

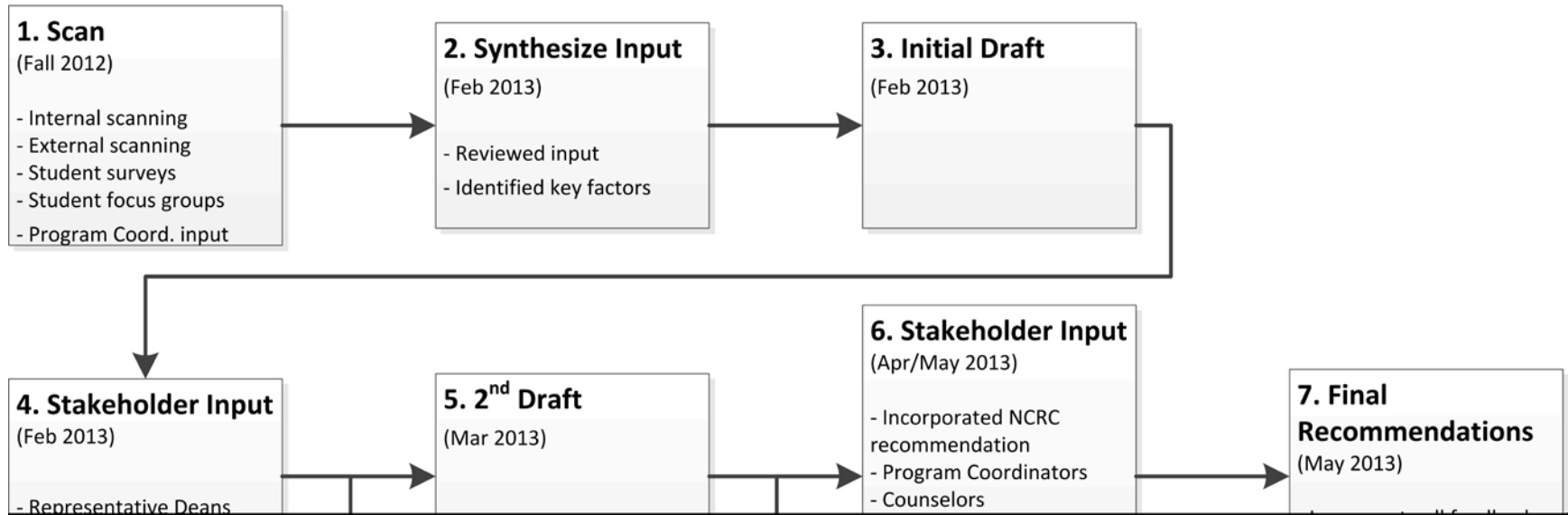
Final Report and Recommendations of the Job Placement Task Force

Patty Bruner & Mark Mrozinski, Co-chairs
Joan Kindle, Associate Provost

Charge

To recommend to the President a plan that creates a structure for assisting Harper graduates in securing employment in their areas of study, and develop a supporting infrastructure for conferring the National Career Readiness Certificate (NCRC) as certification of 21st century workplace skills.

Process



Success Factors

- ▶ **Career Alignment.** Launch students on the right path by providing opportunities to explore and adjust career aspirations.
- ▶ **Coordination/communication.** Establish a team approach to student progress and program adjustment/changes, which increases communication and information flow between teaching faculty and counselors.
- ▶ **Work Experience.** Create more work experiences (e.g., internships, clinicals, student employment) that strengthen the student's job preparation.
- ▶ **Outreach to Employers.** Intentionally engage employers with the goals of documenting job openings, placing students in jobs, and job and career fairs.
- ▶ **Job Placement.** Develop robust functions to match students to jobs at program completion.
- ▶ **Coordinated Structure.** Create an organizational structure, which unifies and/or coordinates these functions.

Education to Career: Helping students see how it all fits together.

Career Alignment.

Launch students on the right path by providing opportunities to explore and adjust career aspirations.

Coordination/ communication.

Establish a team approach to student progress. Increase information flow between teachers and counselors.

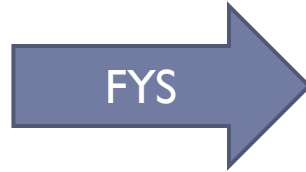


- ▶ Admissions Outreach and the Center for New Students provide resources and support for undecided students as they prepare for entry.
- ▶ Support from the Career Center and Women's Program is available.

Education to Career: Helping students see how it all fits together.

Career Alignment.

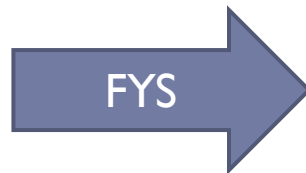
Launch students on the right path by providing opportunities to explore and adjust career aspirations.



- ▶ Early identification of major/career interests.
- ▶ Create a personal development plan.
- ▶ Develop a 4-semester educational plan.

Coordination/communication.

Establish a team approach to student progress. Increase information flow between teachers and counselors.



- ▶ Team of instructor, counselor, and librarian—connecting the classroom with the services.
- ▶ Mentor relationships

Recommendation 1:

Launch students toward job placement.

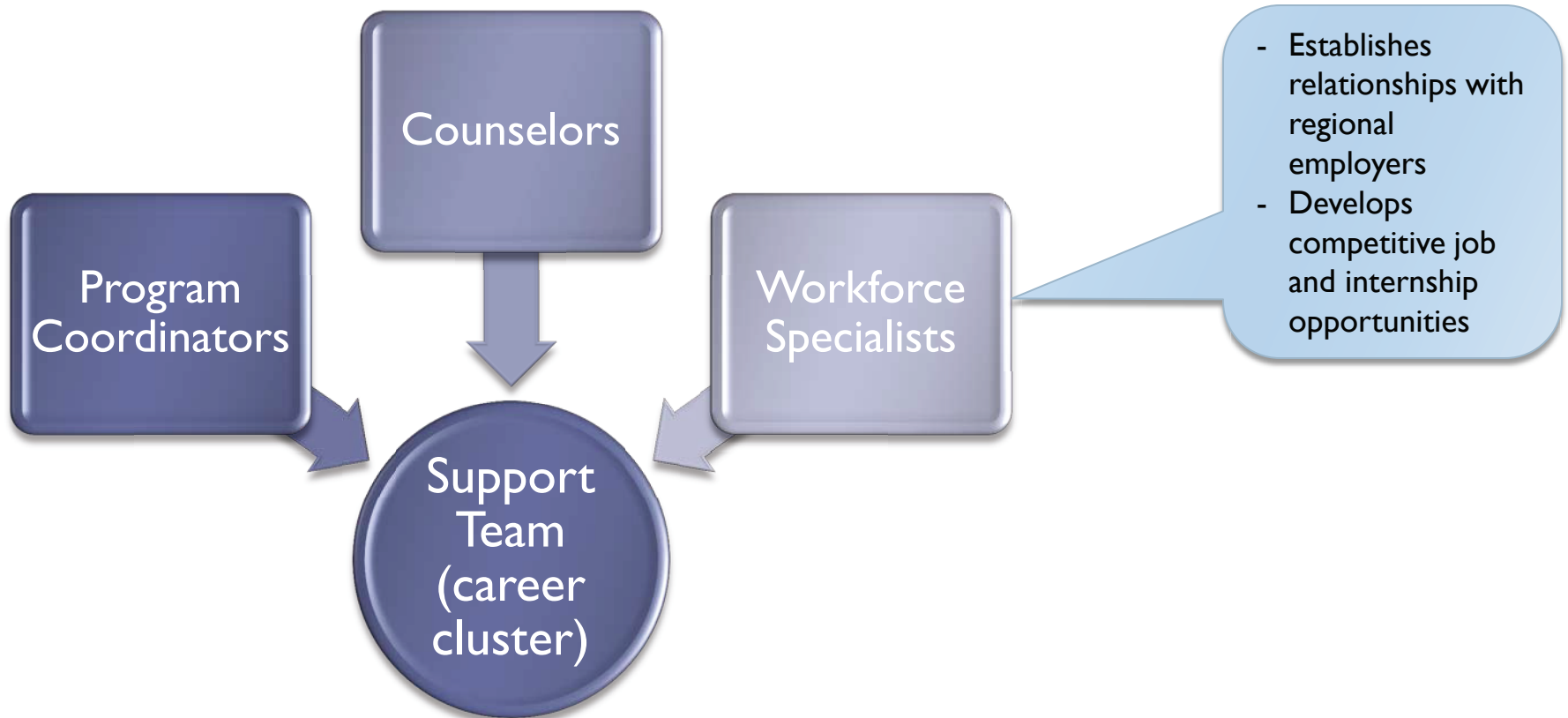
- ▶ **Embed counseling and career support services in the pathway for students entering the College undecided as to a career focus.**
 - ▶ *Define pathways* to careers.
 - ▶ *Embed counseling and advising* in pre-admission/pre-registration practices for undecided students, which includes career interest inventories and other formative and diagnostic assessments.

Recommendation 2:

Create a clear path toward job placement.

- ▶ **Create support teams around career clusters composed of: (a) program coordinators, (b) counselors, and (c) workforce specialists.**
 - ▶ ***Establish career cluster-based support teams*** (counselors, coordinators, and workforce specialists) to support the career alignment, progression, and job placement of students through their time at Harper.
 - ▶ ***Increase communication and collaboration*** between teaching faculty and counselors through regular meetings to better support students in their career selection and program focus, and generally in academic progression leading to job placement.
 - ▶ ***Identify a software system*** that will connect teaching faculty, counselors, workforce specialists, students, and employers, thereby creating a true team approach in supporting the student in their career pathway.

Job Placement Support Team



Recommendation 3: Connect students to jobs.

- ▶ **Transform the current Career Services by combining counseling functions and increasing the focus on careers and job placement functions throughout the student lifecycle.**
 - ▶ *Increase outreach to employers.*
 - ▶ *Strengthen work experiences for students.*
 - ▶ *Provide robust job coaching and career search support.*
 - ▶ *Establish milestones for students in their job search.*
 - ▶ *Support alumni in their job searches.*
 - ▶ *Create a virtualized web environment that supports these services.*

Recommendation 4:

National Career Readiness Certificate

- ▶ **Create a pilot program that embeds ACT's National Career Readiness Certificate (NCRC) into one to three career certificates.**
- ▶ *Create a workgroup of faculty and staff* to support and promote the embedding of the NCRC into appropriate career programs. The workgroup will create a pilot program that will involve 1-3 career certificates.
- ▶ *Develop and implement a comprehensive marketing plan* to promote the adoption of the NCRC among employers, faculty and staff, and students.

National Career Readiness Certificate (NCRC)

- ▶ ACT's workforce readiness system
- ▶ Three primary assessments:
 - ▶ Reading for Information
 - ▶ Locating Information
 - ▶ Applied Mathematics
- ▶ When used as a hiring credential:
 - ▶ Improves quality of new hires
 - ▶ Reduces training time
 - ▶ Reduces turnover
 - ▶ Increases productivity
- ▶ Beginning this fall, all Illinois high school juniors will take NCRC as part of the PSAE.



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Job Placement Task Force

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