

## ASU Career Center Technology Fee Proposal –Spring 2002

For the last two years, the ASU Career Center has been providing job search services to ASU students and graduates through a Career Connections site license paid for by the student technology fees. This company was purchased by a competitor last fall, (Experience, Inc.), requiring all current users to migrate to the Experience software this term. Experience is used by over 250 college career centers nationwide and serves 70% of the top rated colleges and universities in the US.

Funding Request – Fund the ASU Career Center software vendor, Experience, Inc. to provide access to job listings and resume referral services to ASU students and employers utilizing the Career Center. Funding will be \$5000 and cover May 1, 2002 – April 30, 2003. This contract will be reviewed annually. **Bold text – highlights new features to Experience that were not a part of the previous provider ASU worked with.** Features of the software allow the Career Center to do the following:

1. Register students online for Career Center services where we can gather information about their major, preferences for employment and interest in gaining internship/co-op experience through their online account.
2. Students can load a resume into a PDF format where we can post it on a web resume book for employers to access and we can refer resumes directly to employers via email. This includes students seeking any form of work, part-time or full-time.
3. Students can access local and regional jobs posted with ASU on a part-time, full-time, internship or Co-op basis geared for college students and recent college graduates. **Through Experience, students also have access to nationally based employment opportunities, including internships.**
4. The Career Center staff can group students by employment type or major to mass email them about upcoming seminars or specific job opportunities available - mailing lists/labels can also be generated.
5. Announcements can be posted on an electronic billboard to communicate with students as soon as they enter into their account.
6. Students can apply directly to employers that set up e-mail accounts to allow the submission of resumes via the system.
7. **Students can create search menus to id specific types of employment posted to the system that will then be automatically emailed to them.**
8. **Employer Information including company profiles, articles and industry snapshots are all written from a student perspective and include informational interviews with a variety of career fields highlighted.**
9. **The capacity to integrate alumni into the system to serve as career mentors about various fields to assist with career development.**

## **Quick Reference Resources Regarding the Career Center's Job Posting/Referral Software**

- Currently have 1600 users on the system, of those a little over 1000 are registered as currently seeking some form of employment
- Our link to the postings averages 80-85 “unique” hits a day, not counting those students that bookmark the direct site on their home computers
- Over 500 resumes are loaded on the system
- Over half of the user base consists of freshman, sophomores and juniors
- We have added almost 600 new users this academic year
- Students most readily access their accounts between 3pm and midnight

### **How the Career Center will Transition Current Student Users to the New Software**

The office is currently customizing the new registration fields for Experience to match the needs of ASU. In late March, the name, user id and password for each active student user will be transferred to the Experience system. At that time, the Career Center will directly email all current users to inform them of the change and update the job listings link on the website to reflect the new change. Students can immediately begin to go into the new system to browse around and search the openings. They will have to re-upload their resume to the system.

Reminders will be posted on the Experience system notifying users they have a limited amount of time to update their registration fields to remain active in the new system. After this point, those users with incomplete information will be removed from access and can re-register with a visit to the office.

There will be a series of seminars offered for students to voluntarily attend to show them how to make the most of the new software and its features. A “help” section will also be maintained on the Career Center web page to assist student and employer users with any problems they might encounter.

In June, Experience will integrate some new features to the system since it typically provides upgrades once a year. The ASU Career Center decided to move to the software *before* the new release to keep from transitioning after a graduation period and impact users of the system that might not be enrolled for summer term. The June release will have some modified features and enhancements but it will not require any changes that will impact the student’s information and registration.