

Annual Goals for Career Planning & Development

2010-2011

Title:	Educate UNA Faculty
Description:	Educate UNA Faculty about the resources and services available in Career Planning and Development; including LionJobs. Distribute Mortarboard Marketing information.
Budget:	0.00
University Goals:	1,4
Strategic Goals:	
Responsibility:	Director
Participation:	
Results:	Carried out one-on-one departmental marketing effort to educate faculty and staff on campus about CPD services. During the meetings, each faculty member was presented with a "mortarboard" which contained informational inserts about all CPD services and resources. Staff reached a total of 16 departments. This is ongoing.
Actions:	
Improvements:	

Title:	Student Employment
Description:	Continue to redesign Student Employment processes and procedures to be more efficient and supportive of students' individual career development.
Budget:	3000.00
University Goals:	1,2,4
Strategic Goals:	

Responsibility: Stephanie Smith

Participation:

Results: I. As part of the Student Employment program being transitioned to Career Planning and Development; the following accomplishments were made in an order to better streamline student employment processes for both students and supervisors: a. Created Orientation for all Student Employees (available in sessions and online) b. Created Handbook for Student Employees c. Created Handbook for Student Employee Supervisors d. Created a more informative Supervisor Training & Departmental Training e. Established Master File of Job Descriptions II. Established and facilitated the first ever UNA Student Employment Week. a. Developed ad hoc committee to plan and execute events for the week b. Facilitated extensive marketing of this program campus wide to both students and supervisors. III. Named the first Student Employee of the Year at UNA. a. Hosted first Reception to honor all student nominees for the award.

Actions:

Improvements:

Title: Refine

Description: Review and refine programming and resources offered in Career Planning and Development.

Budget: 0.00

University Goals: 1,2,3,4,5

Strategic Goals:

Responsibility: Director

Participation:

Results:

Actions:

Improvements: