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

1. Scan
   (Fall 2012)
   - Internal scanning
   - External scanning
   - Student surveys
   - Student focus groups
   - Program Coord. input

2. Synthesize Input
   (Feb 2013)
   - Reviewed input
   - Identified key factors

3. Initial Draft
   (Feb 2013)

4. Stakeholder Input
   (Feb 2013)
   - Representative Deans

5. 2nd Draft
   (Mar 2013)
   - Incorporating NCRC recommendation
   - Program Coordinators
   - Counselors

6. Stakeholder Input
   (Apr/May 2013)

7. Final Recommendations
   (May 2013)
   - Incorporating all feedback
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.

Job Placement Task Force - Final Recommendations
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

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Job Placement Task Force - Final Recommendations
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

- Establishes relationships with regional employers
- Develops competitive job and internship opportunities
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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  - Develop and implement a comprehensive marketing plan to promote the adoption of the NCRC among employers, faculty and staff, and students.
Job Placement Task Force

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