

Career Services Annual Report 2007-08

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Mission Statement

Career Services works in partnership with employers and the campus community by assisting students and alumni to develop, implement, and evaluate job search strategies.

Career Services is committed to:

- Supporting our diverse and talented student and alumni population.
- Connecting with employers, the campus community and the surrounding communities.
- Working with employers in the St. Louis region and beyond.

Office Staff

**Teresa Balestreri, M.Ed., Counseling
Director**

**Emily Rapko McEneny, MSW
Assistant Director**

**Rachel Boehlow, M.Ed., Counseling
Career Services Coordinator**

**Puspa Bueneman
Job Fair Coordinator**

**Diane Devine
Graduate Intern (Winter Semester 2008)**

**Kelli Knight, MBA
Career Services Coordinator (joined April 2008)**

**Erica McClure, BSW
Recruiting Coordinator**

**Kristi Morris, M.Ed., Counseling
Career Services Coordinator (left February 2008)**

**Rebecca Nelson, M.Ed.
Temporary Career Specialist (August 2007-December 2007)**

**Sandra Ray
Office Manager**

**Rebecca Spear, M.A., Human Resources
Career Services Coordinator**

Overview of Year

Career Services has worked for over five years to eliminate the fee for students to utilize the on-line database system, UMSLCareerKey, where students and employers can interface. In the five year review of Student Affairs it was recommended that the Office of Career Services look closely at the issue of charging a fee for students to access services. In response to the observations/recommendations taken from the five-year review, the Provost's Office committed to funding \$25,000.00 per year (rate dollars) to Career Services in lieu of charging the students a fee to register for the on-line system. **The elimination of this fee resulted in a 94% increase in student registration on UMSLCareerKey.** It was a very exciting year for Career Services as this increase in registrants increased our daily activity. At the same time, we had several staff members out on family leave, and were challenged with finding time to effectively work with students and employers. Overall, we were able to meet the goals we set for this academic year.

The Office of Career Services set goals and plans to carry out in AY2007-08. Below is a highlight of the goals and how they were accomplished:

- **Enhance program offerings**

This year we determined that we should enhance our program offerings. This was accomplished by such things as "Employer Facilitated" Interview Workshops; on-line options for students (i.e. Interview Reality Podcast); Anheuser Busch Panel Mock Interview Day; and the NACE International Virtual Career Fair for international students (over 60 employers and 50 UMSL international students participated in this virtual job fair).

- **Continue to increase outcomes based reporting**

With the importance of the Higher Learning Commission's accreditation review of the University of Missouri - St. Louis, continuing with and enhancing outcomes based reporting was essential. Career Services provided a substantial amount of information to the accreditation team for Criterion Five. Career Services also provided employer contacts for their community partner's survey.

- **Increase student accessibility and user-friendly atmosphere in the office**

With the increase in registrants, came the importance of accessibility to staff. We found that, while face-to-face appointments remain critical for students in the job search process, students were seeking other options for accessibility. Therefore, many hours were spent corresponding with students/recent graduates on the phone or by email. Providing resume review, interview preparation and general job search advice through these avenues was clearly what the students needed for accessibility.

- **Foster better use of the web to increase student/alumni and employer usage of services**

With the elimination of a registration fee and increase in registrants, we found it very important to have most documentation on-line. This saved money in the budget and allowed for easier access for students. When a student/recent graduate now registers with our services, they can find all documentation to use the on-line system, UMSLCareerKey, on the Resources page of our website. Additionally, there is an on-line "Resource Library" in UMSLCareerKey. Under this Resource Library and our Resource page, we list documentation on using the system, a calendar of events, workshop schedule, and other

resources to help the student focus on their job search. This has proven to be extremely valuable.

- **Continue to strengthen on-campus recruiting program**

Continuing to enhance the on-campus recruiting program remains a focus of Career Services. We helped strengthen the program by sending out invitations to employers electronically. This saved on printing and postage fees while allowing for a more efficient turn-around time. We also contacted each employer who was interviewing through the program to make sure they were being inclusive of all majors when seeking candidates. All too often, employers choose business majors because that is the first thing that comes to their mind. However, after reviewing position descriptions, we determined whether or not to contact the employer to ask them to include other, non-business majors. With the increase in candidates in UMSLCareerKey and the increase in majors considered for the on-campus interview jobs, we saw an increase in participation in the on-campus recruiting program. Employer participation in the program increased by over 32%; students/alumni applying for the positions increased by almost 30% and the number of students/alumni interviewed increased by 6%.

- **Facilitate seamless process for employers to register for job fairs**

This year was the first year that we provided e-invitations to our job fairs. It saved on printing and postage and made the employer registration process for the job fairs much more efficient. The job fair coordinator could send confirmations back to employers in a more timely fashion and have direct documentation of all correspondence with the employer contacts. Employer participation of the three job fairs this year increased by 9%.

To follow is statistical data and information to support this year's accomplishments:

Statistics & Information

Total Number of Registrants: 1413

Number of Registrants by College:

Arts & Sciences:	399
Business:	751
Education:	109
Engineering:	35
Fine Arts & Comm:	111
Nursing:	8
Total:	1413

Job Listings 16,478

Degree-Related positions posted to UMSLCareerKey: 2510

Other positions for all students to view on-line: 13,968

Resume Referrals/Number of Resumes Sent

117/1569

Employers Accessing Web Resume Book/Number of Resumes (Unduplicated)

106/3063

Resume Critiques by Professional Staff

1287

Number of Names Logged to utilize the Career Resource Lab

1105

Individual Career Coaching Appointments

756

Individual Career Counseling Appointments

85

Walk-ins

386

Campus Outreach Programs

50

Examples Include: Mirthday, New Student Orientation, Transfer Orientation, Economics Career Day, Open House, JSEHS Program, Student Teacher Orientation, MSC Orienteering, Women's Networking Series, International MBA Interviewing Session, Business Writing Class Presentation, Honors Accounting Club presentations, presentation to Russian Delegates, and presentations to Summer Student Success Program and First Year Experience Classes.

Workshops Offered/Number of Attendees

39/194

Workshops include: Resume Writing, Interviewing Skills, Job Search Strategies, Job Fair Success

FWS Orientations/Number of Attendees

19/23

Presentations/Approximate Number of Attendees

73/2030

Includes Classroom Presentations, Student Organization Presentations and Off-Campus Career-Related Presentations

Employer Outreach Visits

72

Career Services Special Programs

Examples Include: Education Job Search Teacher Panel, Etiquette Banquet, Mock Interview Day

UMSL Program/Activity Participation

Examples Include: Alumni Association Meetings, Welcome Week Picnic, Chancellor's Report to the Community, and Admissions Phone-A-Thons

Job Fairs

3 Fairs*, 250 Employer Participants, 1,522 Job Seeker Participants:

UMSL Summer Teacher Job Fair 2007 (26 Employers; 332 Job Seekers)

UMSL Fall Internship & Job Fair 2007 (110 Employers; 686 Job Seekers)

UMSL Spring Internship & Job Fair 2008, (114 Employers; 504 Job Seekers)

*UMSL Teacher Job Fair 2008 Cancelled due to inclement weather (65 Employers registered to participate)

On-Campus Recruiting

Formal Program

41 Company/Organization Formal Interview Recruiting Dates

1324 Students/Alumni applied for positions

423 Students/Alumni were invited for an interview

330 Students/Alumni interviewed

Informal Program

2 Company/Organization interview dates

23 Students/Alumni interviews

IMBA Interviews

2 Company/Organization interview dates

7 Students/Alumni interviews

3 Company Information Tables set-up in MSC

Total Number of *Reported* Placements: 683*

Full Time Employment

College of Arts & Sciences:	62
College of Business Administration:	108
College of Education:	31
College of Fine Arts & Communication:	16
Joint Undergraduate Engineering Program:	2
TOTAL:	219

Part Time/Temporary Employment (Post Degree)

College of Business Administration:	2
College of Education:	2
TOTAL:	4

Part Time Degree Related Employment (Current Students)

College of Arts & Sciences:	7
College of Business Administration:	6
College of Fine Arts & Communication:	5
Joint Undergraduate Engineering Program:	1
TOTAL:	19

Part Time Non Degree Related Employment (Current Students)

Total Number = 143

Career Experience & Employment Program (Internships & Coops)

College of Arts & Sciences:	26
College of Business Administration:	224
College of Education:	23
College of Fine Arts & Communication:	9
College of Nursing:	1
Joint Undergraduate Engineering Program:	15
TOTAL:	298

*Only includes those that are in UMSLCareerKey or in the JLD report. See Graduate Survey page for campus wide statistics

Other 2007-08 Accomplishments

Express Scripts Life Long Learning Fair, Career Services Representative, Summer 2007

Teresa Balestreri, Rachel Boehlow

Presented at Focus on the Future Event, Spring 2008

Emily McEneny, Rachel Boehlow, Diane Devine

Scheduled and met with A&S Faculty, Spring 2008

Rachel Boehlow

Presented to A&S Leadership Council & Participated in May 2008 Meeting

Teresa Balestreri, Rachel Boehlow

Continued participation in the HR Mentoring Program

Rachel Boehlow

Served on UMSL Student Success Program Committee

Rachel Boehlow

Participated in CSO Roundtable, Spring 2008

Teresa Balestreri, Emily McEneny, Rachel Boehlow, Erica McClure

Organized Enrollment Services Luncheon, May 2008

Rachel Boehlow, Rebecca Spear

Coordinated State Department Diplomat in Residence Information Sessions; David Drinkard, July 2007; Brian Flora, January 2008

Emily McEneny

Supervised Graduate Intern (Diane Devine)

Emily McEneny

Selection Committee Member, Sue Shear Institute for Women in Public Life, 21st Century Leadership

Emily McEneny

University of Missouri 2006 ALDP Project Coordination/Implementation (Discover UMSL)

Emily McEneny

Interviewed by St. Louis Beacon and KSDK

Emily McEneny

Faculty Advisor, Beta Alpha Psi

Rebecca Spear

Presented at Missouri Regional Valley- Gamma Psi Annual Conference

Rebecca Spear

Serve as Liaison for LEAP Symposium

Rebecca Spear

Bachmann Book Series Program

Teresa Balestreri, Rebecca Spear, Puspa Bueneman, Sandy Ray

Executive Leadership Institute Partner (Executive Lunch Series, Distinguished Speaker Series, Women's Networking Series, Executive Fellow Mentoring Project; State Farm Mentoring Project)

Teresa Balestreri, Sandy Ray, Puspa Bueneman

Women's Leadership Council Committee Member

Teresa Balestreri

Provost Council for Civic Engagement

Teresa Balestreri

Served on the committee for the College of Nursing; Celebrating African-American Nursing History and to identify scholarship recipient

Sandy Ray

Served on University-Bridge Program; Managed Career Services table at event

Sandy Ray

Served on UMSL Black Faculty Staff Committee

Sandy Ray

Worked at UMSL-Missouri Black Expo and on UMSL Black Leadership Organization

Sandy Ray

Professional Development for Staff

National Association of College & Employers

- Marketing Your Career Center Webinar and Employer Advisory Council Webinar
Teresa Balestreri, Emily McEneny, Rachel Boehlow, Rebecca Spear, Kristi Morris

Midwest Association of College and Employers

- Served as MwACE Conference 2008 Exhibitor Committee Chair
Rebecca Spear

Midwest Cooperative Education & Internship Association

- Fall 2007 Conference Attendees
Teresa Balestreri, Rachel Boehlow

Gateway Career Services Association

- President, *Teresa Balestreri*
- Spring 2008 Conference Planning Committee, *Rachel Boehlow*
- Mentoring Program, *Teresa Balestreri, Emily McEneny*
- Fall 2007 Conference Attendees,
Teresa Balestreri, Rebecca Spear, Rachel Boehlow, Rebecca Nelson
- Spring 2008 Conference Attendees,
Teresa Balestreri, Emily McEneny, Rebecca Spear, Rachel Boehlow, Kelli Knight, Diane Devine

Enrollment Services/Customer Service Monthly Workshops

Rachel Boehlow, Rebecca Spear, Kristi Morris, Erica McClure, Puspa Bueneman, Sandy Ray

CPP Training, Spring 2008

Teresa Balestreri, Emily McEneny, Rebecca Spear, Rachel Boehlow, Kelli Knight, Diane Devine

NACE Webinar Fall 2007 (Recruiting Trends)

Teresa Balestreri, Rachel Boehlow, Rebecca Spear

Workshop on Disability Awareness, Spring 2008

Kelli Knight, Sandy Ray

Workshop on Dealing with Difficult Students

Teresa Balestreri, Emily McEneny, Rebecca Spear, Sandy Ray

Workshop on Conflict, Center for Teaching and Learning, Spring 2008

Rachel Boehlow

MyView Training, Spring 2008

All Staff

Call To Serve Training, Partnership for Public Service Washington University, Spring 2008

Rachel Boehlow

Society of Human Resource Management

Rebecca Spear

UMSL Teaching & Learning, Fall Professional Development Conference

Sandy Ray

Key Communicators

Sandy Ray

Skill Path Seminars, The Indispensable Assistant One Day Seminar

Sandy Ray

Receptionist's Guide to Front Desk Security Seminar

Sandy Ray

PeopleSoft Fiscal Training (Processing Non-PO Vouchers, Purchasing Cards, E-Procurement, Unrelated-business Income)

Sandy Ray, Erica McClure, Puspa Bueneman

Judicial Affairs and Counseling Services

All Staff

Riverstar Employee of the Month, Positive Attitude

Sandy Ray

Participated in Focus On the Future

Sandy Ray, Puspa Bueneman

Dreamweaver Training

Erica McClure

Plans for AY2008-09

Plans for 2008-09 include programming, career counseling/coaching, technology, marketing, and employer relations:

- Enhance programming for students to generate stronger connection with campus community and to empower students in their career development.
- Continue to enhance individual career counseling/coaching sessions by upgrading our resources.
- Increase use of technology to connect with students and employers and to allow our office to better track our on-line services.
- Develop stronger student marketing campaign to increase participation in programs.
- Initiate employer relations programs through offering sponsorship, utilizing employers in an advising capacity, and formally recognizing their affiliation with our office.

Challenges/Needs for AY2008-09

The challenges and needs of Career Services continue to be the need for:

- 1) Adding staff to increase program options, employer outreach and faculty connections
- 2) Increasing the budget to allow for more innovative programming, resource purchases and to fund the outsourcing of the career services graduate survey.

Supporting Documents

On-Campus Recruiting/Information Sessions:

Formal On-Campus Recruiting			
Fall 2007			Winter 2008
Anheuser Busch			ABF Freight System, Inc
Becker and Rosen, Certified Public Accountants			AIG Claim Services
ABF Freight System, Inc			Ameren
AIG Claim Services			AXA Advisors
American Equity Mortgage			Commerce Bank
Apex Systems Inc.			DCAA
BKD LLP			Edward Jones
Boeing Co., The			ITT Tech
CBIZ Accounting			Kohls
Consolidated Graphics			Monsanto
Edward Jones			Regions Bank
Ernst & Young, LLP			Spectrum Healthcare
Humes & Barrington, P.C.			Target
KPMG			UHY
Larson Allen			Vatterott College
Macy's Midwest			Walgreens
Monsanto			
MPP&W			
Praxair Inc.			
PriceWaterhouseCoopers, L.L.P.			
RubinBrown, LLP			
Shapiro Flom & Company LLC			
Stone Carlie & Co., LLC			
UHY Advisors			
VOICEPRO			
Walgreens			

Informal OCR			IMBA OCR
Express Scripts			Freeborn Development Group
Target			Sinclair & Rush, Inc.

MSC Information Tables June 2007-May 2008	
Date	Company
12/04/2007	Sara Lee
04/29/2008	Harrahs
05/02/2008	Wells Fargo

GRADUATE SURVEY DATA
UM-ST. LOUIS CAREE SERVICES
2006 Graduates

The Office of Career Services at UM-St. Louis manages a graduate survey, focusing on the employment status of all undergraduate students* and graduate students from the College of Business Administration. Graduates are contacted approximately four to six months after graduation. The survey is conducted by sending two emails and a postcard to all graduates directing them to a website to complete the survey. After completing that process, follow-up phone calls are made to increase the response rate. Of those graduates that were reachable, there was a 45% response rate. Below are the results for undergraduates (and College of Business graduate students) who graduated in December 2005, May 2006 and August 2006:

RESPONSE OVERVIEW

Employed/Grad School = 86% (487/569)

Employed = 74% (421/569)

Grad School = 12% (66/569)

Seeking = 14% (82/569)

BY COLLEGE

College of Nursing

Employed/Grad School = 98% (49/50)

Employed = 94% (47/50)

Graduate School = 4% (2/50)

Seeking = 2% (1/50)

College of Arts & Sciences

Employed/Grad School = 86% (189/220)

Employed = 67% (148/220)

Grad School = 19% (41/220)

Seeking = 14% (31/220)

College of Business Administration

Undergraduate:

Employed/Grad School = 80% (142/177)

Employed = 73% (129/177)

Grad School = 7% (13/177)

Seeking = 20% (35/177)

Graduate:

Employed/Grad School = 92.5% (37/40)

Employed = 90% (36/40)

Grad School = 2.5% (1/40)

Seeking = 7.5% (3/40)

BGS/BIS

Employed/Grad School = 100% (5/5)

Employed = 80% (4/5)

Grad School = 20% (1/5)

College of Fine Arts & Communication

Employed/Grad School = 89% (56/63)

Employed = 78% (49/63)

Grad School = 11% (7/63)

Seeking = 11% (7/63)

UM-St. Louis/Washington University Joint Engineering Program

Employed/Grad School = 64% (9/14)

Employed = 57% (8/14)

Grad School = 7% (1/14)

Seeking = 36% (5/14)

*Does not include Education graduates. All tracking of Education graduates is handled through The College of Education.