student appearance and communication skills, overall rating of event, and open ended comments/suggestions.

**Describe how you measure student satisfaction with your program and results for this year:**

1. Currently a First Destination Survey is in progress for 2015-2016 Bachelor and Associate degree graduates: Survey will assess career outcomes, job search resources utilized, internship placement, and satisfaction with each of the services we provided such as résumé assistance, job interviewing skills, career fairs, etc. Deadline for survey responses is March 10. We will do another survey for Bachelor and Associate degree graduates of August 2016, December 2016, and May 2017.
2. Use Skyfactor survey for currently enrolled students to assess the usage, the learning outcomes, and the satisfaction of our services.

Student Learning Outcome:	University Trait(s) linked to which it is linked Learning Outcomes	Measures of Assessment	Timeline for Measurement	Threshold to Determine if outcome has been achieved
1. <i>Students who have recently graduated with a Bachelor or an Associate degree will have learned about career services and its resources to improve their post-graduation outcomes (employed, graduate school).</i>	<ul style="list-style-type: none"> <li>• Mastery of Content Knowledge and Skills</li> <li>• Effective Communication Skills</li> <li>• Critical and Reflecting Thinking</li> <li>• Use of Technology</li> </ul>	First Destination Survey will evaluate the satisfaction level of previous year graduates (bachelor and associate degrees) with each of our services and resources. First Destination Survey will also assess post-graduation outcomes (employment, graduation school, unemployed, etc.).	Annually, 3 to 6 months after May graduation	Satisfaction rating on a Likert scale 5 (Very satisfied) to 1 (very dissatisfied). A minimum of 4 (moderately) will be used to measure achieved outcome. Survey respondents will be asked to indicate the post-graduation status (employed, graduate school, unemployed, etc.)
2. All current students will indicate their use and need for career services.	<ul style="list-style-type: none"> <li>• Mastery of Content Knowledge and Skills</li> <li>• Effective Communication Skills</li> <li>• Critical and Reflecting Thinking</li> <li>• Use of Technology</li> </ul>	Use Skyfactor survey to assess student participation in career services and the students' need for services including career assessments, career planning, creating an effective résumé, job interviewing, and job search strategies	Survey will be conducted annually during the last month of the spring semester.	Student will indicate if their have used career services or not. The students' need for help with various services will be rated on a Likert scale of 7 (Extremely) to 1 (not at all). A minimum of 4 (moderately) will be used to measure that their need outcomes was achieved.
3. As a result of using career services, students will learn to identify careers related to their majors and interests, how to obtain internships, construct effective résumés, and job interview skills.	<ul style="list-style-type: none"> <li>• Mastery of Content Knowledge and Skills</li> <li>• Effective Communication Skills</li> <li>• Critical and Reflecting Thinking</li> <li>• Use of Technology</li> </ul>	Use Skyfactor survey to assess student ability to identify careers related to their majors and interests, how to obtain internships, construct effective résumés, and job interview skills.	Survey will be conducted annually during the last month of the spring semester.	The students' ability to do the mentioned criteria will be measured on a Likert scale of 7 (strongly agree) to 1 (strongly disagree). A minimum of 4 (neutral) will be used to measure that their learning outcomes was achieved.
4. Current students will be satisfied with the overall evaluation of their experience in using career services.	<ul style="list-style-type: none"> <li>• Mastery of Content Knowledge and Skills</li> <li>• Effective Communication Skills</li> <li>• Critical and Reflecting Thinking</li> <li>• Use of Technology</li> </ul>	Use Skyfactor survey to assess student satisfaction on the impact of career services on retention, academic performance, learning valuable information applicable to academics, fulfilling their expectations and needs, and overall satisfaction.	Survey will be conducted annually during the last month of the spring semester.	The student overall satisfaction of career services will be rated on a Likert scale of 7 (Extremely) to 1 (not at all). A minimum of 4 (moderately) will be used to measure that their satisfaction outcomes was achieved.

<p>5. Current students will be satisfied with the overall evaluation of the Career Fair.</p>	<ul style="list-style-type: none"><li>• Mastery of Content Knowledge and Skills</li><li>• Effective Communication Skills</li><li>• Critical and Reflecting Thinking</li></ul>	<p>A career fair survey will assess student satisfaction with the advertising of the event, diversity of employers, quality of employers, and meeting students' needs.</p>	<p>Paper surveys will be conducted and collected during the career fair, which is held in the fall semester.</p>	<p>The student satisfaction of the career fair will be rated on a Likert scale of 5 (excellent) to 1 (poor). A minimum of 3 (average) will be used to measure that their satisfaction outcomes was achieved.</p>
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Student Learning Outcome:	Assessment Measurement Results	Outcome Achieved? (0= No, 1= yes)	Plan for Improvement
1. <i>Students will learn about career services and its resources to improve their career outcomes upon graduation.</i>	Survey results will be compiled into an annual report	1 = Yes: Satisfaction rating of 3 (average) or higher will determine achieved outcome.  1 = yes: will indicate that a minimum of 50% respondents are employed or in graduate school	Conduct more campus outreach such as student emails, class presentations, social media, and creative marketing campaigns. Also, create career readiness competencies integrated into curricula. Will need to have direct access to student emails. To best achieve this plan, the university needs to provide more staff and resources for Career Services. At minimum, the university needs to fill the current vacancy for a Career Advisor. The strategic goal for FY 18 is to request a total of 4 career advisors assigned to provide targeted services to students—one career advisor for each of the 4 colleges/schools.
2. All current students will indicate their use of career services to get career information and indicate their need for career services.	Survey results will indicate student use of career services to get career information and indicate their need level for various career services.	1= yes: Minimum of 50% of students will indicate they used career services. 1= yes: Minimum of 50% of students will indicate a minimum level of 4 (moderately) for services including career assessments, career planning, creating a résumé, searching for internships, and job search strategies.	The university needs to provide more staff and resources for Career Services. At minimum, the university needs to fill the current vacancy of the Career Advisor position. The strategic goal for FY 18 is requesting a total of 4 career advisors assigned to provide targeted services to students—one career advisor for each of the 4 colleges/schools.
3. As a result of using career services, students will learn to identify careers related to their majors and interests, how to obtain internships, construct effective résumés, and job interviewing skills.	Survey results will indicate students level of learning to identify careers related to their majors and interests, how to obtain internships, construct effective résumés, and job interviewing skills.	1 = yes: Minimum of 50 % of students will indicate a minimum level of 4 (neutral) on their learning to identify careers related to their majors and interests, how to obtain internships, construct effective résumés, and job interviewing skills.	The university needs to provide more staff and resources for Career Services. At minimum, the university needs to fill the current vacancy for a Career Advisor. Career Services' strategic goals for FY 18 is requesting a total of 4 career advisors assigned to provide targeted services to students—one career advisor for each of the 4 colleges/schools in order to provide comprehensive career services.
4. Current students will be satisfied with the overall evaluation of their experience in using career services.	Survey results will indicate students' satisfaction level with the overall evaluation of their experience in using career services.	1 = yes: Minimum of 50 % of students will indicate a minimum level of 4 (moderately) on their satisfaction level with the overall evaluation of career services on staying in school	The university needs to provide more staff and resources for Career Services. At minimum, the university needs to fill the current vacancy for a Career Advisor. Career Services' strategic goals for FY 18 is requesting a total of 4 career advisors assigned to provide targeted services to students—one career advisor for each of the 4 colleges/schools in order to provide comprehensive career services.

		(retention), impact on academic performance, learning valuable information applicable to academics, fulfilling their expectations and needs, and overall satisfaction.	
5. Current students will be satisfied with their overall evaluation of the Career Fair.	Survey results will indicate students' satisfaction level of the career fair.	1 = yes: Minimum of 50 % of students will indicate a Minimum level of 3 (average) on their satisfaction with the advertising of the event, diversity of employers, quality of employers, and meeting their needs.	Survey results, including students' written comments, will be used to make improvements to the career fair. The Director needs more time to conduct outreach/marketing to diversify and increase the number of participating employers. A career advisor (currently vacant due to budget freeze) is needed to focus more time in preparing students on how to be successful at career fairs. Currently, we only do one career fair a year due to understaffing (vacant Career Advisor position due to budget freeze).