POLICY TITLE
Career Services

POLICY NUMBER
5.7

PRIMARY RESPONSIBILITY
Office of the Vice President of Student Affairs

CREATION / REVISION / EFFECTIVE DATES
Created July 2011/Effective July 2011

PURPOSE
To assist students or alumni with career exploration, career planning or job search strategies.

ORGANIZATIONAL SCOPE OR AUDIENCE
Current students, alumni

DEFINITIONS
JobZone: A single mechanism that provides electronic access to job postings and other employment related resources.

POLICY
Individuals who have been successfully admitted, are currently enrolled, or have completed an associate’s degree or technical certificate from the College are eligible to receive and utilize services provided by Career Services.

PROCEDURE
Current students or alumni seeking career or job search advice and counsel on job should contact their local Career Services office to schedule an intake conference.

As part of the intake conference, individuals will complete a Career Services Intake form and will be asked to share information about their academic and career goals and aspirations. Career Services staff may make additional suggestions to assist those individuals who have trouble identifying their goals and aspirations.

Students and alumni should be informed of upcoming Career Service events (i.e. career fairs, etc.) and resources that assist them in achieving their goals. The student should also be informed that career exploration and planning is an on-going process. A suggested outline of actions should be developed and timelines established to assist the student in following a path toward self-awareness, appropriate program selection, and employability.
In order to assist students and alumni with their job searches, Career Services staff should actively seek to improve the job-seeking skills of student and encourage the use of the College’s web-based application. In order to achieve these goals, Career Services staff will provide the following:

1. Resume preparation that includes assisting with the creation and critiquing of resumes and cover letters composed by students.
2. Interview skills that include teaching interviewing techniques and tips, as well as various interviewing practices through the use of such things as video recording, computer technology, and feedback processes;
3. Personal development opportunities based upon self-assessment and feedback for positive change, workshops and presentations that teach appropriate personal behaviors, enhanced communication skills, job-appropriate dress and etiquette, and encourage diversity awareness;
4. Professional development through education about job market trends and forecast, professional publications, and workshops and presentations regarding professional behavior, communication, dress, and diversity;
5. Networking opportunities that create job leads through the use of faculty, acquaintances, friends, community agencies, business associates, position postings, career fairs, and informational job interviews;
6. Employment research updates that include access to library resources, graduate survey statistics, student resource guides on job searching techniques;
7. Educational workshops, career fairs, classroom presentations, listing of competencies required to compete in the job market, and labor market information;
8. Access to and information on how to utilize the College’s web-based JobZone referral and employment system.

Disclaimer
The following disclaimer should be posted on all job boards, including electronic formats (i.e. JobZone).

Career Services at Ivy Tech Community College of Indiana maintains the JobZone website and bulletin boards as a service to Ivy Tech Community College students and alumni for their career development and employment searches. Ivy Tech makes no endorsements, recommendations or guarantees about positions or events listed on its website or posted on the bulletin boards. Ivy Tech makes no specific or implied guarantees of employment as a result of obtaining a degree or the taking of any courses. Ivy Tech is not responsible for the safety, wages, working conditions or other aspects of employment. It is the responsibility of the student or alumnus to take all necessary precautions when interviewing for or accepting any position. He or she is solely responsible for obtaining or confirming any necessary information concerning an employer.

Ivy Tech Community College of Indiana abides by the principles set forth by NACE, the National Association of Colleges and Employers.

Ivy Tech Community College also provides links to other websites not under the control of the College or Career Services, and is not responsible for the contents of any site. The College provides these links only as a convenience for its users. Ivy
Tech Community College of Indiana assumes no liability for acts or omissions by third parties or for materials supplied by them.

REFERENCES
NACE - http://www.naceweb.org
Immigration Reform and Control Act - http://www.uscis.gov/portal/site/uscis
5.8 Career Services Conduct http://www.ivytech.edu/policies/career-services-conduct.pdf

RESOURCE PERSON
Vice Chancellor for Student Affairs