

Student Employment Office Assessment Planning 2012-13

Submitted by Scott Elliott September 11, 2012

Brief summary of assessment data gathered in 2011-12	Brief description of insight(s) from data	Brief description of action item(s) or modification based on data	Strategy for implementation	Position responsible and timeline	Plan for assessment of action item or modification
Tracking of student usage of the CODA online jobs database	Current students are using CODA heavily and logging in quite often to look for on and off campus jobs. Students are depending on CODA to find work and would like to see more opportunities posted.	More outreach to on and off campus employers/supervisors to post jobs and opportunities for students. Meaning: Utilize this resource to it's greatest extent.	Send email updates and plan supervisor roundtable meetings encouraging more staff to post jobs on CODA. Assign SEO position for great community job networking and advertising of CODA.	SEO Program Assistant for on campus emails and supervisor roundtables. SEO Associate Director for off campus recruiting advertising and extend JLD.	Mid Winter track and compare number of posted opportunities on CODA as compared to data from previous year. More is better. Track login of students and jobs viewed to determine which opportunities they are interested in and if the ones targeted are increasing and beneficial to student placements.
Bio-graphical data of students and where they are working on campus	New Banner data reports from 11/12 show student worker data: Year in School and Resident/Non Resident. Data shows upper class students work more often than their counterparts on campus. Data shows Non Residents are working more as a percentage than residents student workers on campus.	Determine if we need to ramp up services for juniors and seniors seeking jobs. Determine if we need to adjust work study awards based on non residency.	Review job hiring data Bio compared to trends from last year.	SEO Associate Director and SEO Student worker run report and compare in Spring.	Determine if CODA jobs need to be posted earlier, prior to the Fall and if students should be able to apply online easier, if coming from out of state. Target Orientation week for incoming freshman/transfer about job opportunities.