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| jscc logo | **Assessment Record** |

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| **Service Unit:** | **One Stop Career Center** |  **Assessment period:** | **2017-2018** |

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| **Service Unit Mission:** |

The purpose of the One Stop Career Center is to provide career development resources and services to both college students and community residents, to provide job posting and matching services to employers, to implement programs and activities associated with state and federal workforce development legislation, and to be a community entry-point for youth and adults needing occupational preparation and skills. |

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| **Service Unit Outcomes & Assessment Plan** |
| **Intended Outcomes** | **Means of Assessment** | **Criteria for Success** | **Summary & Analysis of Assessment Evidence** | **Use of Results** |
| Providing appropriate career development services such as information, assessments, counseling, internships, job readiness seminars, job postings, and job searches. | Reviewing and auditing the availability of online and print resources, calendar of events and associated activities. | A minimum of 500 students and community residents per semester will utilize the services and complete a survey indicating their level of satisfaction with services.  | A total of 3,172 individuals utilized the One Stop Career Center for career development services and 684 of this number were students. The Career Center received 100% rating on surveys satisfaction surveys.  | The College continued to allow the Career Center to use classroom space for job readiness seminars. In addition, 14 new computers were purchased for the One Stop Career Center lab as the older computers were obsolete and did not allow for completion of certain employment applications and assessments related to career development.  |
| Implementing programs and activities associated with State and Federal Workforce development legislation affecting transition into postsecondary education and jobs such as: Workforce Development Investment Act, Welfare to Work, Tech Prep, School to Work, and Youth Development. | Availability of Calendar of events and associated activities and the number of individuals that receive information about events and partake in events and activities.  | A minimum of 200 students and community residents per semester will utilize the services and complete a survey indicating the value of the services. | 173 students and graduates registered for more in-depth career services and 74 students received assistance with employment related to their field of study. A total of 782 faxes were completed on Career Center users’ behalf. The One Stop Career Center’s partnership with the Alabama Department of Labor, 66 WIOA referrals were processed by the Employment Specialist housed at the Jefferson Campus of Jefferson State Community College. The Career Center served an additional 263 candidates through the BACK TO WORK 50+: WESI Program.  | The Career Center continued to utilize College office space and meeting rooms for targeted employer recruitment. The targeted job fairs allow students to focus on connecting with employers with job opportunities relevant to students’ field of study. The Career Center staff continued working with the College’s Web Manager to update available jobs and events, as well as beginning to work with Full Measure to have a link for the Career Center and available jobs. The Career Center Director works closely with the Adult Education Director and Workforce Development Director to implement the MSSC Auto Initiative, which is a State Postsecondary Initiative related to workforce development. |
| **Plan submission date:** October 2, 2018 | **Submitted by:** Tamara Payne, Ph. D |
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