

**PET FORM**  
**Planning and Evaluation Tracking**  
**(2012-2013 Assessment Period)**

Division of: [Student Affairs](#)

Person Responsible for this Division: [Bob Austin](#)

Department of: [Career & Employment Services](#)

Primary Person Responsible for this Form: [Renée E. Burnam](#)

Purpose Statement (With Last Updated Date):

To provide services, programs, and resources that facilitate the lifelong career development process and assist students, and alumni with implementing and securing satisfying careers (last updated June, 2012).

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**Goal Statement #1:**

**Connect students to newly formed Career and Employment Services office and resources**

**AC Strategic Plan ~ Goal 1: Expand student success**

**Outcome/Objective Statement**

**(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):**

By end of academic year, 70% of all Amarillo College part-time/work-study student employees will have demonstrated, through a pre/post-test and presentation evaluation, an understanding of three critical aspects of student employment on the Amarillo College campus including:

- FERPA
  - AC policies regarding drugs and alcohol, sexual harassment, discrimination, and use of college property
  - What employers expect from “new hire’s”: soft skills
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- **Results:** Not applicable; this is a new office
  - **Analysis:** Not applicable; this is a new office
  - **Improvements:** Not applicable; this is a new office
  - **Recommendations/Actions for 2012-2013**
    - Person Responsible (Who will complete the action?): [Career & Employment Services staff](#)
    - Action Plan:
      - Track all new student hires, invite to student employee orientation and follow up to ensure completion
      - Administer pre and post-test to ensure understanding
      - Administer student evaluation to ensure satisfaction of orientation and gain critical feedback on program improvement
    - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
      - Objectives with academic year end date will be accomplished by May 10, 2013
    - What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details):
      - \$200: printing budget for presentation materials
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## Goal Statement #2:

### Build employer relationships through structured meaningful student interactions

#### AC Strategic Plan ~ Goal 3: Collaborate with Partners in the Community

## Outcome/Objective Statement

### (Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):

By end of academic year, 70% of all employers attending the Spring AC Job Fair will report on a post-event survey that they were satisfied with the quality of student interaction provided to them

- Results: Not applicable; this is a new office
  - Analysis: Not applicable; this is a new office
  - Improvements: Not applicable; this is a new office
  
  - Recommendations/Actions for 2012-2013
    - Person Responsible (Who will complete the action?): Career & Employment Services staff
    - Action Plan:
      - In partnership with Workforce Solutions, schedule, advertise and execute Job Fair Spring 2013
      - Administer evaluation to all employer participants to ensure satisfaction and gain critical feedback on program improvement
    - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
      - Objectives with academic year end date will be accomplished by May 10, 2013
    - What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details):
      - \$500 – supplies and printing expenses for job fair
      - \$200: honorarium budget for outside presenters (thank you gifts)
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## Goal Statement #3:

### Increase student exposure to career exploration tools

#### No Excuses Goal 4: Persistence from Term to Term and Year to Year)

## Outcome/Objective Statement

### (Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):

By end of the academic year, through a post-presentation evaluation, 70% of students in all sections of First Year Seminar (FYS) Classes will demonstrate an understanding, of Career and Employment Services and the career exploration tools needed for the FYS Career Project including :

- My Plan
- College Central Network
  
- Results: Not applicable; this is a new office
- Analysis: Not applicable; this is a new office
- Improvements: Not applicable; this is a new office

- Recommendations/Actions for 2012-2013
  - Person Responsible (Who will complete the action?): Career & Employment Services staff + Margie Vitale, Advisor
  - Action Plan:
    - Coordinate with all FYS instructors to arrange in-class presentations including the West Campus, Washington Street Campus, Hereford Campus and Dumas Campus
    - Assess impact of FYS group presentations on student attitudes and anticipated performance by requesting feedback from students in response to student evaluations
  - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
    - Objectives with academic year end date will be accomplished by May 10, 2013
  - What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details):
    - \$ 200.00 supplies and Printing Budget
    - \$ 25.00 gas allowance to travel to Hereford and Dumas