

**Goal:** #4 – Improve Student Career Preparation

**Date:** January 23, 2015

**Prepared By:** Dawna Perez

### Strategic Goal Progress Summary- Year 3

#### Progress Report Key

	Completed
	Progressing as Expected
	Progressing with Challenges
	No Report Yet

Goal Initiative	Brief Description	Comments	Status
Career Services Website and NECCLink (Update)	In October of 2013, NECC contracted with NACELink to provide a centralized hub of all career preparation activities. Training of administrators on the systems capabilities was completed shortly thereafter and on December 2, 2013 the new NECCLink website had a soft launch.	NECCLink provides a comprehensive web-hosted recruiting system that allows employers to post jobs and internships for NECC students and alums. With this new NECCLink students will be able to build resumes and portfolios, alumni can serve as mentors, and career counselors. Since our last update, the number of students using NECCLink rose from 375 to 621, and doubled the number of employers registered, from 205 to 400. Currently there are 75 job listed. We are working Symplicity to have all students loaded into NECCLink with accounts, and we will track logins and receive reports as opposed to encouraging students to register. An announcement will go out welcoming students to NECCLink and we will still provide support via staff to navigate the site.	
Career Services workshop offerings	Our team has formed a subcommittee designed to	Work continues in this area to revise, consolidate and enhance career	

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	<p>consolidate, revise, and enhance career services workshop offerings and curriculum.</p>	<p>services. This quarter we can report that workshops were well-attended with many faculty members requiring their students to attend workshops for extra credit. In addition, we have now added evening workshops on resume building and writing cover letters, professionalism and dress for success capstone.</p> <p>[January 2015] Workshop collaboration continues. We are looking to collect more data on WHO is attending workshops, which are most popular, and day/time most popular. A subcommittee is planning a Graduating Students Networking Night for May 14, with a few workshops/activities leading up to the event.g</p>	
<p>Portfolio Development to enhance the career preparation of our students</p>	<p>The Goal Team will begin to explore how portfolio development can be used to enhance the career preparation of our students and how it would fit into program curriculum.</p>	<p>We remain at the very beginning phases of looking at this recommendation for the college due to the implementation of NECCLink, but we recognize it is an option that is desired by all. NECCLink has the portfolio development piece already built into the system, we just need to determine how it should/could be used college-wide. Much work will need to be done in how it would be designed and implemented into the college’s academic programs. [January 2015] The team has not addressed this option in the past six months. To do so, we will need to convene members of academic affairs, student engagement and CISI (Cultural and International Studies Institute) to determine what the best vehicle for portfolios for students is. Blackboard has a portfolio option as well as NECCLink. What would be the process for students to get structure and support for creating a portfolio (beyond our current workshop offering)?</p>	
<p>Align and maximize the relationship between NECC Career Services and</p>	<p>The two entities can partner on job fairs held on the NECC campus, improving student</p>	<p>Conversations will begin after January 1, 2014 to give more structure to NECC’s relationship with ValleyWorks in terms of a better communication plan for job fairs within the college, involving more</p>	

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ValleyWorks Career Center	attendance at them and expanding employer relations for the college. We can also look at distinct workshop offerings and seek other mutual benefits	students in job fairs, sharing information regarding industry needs and best practice workshops on career-related topics.	
Provide more career prep resources for all students online and in person.	Focus is how to get more career preparation out to Liberal Arts students, but inclusive of all students.	[January 2015]Merrimack Fellow, Dave Godin, has been reaching out to faculty and administrators in Liberal Arts disciplines to learn more about what they view as career prep needs for their students. Conversation ongoing. NECC will be adding Candid Career videos to our menu of what is available for students to explore and learn more about careers. Short videos from people in thousands of careers answer key questions students may have, as well having a “Getting Hired” section of short videos to prepare for an in –person interview, phone interview, develop an elevator speech, resume and cover letter, etc. Cost is just \$1,250 per year.	
Growth and development of Internship Program	Structured, mostly paid, internship opportunities linked tightly to academic areas and supported coursework.	[January 2015] Piloted in spring 2014, the Internship Program started with Business and Journalism/Communication areas and was expanded to CIS. There were 11 placements in Spring 2014, 19 in Fall 2014 and 31 in Spring 2015. About half of all interns are offered paid positions, though not all accept. Future growth of program will require some administrative support and at least another PT staff. To date, Merrimack Fellow has helped in site visits and program support. Three year growth plan is developed.	