

College Action Project Worksheet– October 21, 2016 Update

CAP: 2.2 Student Pathways / Cap 2.2.1 integrate all career and job placement services

Champion: Tina Hoxie

1. CAP Team Members:

Amy Koning
Erin Cisler
Mark Champion
Luanne Wedge
Rachael Jungblut
Dan Nyhof
Jonathon Larson
Ryan Nausieda
Evan Macklin
Lina Blair
David Lovell

2. Describe the **purpose** of this project including a description of the associated activities. (100 words or fewer)

- The overall goal of this project is the development of a proactive and relevant career and job placement services design that meets the changing and personalized needs of our students, alumni, and area employers. The proposed service design would assist students and alumni in preparing for, and finding, employment while pursuing and completing their educational goals at GRCC. The improvements will integrate and utilizes technology solutions for current students and alumni to provide access to electronic job placement services, including job search information and preparation, employer connections, internship opportunities, and other related components.

Describe the **goals** of this Action Project (in 100 words or fewer)

- Develop and implement a sustainable communication plan for all registration periods that targets current GRCC students, alumni, and employers to utilize Handshake, a new job posting and searching tool
 - Explore the Handshake system features for functionality in the promotion of career and job reinforcing experiences (internships and job shadowing), along with community career events and opportunities information posting
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- Connect with departments and faculty to create awareness on the student job search, and employer posting Handshake tool
- Investigate the career and job related resources in the community that could be utilized and promoted to assist GRCC students in reaching their employment and career exploration goals
- Develop a plan to gather student and employer feedback to determine effectiveness and usability of the Handshake technology tool from the student and employer perspective
- Investigate and develop tracking reports with-in Handshake to gather student job searching and employment placement data

3. What **measurable criteria** will be used to determine this project’s success?

- Student communication strategies to promote access to career and job placement services will be improved
- Technologies that provide an efficient, timely, and 24/7 platform for career and job opportunities for students, alumni, and employers will be implemented
- Employer, student, and alumni utilization of Handshake and Career Coach will be tracked and reviewed
- Student utilization for career exploration, job shadowing, and internship placement will be tracked
- The MCAN grant steps that are related to job readiness, employability skills, and securing employment will be documented for scaling up improvements

4. Please provide the results of your lead measure to date (either tables or charts)

Lead Measure Results*	
# Student logged into Handshake	1,511
# Employers approved for posting jobs	2,431 (984 within 50 Miles of GR)
# Approved jobs active in Handshake	1,444
Career Coach Student Utilization	4,829
Job Shadowing, Internship, Fieldtrip, Community Career Events and Classroom Speaker Posted	Exploring
Student and Employer Awareness Contacts	Exploring
Employer and Student Survey Feedback	Survey planned for Winter 2017

*Data through December 9, 2016

9. Provide a 12-month work plan for this project:

Month	Activity	Person Responsible	Status as of October 2016
December, 2016	Explore OrgSync and CRM communication tools to promote Handshake utilization by students	Tina Hoxie	In-progress
January, 2017	Hello West Michigan presentation to identify career community recourses	Ryan Nausieda	Pending
	Add Handshake information to the graduate diploma mailing and Alumni Newsletter	Tina Hoxie	Pending
	Coordinate a conference call with Handshake to discuss software features, expandability, and tracking reports	David Lovell	Pending
February, 2017	Explore and finalize Alumni communication and career opportunities to engage with GRCC students	Erin Cisler	Pending
	Department and service area communication/demos to increase Handshake awareness and utilization within curriculum and services	Luanne Wedge/ Tina Hoxie	Pending
March, 2017	Finalize an on-going student communication plan for registration periods to promote technology and supporting processes	Luanne Wedge	Pending

April, 2017	Conduct employer and student feedback survey to determine support satisfaction with Handshake tool	David Lovell, Luanne Wedge, Tina Hoxie	Pending
May, 2017	Review survey results and data to prepare final report for CAP closing request	Team	Pending
June, 2017	Present project final report	Team	Pending

10. When will your Team meet? Please provide **Team meeting dates** for August 2016 to June 2017

The Team is scheduled to meet monthly to discuss CAP 2.2.1 actions and progress.

11. What **new CAPs** would your CAP team suggest as natural next steps to your current project?

There is no new CAP suggestion at this time. It is anticipated that the CAP work will be completed by June of 2017.
