**Office of Career Services Department Goals for 2013-2014**

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|  | **Completion Deadline** |
| **Enhance student learning and engagement** |  |
| 1. Revise Clayton Connect and implement new career industry panel program
 | May 2014 |
| 1. Provide mobile career services to enhance student awareness of services provided by office
 | May 2014 |
| 1. Implement Senior Day event to educate seniors about the activities they should engage in to seek career related employment
 | May 2014 |
| 1. Update workshop and classroom presentations to reflect continuing intentional focus on concepts of self-awareness and career-related skills that employers seek
 | May 2014 |
| **Continue to expand relationships both on and off campus** |  |
| 1. Collaborate with other Division of Student Affairs departments to plan and implement events
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| 1. Collaborate with at least 3 new student organizations
 | May 2014 |
| 1. Increase new employers for On-Campus Interviews by 5
 | May 2014 |
| 1. Visit Fayette/Peachtree City area at least twice during academic year
 | May 2014 |
| **Evaluate programs, services and facilities for continuous improvement** |  |
| 1. Revise workshop Power Point slides and handouts
 | May 2014 |
| 1. Revise Walk-In Resume Review day and hours
 | August 2013 |
| 1. Investigate use of technology for employment interviewing
 | May 2014 |
| 1. Enhance Facebook and Twitter outreach strategy
 | May 2014 |
| 1. Survey students regarding outreach initiatives
 | May 2014 |
| **Provide an opportunity for organizational development** |  |
| 1. Ensure that each staff member participates in at least one professional development opportunity
 | May 2014 |
| 1. Hire and train new Associate Director of Career Services
 | Fall 2013March 2014 |