

UTD CAREER CENTER

ANNUAL REPORT

FY2005-2006

UTD Career Center
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VISION

The vision of the UTD Career Center is to be an innovative, centralized, proactive and exemplary Career Center, empowering constituents to successfully manage their careers throughout a lifetime.

MISSION

In support of the UT Dallas mission to provide high quality education, research and service, the UT Dallas Career Center is committed to the following threefold mission:

1. To prepare students and alumni for a lifetime of career transitions through comprehensive career education programs, which address their diverse and multidimensional needs.
2. To partner with employers to develop and implement effective and efficient campus relations programs.
3. To enhance the academic mission of the university as it relates to the career education of students by collaborating and partnering with faculty and staff from all disciplines.

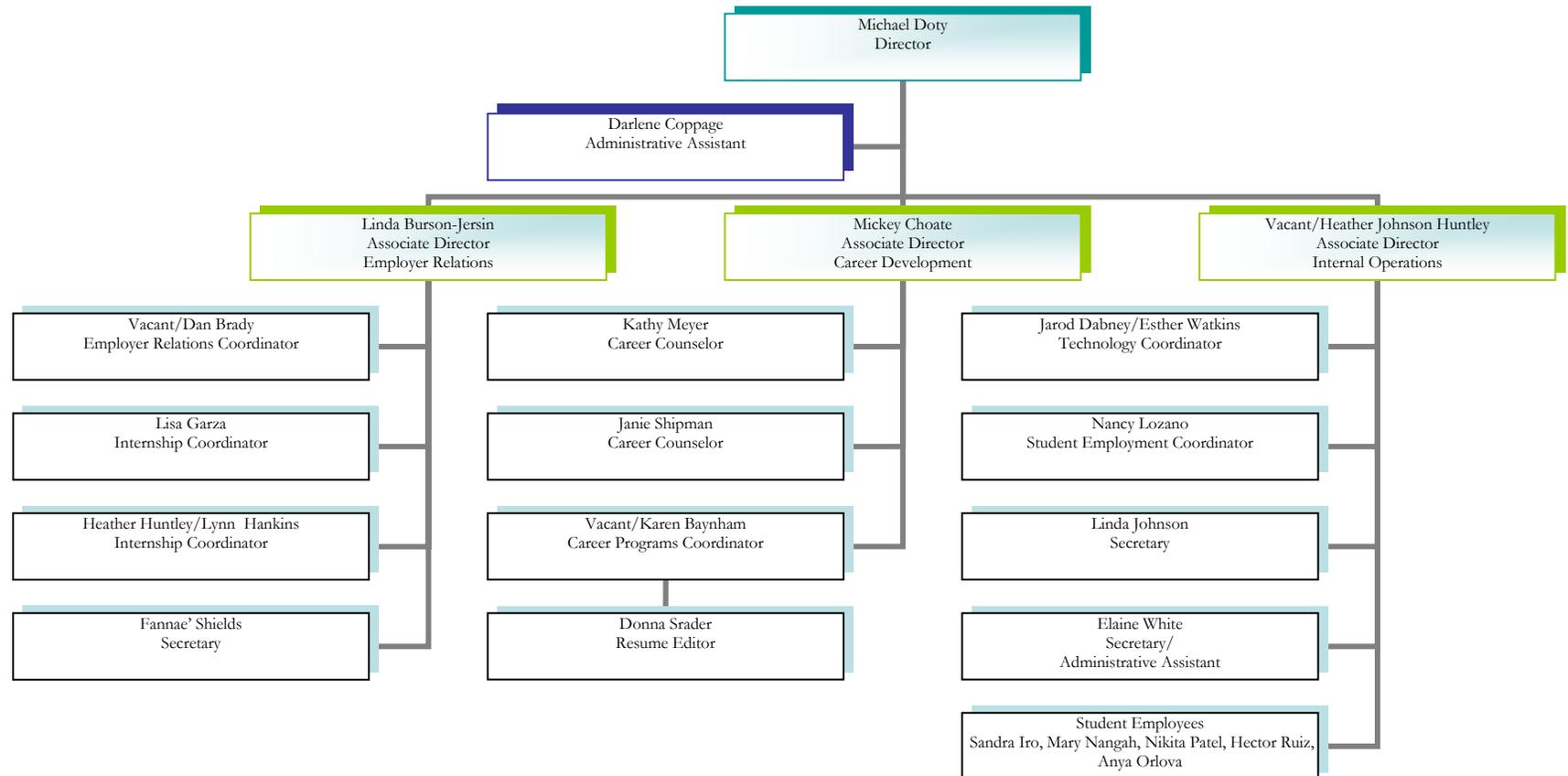
GUIDING THEMES

The UTD Career Center is guided by the following themes:

- Empowerment – Serving as a catalyst enabling constituents to assume responsibility for the management of their careers.
- Dynamic Partnerships - Cultivating meaningful internal and external collaborative relationships, which result in increased expertise and expanded opportunities for constituents.
- Service – Providing timely, relevant and credible programs, materials and services while maintaining a positive customer-centered focus.
- Standard of Excellence – Modeling an on-going commitment to professionalism, continuous improvement, and the pursuit of quality in every endeavor.
- Sensitivity to Diversity – Responding to the unique needs of individuals with care, respect and understanding.

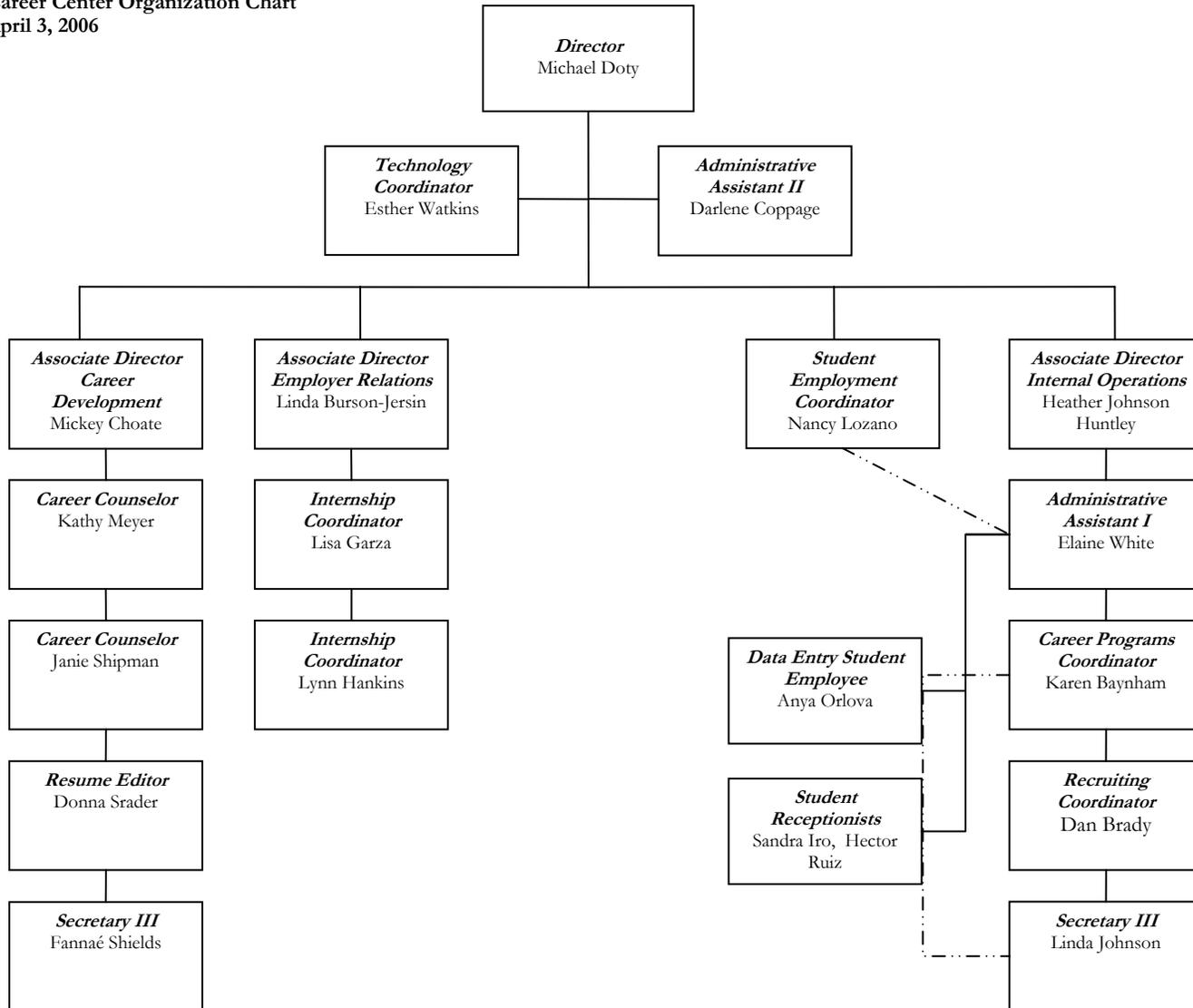
Organizational Chart

The UTD Career Center operated with a staff of 17 full-time staff during fiscal year 2006, along with 5 student employees. Due to a structure change mid-year there are two organizational charts presented.



	Male	Female	Total
Caucasian	2	8	10
African American	1	5	6
Asian American	0	0	0
Hispanic/Latino	1	1	2
Native American	1	1	2
International		2	2

Career Center Organization Chart
 April 3, 2006



STRATEGIC INITIATIVES

FY06 was a year of growth, rebuilding, and restructuring. The Career Center maintained standards of excellence with high quality programs and services. The Career Center focused FY06 on accomplishing the following initiatives:

- 1) Expand and nurture strategic partnerships with organizations recruiting UTD students for employment opportunities
- 2) Integrate the career development model into the curriculum through established strategic internal partnerships
- 3) Expand the Student Employment Program in order to develop additional opportunities for students seeking part-time employment
- 4) Emphasize quality customer service through process improvement, marketing efforts and staff development

During FY2006, the Career Center experienced growth throughout all provided services. Employer contacts increased by 28.7%, which, in turn, led to an increase in employment opportunities of 28.1%, an increase in career event activity of 22.1%, and a 40.0% increase in the number of employers recruiting on-campus. There was a 25.1% increase in off-campus employment opportunities as a direct result of employer outreach by the Student Employment Coordinator. The additional opportunities helped support a 57.3% increase in the number of student employment registrations. As the Career Center staff became more involved in activities around campus the Career Center activity also increased. There was a 6.7% increase in the total number of counseling and internship appointments and a 33.1% increase in the number of resume critiques conducted by the Resume Editor. Due to student demand for more career decision course offerings, there was a 27% increase in the number of credit career decision-making and internship/co-op courses taught through the various schools. This resulted in a 24.1% increase in student registration for a total of 222 Semester Credit Hours (SCH) for FY06. The accomplishment of the initiatives was a direct result of the determination of the Career Center staff to provide high quality service to all our constituents. Listed below are some of the more significant highlights of the activities performed solely or in conjunction with other departments:

- Continued to broaden and solidify employer partnerships (Texas Instruments, Target, Hershey's, Deloitte & Touche, Lennox, Raytheon, U.S Department of State, North Central Texas Council of Governments, Alliance Data, and Perot Systems, et al.)
- Expanded employer outreach through participation in both meetings-at-large and committee or project participation in local, regional, and national organizations (Dallas HR, Richardson Chamber of Commerce, HRSouthwest, COSD, Dallas Advisory Committee on Disabilities)
- Streamlined reconciliation process for the Student Employment Program resulting in more effective payroll processing and departmental fund notification
- Expanded work-study program to include more off-campus community non-profits
- The successful addition of the School of Behavioral and Brain Sciences cooperative education course led to the implementation of cooperative education fieldwork classes in all of their majors for the Career Center to teach in FY07
- Developed and successfully launched a new Career Center website with the assistance of UTD Web Services
- Established a direct link to the Career Center from UTD's home page
- Enhanced marketing efforts for all career programs by adding to the UTD Comet Calendar
- Increased accessibility to mock interviews by replacing the single video camera with five web cams for each individual capable of conducting the mock interview
- Improved career guidance program accessibility by replacing the desktop versions of Choices and SIGI Plus with their online versions, eChoices and SIGI3

- Supplemented the Vocational Biographies hardcopy publications with the online version
- Continued partnership with the Pre-Health organization
- Continued participation in the CHAMPS program, which permitted the athletes to attend seminars or events and receive credit
- Successfully implemented valet parking at the Career Expo which lead to employer satisfaction
- Added two new seminars: Selecting Graduate and Professional Schools and Effective Communication Strategies for Women in the Workplace
- Student Organization Presentations – SWE Mock Interview and Resume Critique Program, NSHMBA, MBA Cohorts, Alpha Phi Omega, Delta Theta Sigma, MPA Programs, OTM Career Overviews, Student Organization Leaders, et al.
- Staff realignment to better support programs: Career Programs Coordinator increased attendance, both employer and student, at all career events; Recruiting Coordinator focused primarily on on-campus recruiting
- Maintained memberships with and participated in conferences of professional associations (NACE, SWACE, CEIA, TxCEIA, COSD, MAC3, NCDA, ACA, TCA, NSEA, SASEA)
- Several staff members have been recognized for their accomplishments: Darlene Coppage, CARE Award winner; Kathy Meyer, Staff Council; Nancy Lozano, SASEA Board member and President Elect; Janie Shipman, Galerstein Women’s Center Spirit of Women Award ‘Unsung Shero2006’; Donna Srader, selected as an exemplary student for the Accredited Certification Training Program

UT Dallas Career Center

FY06 Strategic Initiatives

Initiative #1 Expand and nurture strategic partnerships with organizations recruiting UTD students for employment opportunities

- Expand employer outreach by creating stronger affiliations with local, regional and national organizations and associations
- Provide an educational/appreciation program for employers, focusing on the development of an effective campus relations program
- Continue to strengthen ties to UTD Development and Alumni offices
- Coordinate organization partnership efforts with peer program (School of Management Career Programs Office, School of Social Sciences and the School of Engineering & Computer Science Industrial Practice Program)
- Maintain memberships and participate in conferences of professional associations, including NACE, SWACE, CEIA, TxCEIA, MAC3, etc.
- Develop a research plan to determine what employers are looking for in potential employees and how UTD graduates measure up
- Host annual meeting of departmental internship liaisons

Initiative #2 Integrate the career development model into the curriculum through established strategic internal partnerships

- Implement the Peer Career Assistant program
- Expand satellite office hours in various schools
- Implement a career course for students in the School of Natural Sciences and Mathematics and in the School of Engineering and Computer Science for elective credit
- Implement on-line career assessments
- Review & update all career seminars and propose appropriate new career education programs
- Develop training modules for the internet
- Work closely with various schools to provide services, resources and career programming specific to their majors
- Maintain memberships and participate in conferences of professional associations, including NCDA, ACA, and TCA, etc., as budget allows
- Develop proposal for a career information by major project
- Evaluate and expand group career counseling project
- Establishing a partnership with the UTD Development and Alumni office to further enhance the Career Mentor Network program

Initiative #3 Expand the Student Employment Program in order to develop additional opportunities for students seeking part-time employment

- Maintain memberships and participate in conferences of professional associations, including NSEA and SASEA, as budget allows
- Update the student employment manual
- Hold student employment information sessions for students
- Hold student employment training sessions for campus departments
- Develop PowerPoint training module on student employment
- Develop potential community service positions for work-study students
- Expand part-time job opportunities for non-work-study students

Initiative #4 Emphasize quality customer service through process improvement, marketing efforts and staff development

- Integration of the Career Center into the UTD website
- Implement career-related list serves and web-based seminars
- Pursue the possibility of the Graduate Follow-up Survey becoming a requirement of graduation for all students
- Enhance marketing efforts through stronger partnerships with other Student Life units and participation in their various programs
- Connect with student organizations more proactively to promote the Career Center and to offer career programs to their members

The following table and the data presented on the following pages give evidence of the accomplishment of these initiatives and of successful career programs.

ANNUAL STUDENT ACTIVITY

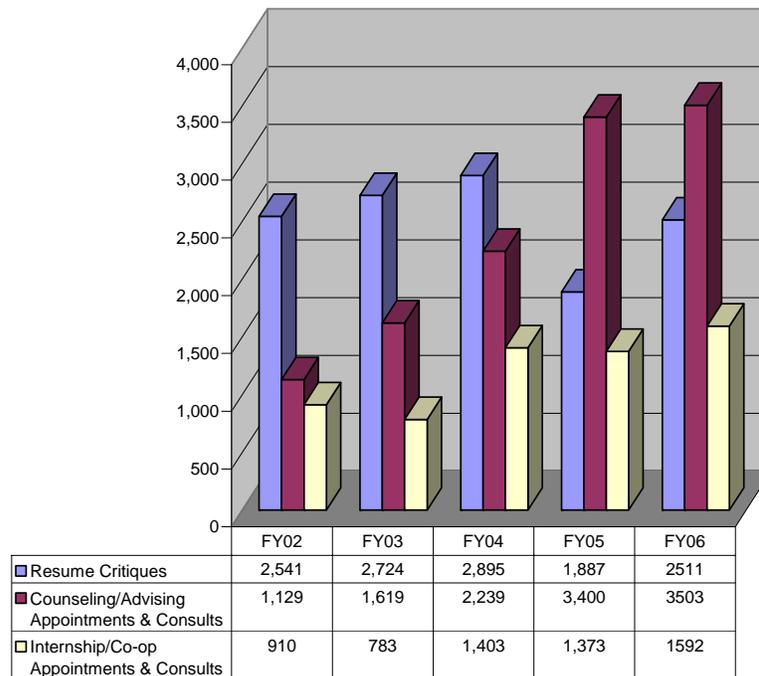
This table represents direct student activity over the past five years. The current information is compiled from data reported by the staff of the Career Center and collected through UTD CareerWorks, the online recruiting system. The term 'unique' refers to actual number of individual students utilizing the UTD CareerWorks system.

Student Activity	FY02	FY03	FY04	FY05	FY06
Career Seminars	1,060	1,131	1,211	891	1,337
Class/Group Presentations	2,641	4,273	4,383	5,419	8,481
Career Decision Course Contact Hours	0	366	1,464	2390	2,965
Resume Critiques	2,541	2,724	2,895	1,887	2,511
Counseling/Advising Appointments & Consults	1,129	1,619	2,239	3,400	3,503
Internship/Co-op Appointments & Consults	910	783	1,403	1,373	1,592
Student Visits to the Career Center	nr	7,184	7,824	6,545	7,050
Intern/Co-op Registrants	584	771	778	1,126	1,211
Intern/Co-op Placements	222	295	339	455	531
On-campus Interviews	311	305	328	420	611
Student Employment Registrations	676	856	1,114	3,264	5,135
Tests Administered for Employers	nr	46	3	4	8
Career Fairs	3,180	1,790	1,601	2,166	2,600
Student Employment Reception	50	60	96	86	95
Special Speaker Events	nr	100	195	10	100
Employer Information Sessions	nr	342	89	222	348
Resumes Referred Manually	4,840	1,574	902	1,160	13,473
New Student Registrations	2,834	2,963	2,375	3,490	4,028
Students Logging in to Web System (unique)	0	4,580	5,008	5,123	5,280
Total Student Logins	0	98,548	101,150	82,044	96,384
Students Applying to Jobs (unique)	0	2,114	3,540	1,869	2,134
Total Student Applications	0	23,686	24,347	15,624	14,067
Job View Kiosk Users	0	8,129	3,605	3,421	2,683

The following pages provide graphs and narrative breakdowns for much of this information.

FY2006 ACTIVITY

UTD Career Center Student Appointments & Resume Critiques



FY2006 was a very busy year for the Career Counselors, Internship Coordinators, & Resume Editor. The number of career counseling appointments increased 3% over the previous year. This increase, on top of last year's 51.8% increase, has continued to stretch the Career Counseling staff. The Career Counselors assist with presenting seminars and class/group presentations summarized in the next section, in addition to providing career counseling, job search assistance and mock interview training. Career Coaching, a new program, has also been implemented to assist students with their job searches.

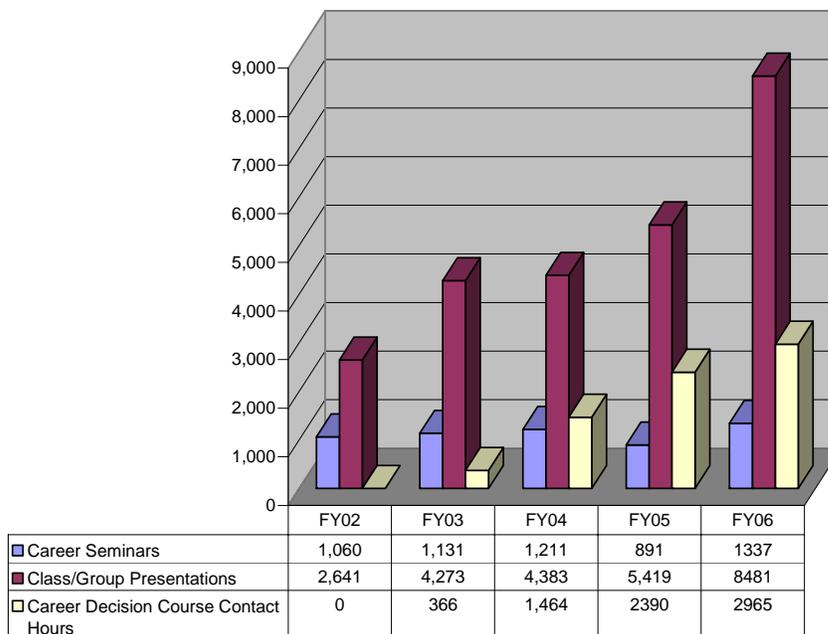
The Resume Editor reported a 33.1% increase in resume critiques over last year. In the Career Center's continued efforts to remain student friendly, students may drop in during specific times each day without an appointment to meet in person with the Resume Editor. They may also email their resume or drop it off for a critique and pick it up later. There have also been increases in the types of services being requested by students. These include assisting students with graduate and professional school essays and applications, along with PhD students requesting assistance preparing their teaching philosophy and research interest statements, and their curriculum vitas.

The internship program posted a 16% increase in the number of internship/co-op advising appointments. This increase is no small feat considering one staff member was out on maternity leave during a portion of the year and there was a brief vacancy in one Internship Coordinator position.

The demand for class/group presentations almost doubled over last year with a 94.4% increase. This demand helped the Career Center reach out to approximately 8500 students, which is an increase of more than 56.5% over the prior year. Seminar attendance increased by 50.1% over the past year, even though there was a 5% reduction in the number of seminars presented. Part of this increase is attributed to shortening the time of the seminars to better meet the needs of the students. Students are able to attend the seminars without missing any part of a scheduled class. The staff also created new seminars in response to student requests, while also revising existing ones to keep them current.

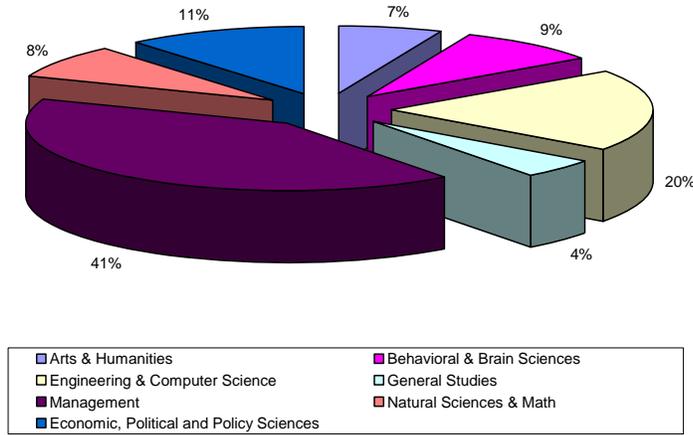
There has also been a steady increase in the number of students registering in credit career decision-making and internship/co-op classes since the Associate Director Career Development in the Career Center began offering them through the various schools in 2002. There was a 27% increase in the number of career courses offered over the prior year representing a 24.1% increase in the number of students enrolled in all of these classes. The Career Center has direct responsibility for classes offered in Arts & Humanities, Brain & Behavioral Sciences, General Studies, Management, & Economic, Political and Policy Sciences. The Career Center does not teach specific classes at this time in either Engineering & Computer Science or Natural Science & Mathematics; however, the majority of the students who register for BIS 4310 Co-op Education in General Studies are students from those respective schools.

UTD Career Center Seminar & Presentation Attendance



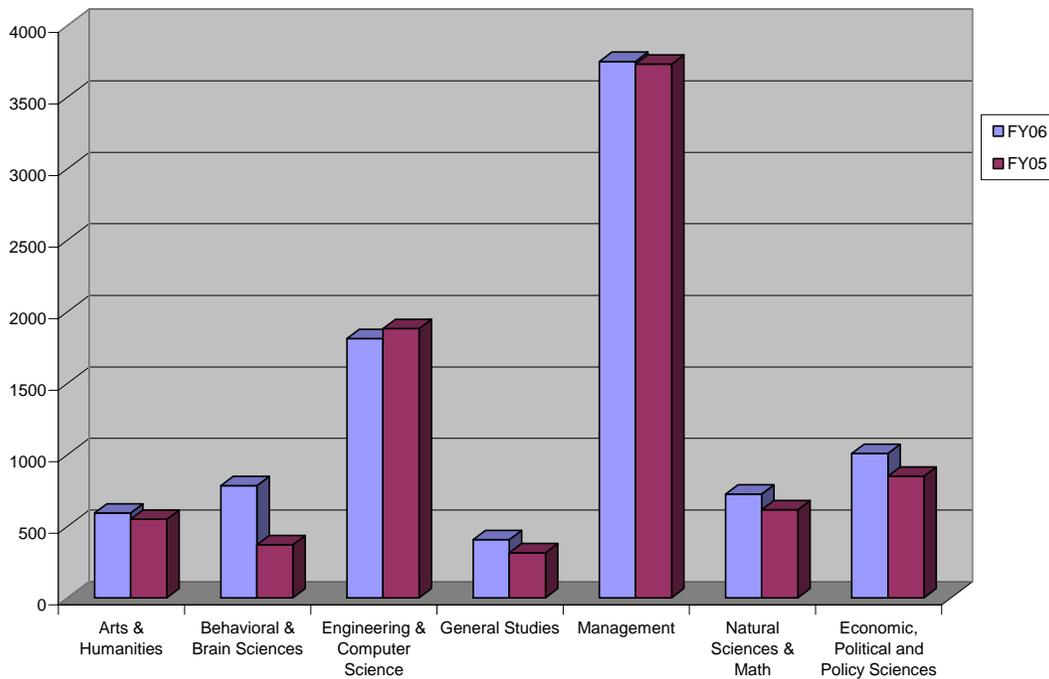
Student participants in Career Center activities and services included students from all schools.

UTD Career Center FY2006 Student Activity by School



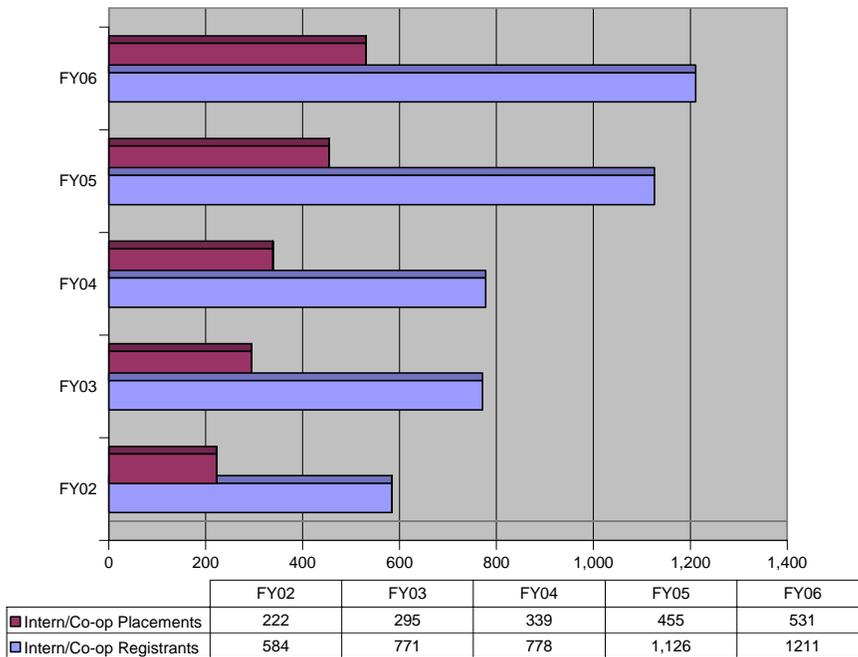
The number of students from the various schools who took advantage of the programs and services during FY2006 continued to increase over FY2005, with the exception of the Eric Jonsson School of Engineering and Computer Science. Since the Career Center does not handle the internship program for this school, the challenge has always been to market all of our other services to these students. When the Industrial Practice Program (IPP) experiences an increase in numbers, this typically results in more placements; which, in turn, results in less of a need for our services. The Career Center staff has re-evaluated how to better market all of our services during the new year, and, so far, with the full support of the IPP office.

UTD Career Center Student Activity Annual Comparison



The Internship Program enjoyed an increase in participants and placements during FY2006. The following chart illustrates a steady increase over the past five years. A total of 287 different employers were reported to have hired UTD interns during the fiscal year.

UTD Career Center Internship/Co-op Program



Internship/Co-op By School				
	Undergraduate Registrants		Undergraduate Placements	
	FY2006	FY2005	FY2006	FY2005
Arts & Humanities	32	34	10	10
Behavioral & Brain Sciences	43	13	23	4
General Studies	22	11	9	5
Management	455	433	150	116
Natural Sciences & Math	62	54	24	43
Social Sciences	90	79	47	46
	704	624	263	225
	Graduate Registrants		Graduate Placements	
	FY2006	FY2005	FY2006	FY2005
Arts & Humanities	7	8	2	3
Behavioral & Brain Sciences	5	1	3	2
General Studies	1	3	1	4
Management	410	445	216	183
Natural Sciences & Math	24	16	15	20
Social Sciences	60	29	31	18
	507	502	268	230

(Please note: the numbers do not necessarily represent unduplicated counts of individuals but total number of registrations and placements during the fiscal year. A student may register and be placed more than one semester during the year. These numbers also do not include intern/co-op students from the Eric Jonsson School of Engineering and Computer Science since that school coordinates its own program.)

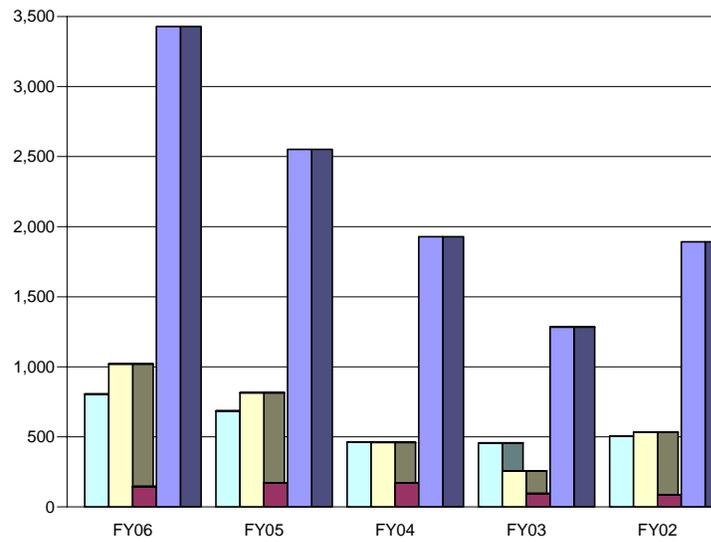
The number of students involved in on-campus interviews conducted by employers increased 45.5% over FY2005. Also, the number of employer visits to conduct on-campus interviews increased by 40%. The Student Employment Program showed a substantial increase, with the number of students seeking part-time employment up 57.3%. Off-campus opportunities increased by 25.1%, with outreach focused primarily on opportunities that could be used to fill the Federal Work Study Community Service commitment of 7%.

The following table represents employer activity with the UTD Career Center during the fiscal year 2006. The positive trend we began experiencing last year has continued throughout FY2006. Many more employers are being contacted and contacting us directly with a desire to partner with their organizations. This desire carries across all sectors of employing organizations.

Employer Activity	FY02	FY03	FY04	FY05	FY06
New Employer Contacts	nr	1,558	1215	2,049	2,638
New Full-time Jobs Posted	1,892	1,283	1,929	2,551	3,428
New On-campus Jobs Posted	87	97	172	173	147
New Off-campus Part-time Jobs Posted	534	257	460	815	1,020
New Internships Posted	505	457	462	685	805
Employers Receiving Applications	0	789	858	1,160	1,182
Attending Career Fairs	140	87	95	195	238
Interviewing on Campus	41	23	40	50	70
Resume Referral Requests	242	59	40	31	135
Recruiting Tables	32	26	49	77	53
Information Sessions	27	17	11	11	33
Employers Logging In (unique)	0	623	704	1,584	2,238
Total Employer Logins	0	3,370	5,256	11,556	14,529
Hired Internship/Co-op Students	168	283	249	233	287
Hired UTD Graduates	337	303	398	286	344

There was an increase in the number of employment opportunities posted with the UTD Career Center in almost all categories. On-campus employers started hiring lower grade-level students therefore there is less turnover. On-campus Jobs showed a slight decrease due to departments not needing to hire.

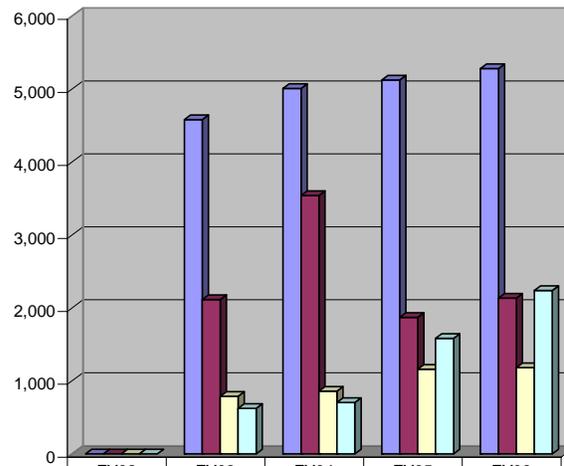
UTD Career Center Job & Internship Listings



	FY02	FY03	FY04	FY05	FY06
New Full-time Jobs Posted	1,892	1,283	1,929	2,551	3,428
New On-campus Jobs Posted	87	97	172	173	147
New Off-campus Part-time Jobs Posted	534	257	460	815	1,020
New Internships Posted	505	457	462	685	805

There was also an increase in the number of students and employers who used the Career Center's UTD CareerWorks online recruiting system.

UTD Career Center Web System Users

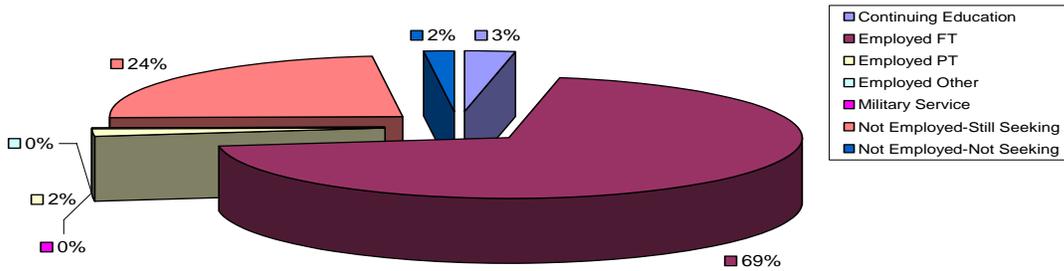


	FY02	FY03	FY04	FY05	FY06
Students Logging in to Web System (unique)	0	4,580	5,008	5,123	5,280
Students Applying to Jobs (unique)	0	2,114	3,540	1,869	2,134
Employers Receiving Applications	0	789	858	1,160	1,182
Employers Logging In (unique)	0	623	704	1,584	2,238

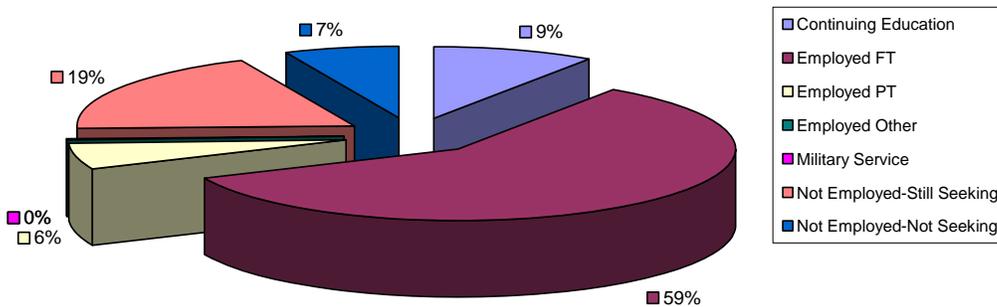
FY2006 Graduate Follow-Up Survey

This year the Career Center experienced a 3% increase in the number of completed Graduate Survey Forms, either online or by hard copy. Completing a survey is purely voluntary, but several attempts are made to collect this information, through easy accessibility from the Career Center homepage, direct emails, academic advisors, and staffing a table at the time of graduation ticket pickup. The slight increase gave us a 20.8% response rate. While this percentage is statistically sound, the Career Center plans to continue efforts to increase this percentage. Here are charts depicting the employment statistics for all graduate and undergraduate degrees. The table following these charts provides a numerical breakdown.

UTD Career Center Graduate Follow-up Survey Responses FY2006 (Graduate Degrees)



UTD Career Center Graduate Follow-up Survey Responses FY2006 (Undergraduate Degrees)



The following table gives a comparison of the overall results of the annual graduate follow-up survey for the past five years.

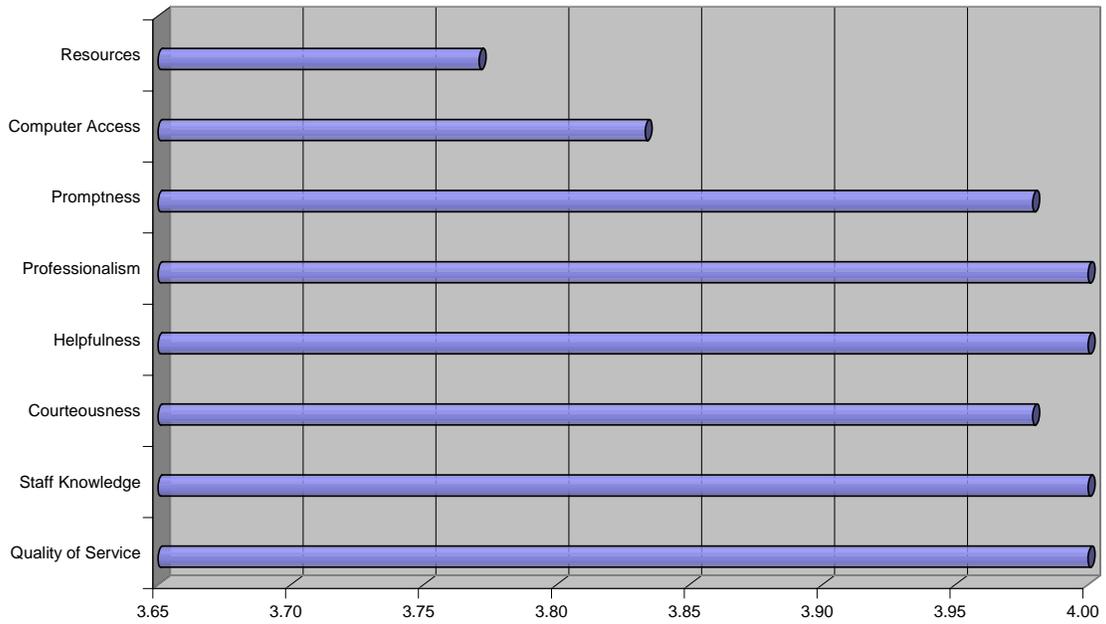
	FY02	FY03	FY04	FY05	FY06*
UNDERGRADUATES					
Continuing Education	131	79	108	80	49
Employed FT	335	246	288	223	309
Employed PT		35	41	28	30
Employed Other		6	7	1	0
Military Service		2	0	0	2
Not Employed-Still Seeking	9	124	59	119	98
Not Employed-Not Seeking	12	16	27	21	35
Total Undergraduate Responses	487	508	530	484	523
% Undergrads Employed	68.79%	50.00%	55.66%	52.07%	65.20%
% Undergrads Continuing Education	26.90%	15.55%	20.38%	16.53%	9.37%
% Undergrads Still Seeking Employment	1.85%	24.41%	11.13%	24.59%	18.74%
% Undergrads Not Seeking Employment	2.46%	3.15%	5.09%	4.33%	6.69%
GRADUATE DEGREES					
Continuing Education	33	35	40	24	7
Employed FT	292	175	229	188	176
Employed PT		6	7	5	5
Employed Other		0	8	0	0
Military Service		2	1	0	0
Not Employed-Still Seeking	3	111	71	73	59
Not Employed-Not Seeking	9	9	14	10	4
Total Graduate Responses	337	338	370	300	251
% Graduates Employed	86.65%	53.55%	65.95%	64.33%	72.11%
% Graduates Continuing Education	9.79%	10.36%	10.81%	8.00%	2.79%
% Graduates Still Seeking Employment	0.89%	32.84%	19.19%	24.33%	23.51%
% Graduates Not Seeking Employment	2.67%	2.66%	3.78%	3.33%	1.59%
Total Respondents	824	846	901	740	774*
% of Respondents Employed	76.09%	55.79%	64.48%	60.14%	67.44%
% of Respondents Continuing Education	19.90%	13.48%	16.43%	14.05%	7.24%

* The FY06 numbers are accurate as of September 5, 2006. The graduate statistical information is traditionally based on a 6-month after graduation figure. While these numbers do include information from all three graduating classes, a final follow-up for May graduates has not occurred and the first and final follow-up for August graduates have definitely not occurred. The 6-month statistics are more reflective of the actual results graduates have of finding employment.

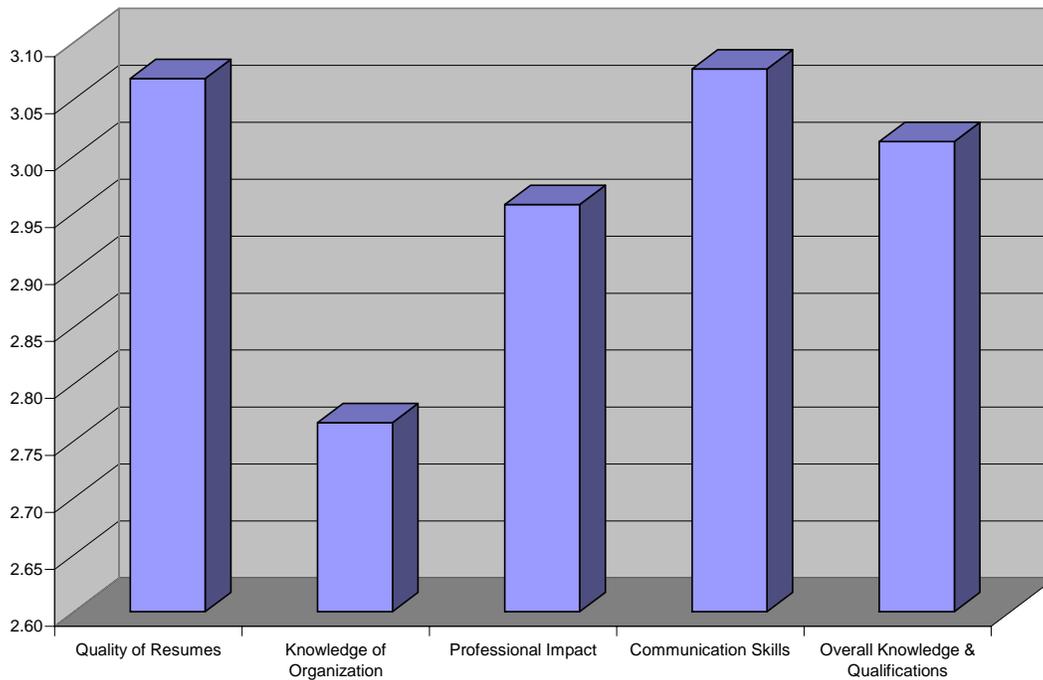
CUSTOMER SATISFACTION

The following chart shows a summary of the satisfaction levels of students with the services and programs offered by the Career Center.

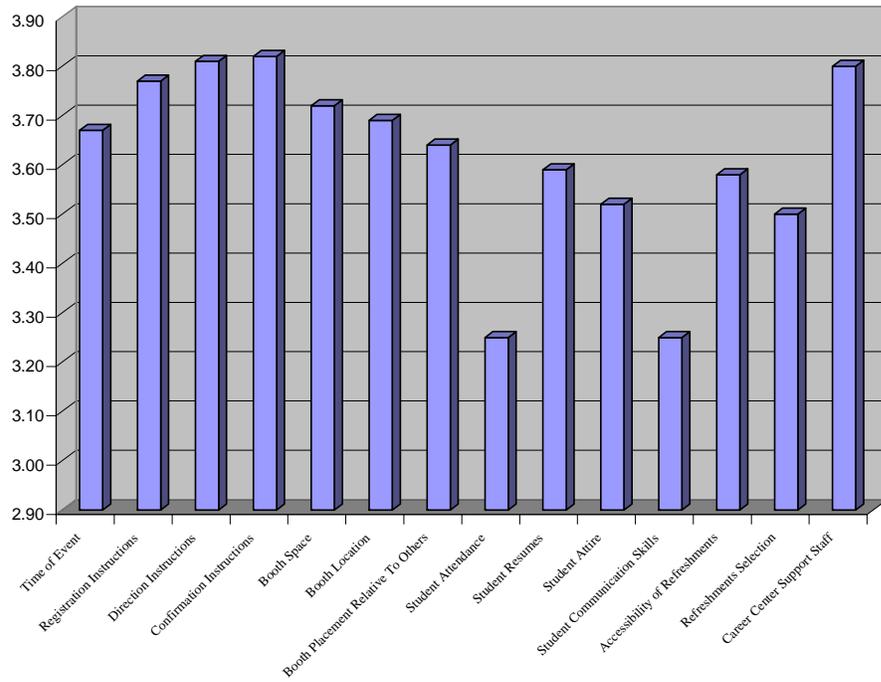
Your Opinion Matters Survey FY 2006 Results



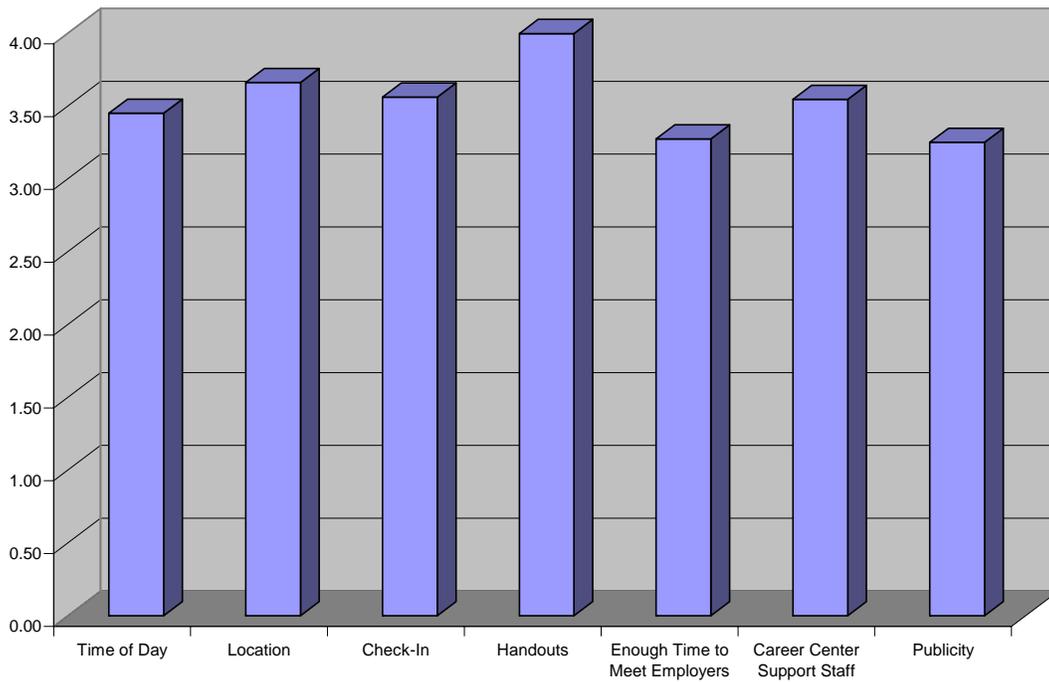
UTD On-Campus Interview Employer Evaluations of Students FY 2006 (4 Point Scale)



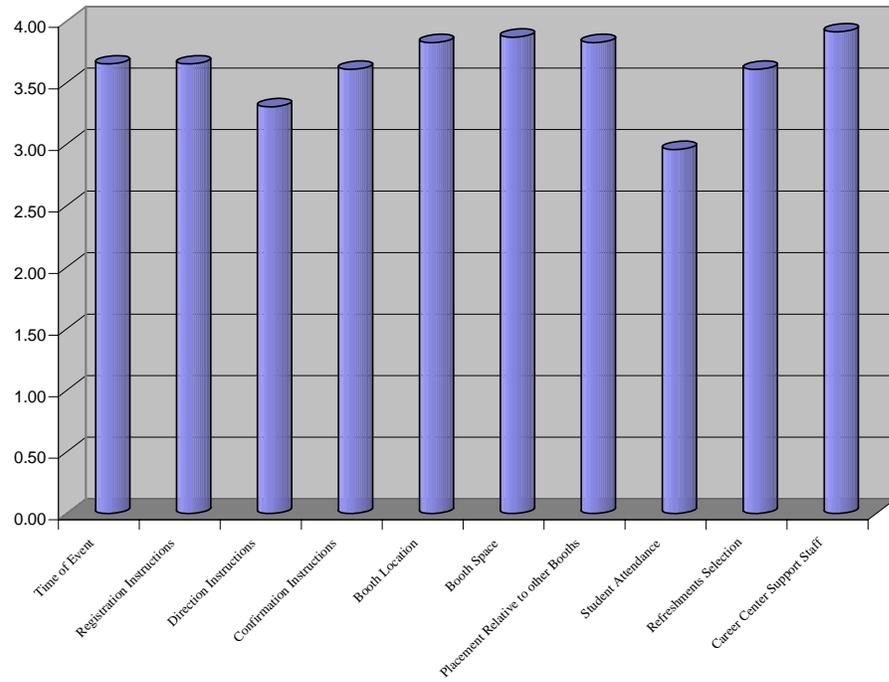
UTD Career Expos Employer Evaluations FY2006 (4 Point Scale)



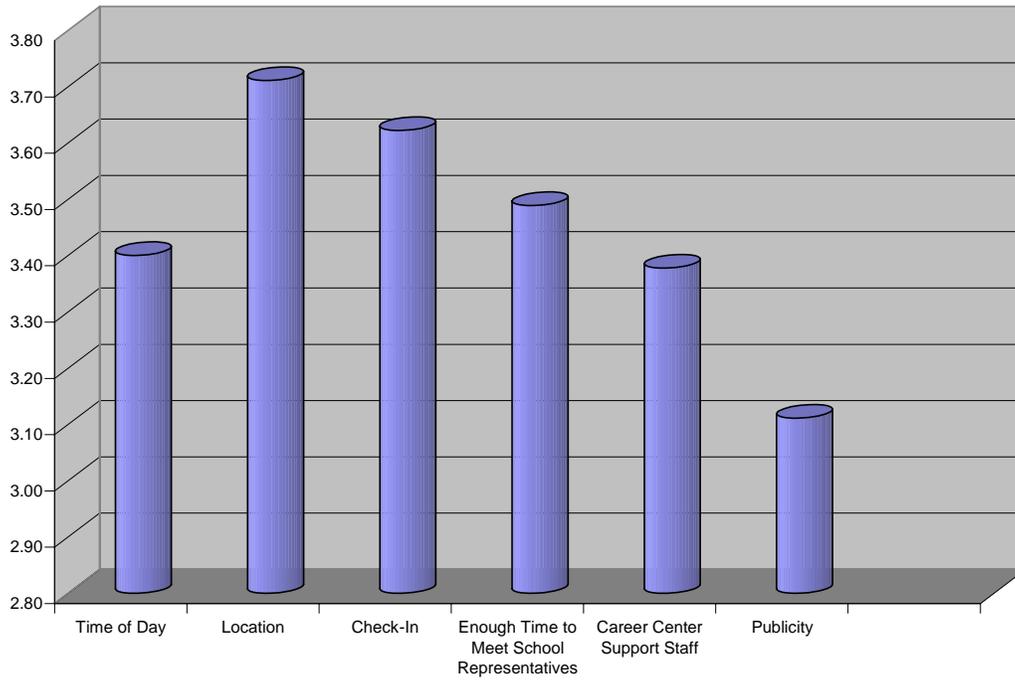
UTD Career Expos Student Evaluations FY 2006 (4 Point Scale)



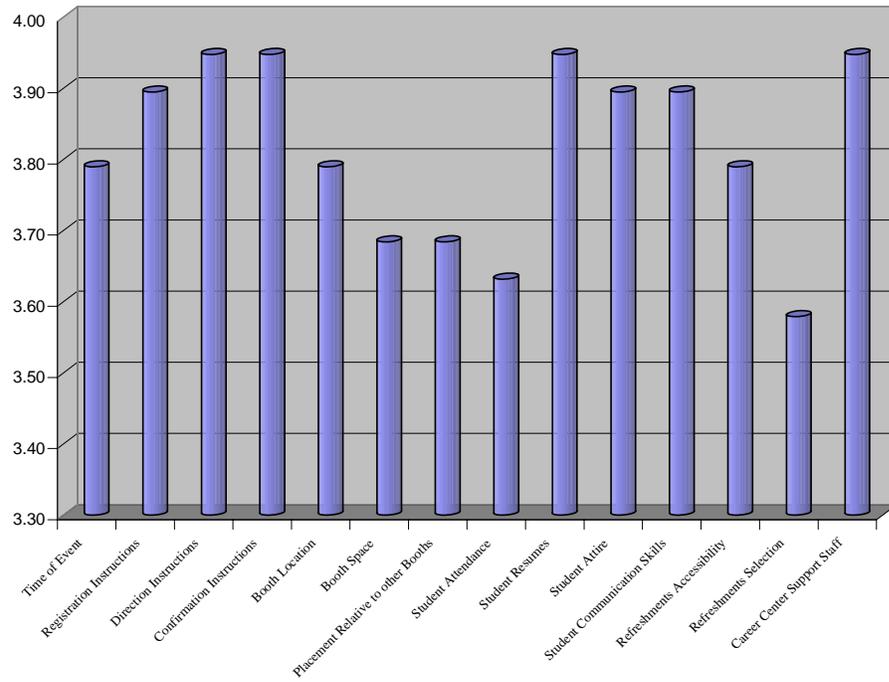
UTD Graduate/Professional School Fair Employer Evaluations FY 2006



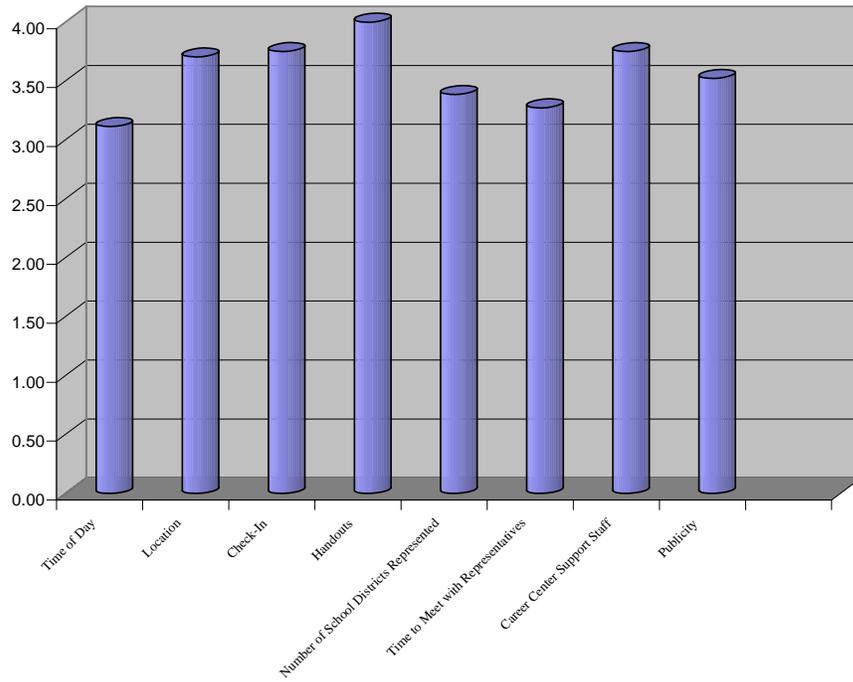
UTD Graduate/Professional School Fair Student Evaluations FY 2006



UTD Teacher Interview Day Employer Evaluations FY 2006



UTD Teacher Interview Day Student Evaluations FY 2006



UTD Career Center Seminar Evaluations FY 2006

