M State Career Services – Report for HLC  
Submitted by Sue Zurn, Career Services Director  
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FY18 Activities*

- **RESOURCE** – FY 18 marks the second year using a new career management software from College Central Network (branded to students as CAREERnet, available: www.careers.minnesota.edu). As of January 2018, 1000 employers have created accounts. During the first seven months (June-January) of the fiscal year, 887 jobs and internships have been posted to recruit directly to M State students and alumni. To date, 965 students and alumni accounts. In addition to an M State specific job board, the software also provides access to a national job board and a national internship board. This resource also includes helpful articles, videos, podcasts and resources. Students can post resumes and opt-in to be searched by approved employers.

- **LEARN** - Created opportunities to partner with faculty to provide in-person workshops related to resume development and interview skills for 19 majors** which included 29 different sections/groups** of students and three clubs/special groups*** of students. Instruction and critique was delivered to three of the majors through an online version of the resume writing workshop and a LinkedIn workshop using D2L. Overall, 528 students received instruction in resume writing and 250 students received instruction in interview skills.

- **PRACTICE** - Arranged opportunities for students to have face-to-face resume critiques and mock interview practice with volunteers from businesses and non-profit organizations. 176 students had a mock interview and 304 students had resumes reviews by business professionals and Career Services. By the end of the academic year, 17 of these practice events will have occurred with the assistance of 100 volunteers from the business community.

- **CONNECT:** Planned and implemented 7 networking events to connect students to employers (Electrical Line Workers; Nursing –FF & MHD campuses; Dental Careers; Construction Management, Gas Utility, Criminal Justice). Held 2 part-time job fairs (MHD & DL) and one spring job and internship fair on Moorhead campus and collaborated with Wadena RMCEP for a community/campus fair.

- **COACHING** – Appointments and walk-in services were provided to students on all campuses with Career Services Director

- **OUTREACH** – Provided assistance to on-campus recruiting events, local high school events and as a guest speaker for a foster care program.

- **EMPLOYER RECRUITMENT** - Member of Fargo-Moorhead Human Resources Association and West Central Minnesota Human Resources Association to increase employer contact. Participate in Economic Development Corporation sub-committee in Fargo-Moorhead and Chamber events in the Fargo-Moorhead, Fergus Falls and Detroit Lakes communities.

*Student numbers and classes served in this report are reflective of activities scheduled through the end of the 2017-18 academic year.

**Major & Sections/Groups of Students:
ELWT (2); Architectural Drafting (1); Civil Engineering (1); Nursing (Advanced, Generic) (3); Practical Nursing (2); Childcare (1); Business (Professional Selling) (1); Business Management- Marketing and Sales (3); Administrative Assistant (1); Construction Management (1st & 2nd yr.); Dental Assisting (1); Dental Hygiene (1); Gas Utility (1); HVAC (1); Massage Therapy (1); Pharmacy Technology (1); Human Resources – Online (1); HITM - Online (2); Paralegal - Online (2)

***Clubs/Special Groups:
Human Resources Club, IT Club, Steps to Success (Women in STEM – 2 semesters)