# 07-09 Unit Plan: Accomplishments and Goals

**Unit:** Employment/Career Services  
**Division or Area to Which You Report:** Counseling Division/Student Services  
**Author(s) of this Unit Plan:** Terrance Thompson  
**Date:** 3/24/08

*Audience:* IPBC; Deans/Unit Administrators; Budget Committee  
*Purpose:* To provide evidence of progress on Strategic Planning Priorities from previous year and to provide input into planning for subsequent years.

*Instructions:*  
1. Insert the Goals & Objectives from your *last year's unit plan* “Part II, Section 2: Goals/Objectives (What you Hope to Accomplish)” into “Section 1: Accomplishments” below (2007-08 Unit Plans can be found here).

2. Update accordingly, reflecting upon the activities you’ve undertaken in the past year. Be brief. No more than two pages.

3. In Section 2, please include your new, revised, or continuing goals for the next year (some may be the same as before). No more than one page.

*Note:* Priority Objectives and Strategic Plans are hyperlinked. Use Chabot Enrollment Management Committee Reports to generate Student Success and Equity data reports by course, discipline, and term. Use these data to inform your goals and objectives. *(Note: Reports are only available on PC. If you are a Mac user, please have your dean print a copy)*

## Section 1: Accomplishments from Last Year's Unit Plan (What You Have Done):

<table>
<thead>
<tr>
<th>No.</th>
<th>Goal/Objective from last year’s Unit Plan</th>
<th>Activities Undertaken to Achieve the Goal/Objective</th>
<th>Results</th>
<th>Priority Objective / Strategic Plan Goal</th>
<th>Accomplished? / In Process</th>
<th>Did you receive additional funds to support this goal/objective?</th>
</tr>
</thead>
</table>
| 1   | To coordinate and implement the Spring Job Fair | To serve up to 1,000 students, alumni, and community members.  
- Coordinate Annual Job Fair which has been presented over the past 5 years by the Employment & Career Services Center. Serve up to 50 employers and 1,000 Job Seekers. | Coordinated Annual Spring Job Fair which has continued for the past 6 years. Served 850 job and 63 employers. | Goal 17 | Yes | No |
| 2   | To provide daily Job Placement Assistance | To serve more than 6,000 students annually and provide Job Placement Assistance.  
- Develop jobs with employers, non-profit agencies, and the community. Meet with Employers off-campus to complete. | Provided Job Placement Assistance to 2,000 students.  
- Unable to successfully develop jobs with employers, non-profits, and the community due to limited resources to allow for off campus activities. | Goal 17 | Yes | No |
| 3   | To conduct workshop series | Compliment Spring Job fair and prepare students for meeting with employers seeking to hire them  
- Coordinate Job Seeking Skills Workshops to assist students with their Job Placement Needs Utilize Career Counselors. | Conducted several Workshops to compliment Annual Spring Job Fair for Students. Served 52 students during the period of Jan 2007 to April 2007. These Workshops were conducted by Career Counselors. | Goal 17 | Yes | No |
### Section 2: Goals/Objectives (What You Hope to Accomplish):

<table>
<thead>
<tr>
<th>No.</th>
<th>Goal/Objective</th>
<th>What you hope to accomplish</th>
<th>Proposed Activities Completed to Achieve Goal/Objective</th>
<th>Priority Objective/Strategic Plan Goal</th>
<th>Time Frame (semester, year, five years, etc.)</th>
<th>Are you including a request for additional resources in this unit plan? Yes/No If yes, what type?**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Partner with Rubicon, a Job Placement Agency</td>
<td>Increase student’s ability to secure off campus jobs by providing direct job placement services.</td>
<td>Return to 2007 goal of serving 6,000 students with this partnership.</td>
<td></td>
<td>2008-2009</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Collaborate with Monster.com to assist in Job Placement</td>
<td>Provide Employers with a more streamline approach to post jobs thereby increasing job availability and job placements.</td>
<td>Begin to review and measure job placements and job placement assistance to students seeking services.</td>
<td></td>
<td>2008-2009</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
</tr>
</tbody>
</table>

** List types such as “equipment,” “supplies,” “staffing,” “contractual services,” etc...