



CALIFORNIA STATE UNIVERSITY, STANISLAUS  
2005 Student Affairs Assessment Project  
CAS EXECUTIVE SUMMARY

*Career Services*

**Scope of Review**

The scope of this review was to assess the department of Career Services.

**Mission**

Career Services assists students in the process of identifying, developing, and implementing career plans in preparation for employment after graduation. We help student explore job options, build resumes, cover letters, and interview skills, and strategize a job search. To support these efforts, we proactively develop and maintain relationships with a diverse group of employers for internships and employment opportunities. This is in harmony with the campus strategic goals and priorities, through building and supporting mutually beneficial internal and external partnerships, and is reflected in unit achievements.

**Assessment Summary**

I. *Brief description of the assessment process.*

During February through April 2005, the CAS Assessment team conducted an in-depth review of the Career Services staff, facilities, services, and programs.

II. *Identified strengths and weaknesses.*

**Strengths:**

New Director appointed in June 2005; separate, identified space and staff for programs and services; Mission, funding, and budget are in place; regular review of accountability and evaluations; access to legal resources; computer equipment; programs and services are provided fairly to all students; relationships exist with external community; programs encourage respect for diverse cultures and opinions; programs adhere to ethical principles and standards; under new Director's leadership, Career Services has initiated assessment and working with Chancellor's Office on surveys.

**Weaknesses:**

Budget shortfalls are reflected in staffing as evidenced by limited service to the Career Services Center, students, university, and the community; Leadership - lack of experience and exposure in career services and student development; limited contact with faculty; few developed or new relationships with alumni and businesses; need to address staff development issues; lack of leadership continuity and stability; inadequate data to determine what students and employers want or expect from Career Services; consider needs assessment, questionnaires, and/or surveys, and development of a marketing plan.

**Priorities for the Program**

- Allocate additional funding for staff training and development, marketing, surveys and data collection, student assistants or interns, and additional half-time counseling position.
- Leadership: provide training and learning opportunities for Career Services Director, and promote linkages with other college career directors and visits to CSU Career Centers.
- Campus and Community Relations: increase relationships with faculty members; increase links with external community and alumni; create advisory board with faculty, staff, and student representatives.