

Job Developer: SWP Regional (Oxnard College/VCCCD)

Placement Project Specialist summary report for May 2018

The current employment services offered to students include:

- Career planning
- Resume assistance
- Resume workshops
- Resume clinics
- Individual appointments
- Informational interviews
- Screening for employment barriers/strategies to overcome barriers
- Employment application assistance
- Online Pre-Employment Assessments
 - Personality
 - Ethical
 - Competency
- Job searching skills
- Develop Job leads
- Interview preparation overview/ mock Interviews
- Student advocacy with employers

The current services offered to employers include:

- Pre-screening and referral of target candidates
- Interview scheduling
- Advertising employment positions- job board and Career Center
- Space for on campus interviews
- Referral to appropriate advisory meetings
- Career Fair
- Retention assistance

Employment Services Update OC Career Link (simplicity) is pending. Student importation information along with CASS authenticity is pending district approval. Per Alexandria Wright the Institutional Research Advisory Committee has requested more information on June 8th meeting. Mike Alexander is also working with District IT department to set up authenticity.

Attended Latino Business Expo many employers were interested in career fair, networked with employers such as:

1. Ventura County Behavioral Health
2. County of Ventura
3. Rose Dental Group
4. Tina Reynoso
5. Orlando Mendoza
6. Jackson Hewitt Tax

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7. Sunset Dental
8. Port of Hueneme
9. Tomas Café
10. Farmers Insurance
11. Mission Realty
12. La Cosecha Modern Cocina
13. Paradise Chevrolet
14. Pride Staff
15. Sal Y Limon
16. Copa Cubana
17. Merch Now
18. The Blue Agave
19. Employnet Staffing
20. Express Staffing

Majority of student appointments were spent preparing resumes/cover letters and applying to positions online.

Referral cards were printed and sent to counselling department. After meeting with Graciela Casillas-Tortorelli to streamline the process for counsellors to refer students to employment/placement services.

Trainings/Meetings/Events

- Latino Business Expo
- Employer development
- WIA community partner meeting
- Simplicity Pre-launch meetings
- Career Fair Planning Committee
- LinkedIn Student Presentations
- Volunteered at the State-wide Career Education booth at the Strawberry Festival
- OC Fridays Career Center Tours
- AJCC One Stop Operator Consortium
- Here to Career Classroom Presentation

Employment Metrics

Number of Employment Contacts <i>(May Employment data Report Attached)</i>	152
Number of Positions <i>(May Employment data Report Attached)</i>	108
Number of Placements <i>(May Employment data Report Attached)</i>	22
Number of Student Appointments <i>(Grades First Report Attached)</i>	157
Number of students contacts via classroom presentations <i>(Grades First Report Attached)</i>	313

Prepared By Amanda Burwick

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Placement Project Specialist Summary Report for January 2018- April 2018

The current employment services offered to students include:

- Career plan
- Resume assistance
 - o Bi-monthly resume workshops
 - o Monthly resume clinics
 - o Individual appointments
- Informational interviews
- Screening for employment barriers/strategies to overcome barriers
- Employment application assistance
 - o Online Pre-Employment Assessments
 - Personality
 - Ethical
 - Competency
- Job searching skills
- Develop Job leads
- Interview preparation overview/ mock Interviews
- Student advocacy with employers

The current services offered to employers include:

- Pre-screening and referral of target candidates
- Interview scheduling
- Advertising employment positions- job board and career center
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- Referral to appropriate advisory meetings
- Career Fair
- Retention assistance

Employment Services Update

OC Career Link (Symplicity) will be launch by June. This is an online job board that will directly connect employers with students. The pre-launch training started in February. This will also be helpful to further capture employment data.

Ongoing and continued effort to advertise and promote employment services on campus with students and staff.

The students that are currently seeking employment services are primarily students looking for part-time employment while attending school. Students have utilized job readiness services specifically resume assistance and interview skill development.

Continued effort to market Career Center by conducting classroom presentations and increasing faculty/staff awareness. Goal is to create systematic approach to target career education students nearing the completion of their educational goals.

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Met with Graciela Casillas-Tortorelli to streamline the process for counsellors to refer students to employment/placement services. Referral cards were developed and will be implemented soon. This will increase the number of job ready career education students seeking employment services and the increase the number of placements.

Trainings/Meetings/Events

- Employer development
- Counselling In-Service Presentation
- ASG - Presentation of Career Services
- WIA community partner meetings
- CA Placement Association Conference
- HVAC Employer Presentations
- Ford Dealership Student Tour
- Simplicity Pre-launch bi-weekly meetings
- Student appointments
- Career Workshops
- Career Fair Committee
- LinkedIn Student Presentations
- Classroom Presentations
- OC Fridays Career Center Tours
- Resume Clinics
- Here to Career- Pilot Presentation
- Work Based Learning/ District Meetings

Employment Metrics

January 2018- April 2018

Number of Employment Contacts	98
Number of Positions	85
Number of Placements	11
Number of Student Appointments	114
Number of students contacts via classroom presentations	303

Please note this measurement may not be a full representation of the above mentioned metrics. GradesFirst which captures classroom presentations and student meetings wasn't utilized until the first week in February. Therefore student meetings and classroom presentations prior to that time may not have been captured.

Attachment 1- Excel Spreadsheet Employers, Positions, Placements

Attachment 2- GradesFirst Student Report

Grades First report and Employment Database (company name, date, industry, location, contact name and title)