design your future.
career counseling
career assessments
cooperative education and internships
two-credit career courses
career fairs and events
on-campus job recruiting
wildcat career network
become a professional workshop series
mentoring
education placement files
graduate school preparation

Central Washington University
CAREER SERVICES
Annual Report | 2010-2011
MISSION, VISION AND PRINCIPLES OF SERVICE

Career Services is a vital resource for students as the economic slump continues. Hiring intentions among US employers remain guarded. This year, we challenged students to be flexible and network more extensively and excel where they are now in their career journey, taking advantage of leadership opportunities and internships. Our students, who are willing to prove themselves now, will ultimately be more competitive and attractive to employers. We focused on students pursuing their exciting entrepreneurial ideas as an intentional career path, both out of creative passion as well as necessity. Students and alumni reported they need us now more than ever before. Thank you to Career Services staff, whose dedication makes all things possible. –Jaqualyn Johnson, Director

MISSION
Career Services is dedicated to educating and assisting undergraduates, graduates and alumni in the career development process by:

- Facilitating self-assessment and career exploration to develop career awareness
- Promoting avenues for experiential learning
- Providing assistance in job search and transition to professional life
- Cultivating and maintaining partnerships with employers
- Serving as a resource to staff, faculty and community
- Advising students preparing for post graduate study

VISION
Career Services emphasizes a holistic approach to career and life planning. We are committed to preparing individuals to enter the competitive and evolving global arena with confidence and competence.

PRINCIPLES OF SERVICE
- Inspire by Vision
- Be Intentional [With Purpose]
- Be of Service
- Be Open to Experience and Inquiry
- Be Non-Judgmental and Flexible
- Be Accountable
- Demonstrate and Maintain Professionalism

2010 – 2011 GOALS
- Increase Communications and Technology to Effectively Impact Constituents
- Build, Expand, Maintain and Promote Mutually Beneficial Partnerships Internally and Externally
- Maintain Effective Operations of Adequate Resources and Positions in Career Services
CONNECTING STUDENTS

TO MAJORS AND CAREERS

TEACHING
University 103 focuses on career awareness and selecting a major while University 301 challenges students to prepare for professional employment/grad school.

<table>
<thead>
<tr>
<th>CLASSES TAUGHT</th>
<th>ENROLLED</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIV 103-Ellensburg</td>
<td>56</td>
</tr>
<tr>
<td>UNIV 301-Des Moines</td>
<td>37</td>
</tr>
<tr>
<td>UNIV 301-Lynnwood</td>
<td>41</td>
</tr>
<tr>
<td>TOTAL</td>
<td>134</td>
</tr>
</tbody>
</table>

“All the (career) assessments were helpful...great class for incoming students.” -U103 student

“The teacher was a very knowledgeable resource regarding career development. Provided great feedback. Great exciting course to take upon graduating.” -U301 student

CAREER ASSESSMENTS

STRONG INTEREST INVENTORIES (SII):
222 face-to-face interpretations with a counselor

TYPEFOCUS:
1,040 staff and faculty completed this personality inventory

TYPE, SKILLS, VALUES, INTERESTS:
765 completed all assessments

FOCUS 2:
164 completed interest/major selection instrument

TOTAL: 2,101

WITH GRADUATE AND EDUCATIONAL PLACEMENT

PLACEMENT FILE SERVICE
Career Services sent out 2,060 educational placement file packets for education majors and education graduates.

School districts and hiring personnel require educational placement files that contain pertinent documentation supporting the candidates. These educational placement files brought in $11,276 in revenue.

FALL JOB, INTERNSHIP AND GRADUATE SCHOOL/HEALTH PROFESSIONS FAIR
46 organizations participated in the fair October 28, 2010. Information sessions and interviews were held the following day. Approximately 469 students attended the Fall Fair.

GETTING INTO GRADUATE SCHOOL WORKSHOP
On December 1, 2010 Career Services presented at CWU Ellensburg with 28 students attending and provided this information via distance education to the Westside students, reaching another 45 students.
80 students were offered permanent employment as a result of their summer internships. Here’s what student’s are saying about their experience...

“I was treated as a (professional) designer, which allowed my critical thinking skills to develop.” - 2010 intern

“The internship definitely helped me narrow down what I want to do after I graduate.” - 2011 intern

“Sharpened my skills, gave me real world experience, expanded my professional network, and (I) learned from professionals.” - 2011 intern

“This (internship) was the best opportunity of my college career to date... it showed me that I am strong and resilient, and ... more confident in my abilities to stretch beyond what I previously thought were my limitations.” - 2011 intern, who completed an international internship.

**2010-2011 CO-OP STATS**

<table>
<thead>
<tr>
<th>CO-OP/EDUCATION INTERNSHIPS</th>
<th>ANNUAL</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kittitas &amp; Yakima Counties</td>
<td>395</td>
<td></td>
</tr>
<tr>
<td>Washington (Includes above data)</td>
<td>807</td>
<td>872</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>Overseas (Included in out-of-state)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Guam (Included in out-of-state, not included in overseas)</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**COOPERATIVE/EDUCATION INTERNSHIPS**

Employers state that the number one consideration for hiring is completion of an internship. According to *Business West*, completing multiple internships is becoming very important now.

Cooperative Education has never been more critical in landing a permanent position. Ideally, our students who complete an internship for credit have the opportunity to be offered positions within that company or organization.

According to the National Association of Colleges and Employers, employers hired 57.7 percent of their 2010 interns for full-time positions.”

**COOPERATIVE EDUCATION FACULTY ADVISORY BOARD**

- Vince Nethery, Exercise Science
- Rob Perkins, Family and Consumer Sciences
- Dorothy Chase, Recreation and Tourism
- Robert Fordan, Communications
- Karen Martinis, Accounting
- JoAnn Peters, Chemistry
## EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Pre-screen Recruiting</td>
<td>Oct. - Nov. 2010</td>
</tr>
<tr>
<td>Fall Job, Internship &amp; Graduate School Fair</td>
<td>October 28, 2010</td>
</tr>
<tr>
<td>IET &amp; Construction Management Fair</td>
<td>November 4, 2010</td>
</tr>
<tr>
<td>Majors Fair</td>
<td>February 2, 2011</td>
</tr>
<tr>
<td>Extreme Entrepreneurship Tour</td>
<td>February 15, 2011</td>
</tr>
<tr>
<td>Education Fair &amp; Administration Panel</td>
<td>March 3, 2011</td>
</tr>
<tr>
<td>Career Quest Job &amp; Internship Fair</td>
<td>April 13, 2011</td>
</tr>
<tr>
<td>Etiquette Dinner &amp; Seminar</td>
<td>May 16, 2011</td>
</tr>
</tbody>
</table>

### WCN DATA

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs posted</td>
<td>1,339</td>
</tr>
<tr>
<td>Internships posted</td>
<td>320</td>
</tr>
<tr>
<td>Student access</td>
<td>3,479</td>
</tr>
<tr>
<td>Resumes uploaded</td>
<td>720</td>
</tr>
</tbody>
</table>

### PEER ADVISOR PROGRAM

Kelsey Whiteside, Cori Montgomery, Darina Davidson, Jaz Beebe, and Jordan St. John delivered 10 workshops, performed outreach to residence halls, hosted Resume Doctor, and filmed a departmental video, “Come Rain or Come Shine” for our website. The Peer Advisors are under the direction of Vicki Sannuto.

Merridy Rennick directed our Westside Peer Advisors, ChunMi Araki and Sangkyung Sung. Both programs are funded by S&A.

## ACCOMPLISHMENTS

- Created I-Plan for campus community
- Hosted Extreme Entrepreneurship Tour (EET) to campus as outcome of successful Herbert B. Jones grant
- Chaired EET Committee comprised of faculty and staff
- Judged student-driven business plans for SOURCE
- Collaborated with Center for Disability Services on work with students with Autism
- Trained in Government programs for students
- Collaborated with Testing Center on presenting "Getting Into Graduate School" workshops
- Presented at Center for Excellence in Leadership annual conference
- Determined departmental Core Values from student surveys
- Submitted proposals to the Provost for reorganization
- Partnered with Alumni Association in DC Leadership Experience
- S & A funded Career Counselor position at Des Moines
- Expanded services to international students
- Members of SOURCE Committee received Team of Distinction Award
2010-2011 OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION REPORT

408 graduating Education students achieved certification. Career Services received placement data on 381 for a 93% return rate. The following graph shows details of placement.

<table>
<thead>
<tr>
<th>Category</th>
<th>Student</th>
<th>Alum</th>
<th>Faculty/Staff</th>
<th>Employer</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>Involved in graduate study</td>
<td>13</td>
<td>39</td>
<td>138</td>
<td>53</td>
<td>4</td>
</tr>
<tr>
<td>Not seeking employment</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unemployed</td>
<td>9</td>
<td>40</td>
<td>37</td>
<td>87</td>
<td>4</td>
</tr>
<tr>
<td>Employed, non-teaching</td>
<td>36</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employed in non-certificated position</td>
<td>16</td>
<td>84</td>
<td>22</td>
<td>236</td>
<td>1</td>
</tr>
<tr>
<td>Substitute teaching</td>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employed out of state, teaching</td>
<td></td>
<td>82</td>
<td>323</td>
<td>24</td>
<td>105</td>
</tr>
<tr>
<td>Employed in state, teaching</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>128</td>
</tr>
<tr>
<td></td>
<td></td>
<td>85</td>
<td>4392</td>
<td>4392</td>
<td>104</td>
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<tr>
<td><strong>INQUIRY</strong></td>
<td>1220</td>
<td>39</td>
<td>138</td>
<td>53</td>
<td>4</td>
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<tr>
<td><strong>COUNSELING</strong></td>
<td>1889</td>
<td>40</td>
<td>37</td>
<td>87</td>
<td>4</td>
</tr>
<tr>
<td><strong>OUTREACH</strong></td>
<td>3367</td>
<td>0</td>
<td>84</td>
<td>22</td>
<td>236</td>
</tr>
<tr>
<td><strong>EVENTS</strong></td>
<td>2709</td>
<td>2</td>
<td>82</td>
<td>323</td>
<td>24</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td>9185</td>
<td>81</td>
<td>341</td>
<td>485</td>
<td>268</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>30,491</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following data includes general inquiries about our services, career counseling, co-op inquiries, presentations, workshops, and event attendees.

Ken Webber, Assistant Director, and instructor of UNIV 301 Career Management, retired after 14 years of service to Westside CWU students, faculty, and employers. Thank you Ken, for your insight and commitment to students.
2011
Employer Appreciation Award presented to:
Renton Police Department

Dedicated to our beloved colleague and friend, Randy Williamson, who was employed at Central for 10 years as a Career Counselor and Associate Director of Cooperative Education.

Randy mentored many students. He was an inspiration to all those he worked with, especially to our staff. We miss Randy’s humor and wisdom.

1959-2011

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Mail Stop 7499

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