

Wichita State University

Vision Statement

Wichita State University is internationally recognized as the model for applied learning and research.

Mission Statement

The mission of Wichita State University is to be an essential educational, cultural and economic driver for Kansas and the greater public good.

Goals

1. Guarantee an applied learning or research experience for every student by each academic college.
2. Pioneer an educational experience for all that integrates interdisciplinary curricula across the university.
3. Capitalize systemically on relevant existing and emerging societal and economic trends that increase quality educational opportunities.
4. Accelerate the discovery, creation and transfer of new knowledge.
5. Empower students to create a campus culture and experience that meets their changing needs.
6. Be a campus that reflects — in staff, faculty and students — the evolving diversity of society.
7. Create a new model of assessment, incentive and reward processes to accomplish our vision and goals.

Competencies

- Teamwork
- Inclusiveness
- Initiative
- Adaptability
- Customer Focus
- Position Knowledge
- Leadership (Managers & Budget Officer)
- Financial Management (Budget Officer)

Missions of Wichita State University's Academic Colleges

Barton School of Business

The Barton School advances the knowledge and practice of business, out to constituents, and prepares students for principled and successful careers in the global entrepreneurial marketplace.

College of Education

The Mission of the College of Education is to prepare education and other professionals to benefit society and its institutions through the understanding, the facilitation, and the illumination of the learning process and the application of knowledge in their disciplines.

College of Engineering

The mission of the College of Engineering is to be an essential educational and economic driver for Kansas and the greater public good.

College of Fine Arts

The College of Fine Arts at Wichita State University enhances and advocates artistic excellence through teaching, learning and expression.

College of Health Professions

The mission of the College of Health Professions is to improve the health of the community by engaging students, faculty, staff and the larger community in the preparation of health care leaders, scholars and professionals. We create an innovative learning environment embracing:

- Adaptive leadership
- Inter-professional education
- Scholarly engagement
- Community partnership

Cohen Honors College

The Wichita State Cohen Honors College aims to prepare students for innovative work in a complex society.

College of Liberal Arts and Sciences

The mission of Fairmount College is to cultivate intellectual curiosity and foster contemplation of the human experience and the natural world. Faculty members are dedicated to creating, expanding, applying and preserving knowledge; and to introducing students to the scholarship, theories, methods and perspectives of their diverse disciplines. A liberal arts and sciences education develops transferable analytical skills — the capacity to gather and interpret information, think critically and communicate effectively — and stimulates a lifelong love of learning that enriches graduates and their communities.

Graduate College

Provide strategic leadership, assessment and support that fosters excellence in research and graduate education that benefits Kansas and serves the greater public.

Wichita State University Career Development Center

Vision Statement

Wichita State University's Career Development Center is valued as a leader in engaging and equipping individuals to identify and utilize their talents, passions and education to find the unique intersection between themselves and where they fit in the world of work.

Mission Statement

The Career Development Center empowers, educates and serves individuals, leading them to lifelong career success.

Why We Do What We Do

We have the power to turn around lives, help students find their "why" and guide them to meet their potential.

Goals

GOAL: 1

The Career Development Center, in accordance with strategic enrollment management and Wichita State University's strategic plan, will be a national leader in providing students with the resources and programming they need to be career ready.

Learning Outcome:

As a result of this goal, Wichita State University students will be prepared to effectively demonstrate their career readiness competencies and how they align with the ever-changing workplace.

Competencies:

- **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions and overcome problems. The individual is able to obtain, interpret and use knowledge, facts and data in this process, and may demonstrate originality and inventiveness.
- **Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills, is able to express ideas to others and can write/edit memos, letters and complex technical reports clearly and effectively.
- **Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles and viewpoints. The individual is able to work within a team structure and can negotiate and manage conflict.
- **Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

- **Leadership:** Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others, use empathetic skills to guide and motivate and organize, prioritize and delegate work.
- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind and is able to learn from his/her mistakes.
- **Career Management:** Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities and understands how to self-advocate for opportunities in the workplace.
- **Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations and religions. The individual demonstrates openness, inclusiveness, sensitivity and ability to interact respectfully with all people and understand individuals' differences.

Objective 1.1

Engage in dialogue with the Provost and Senior Vice President regarding the continuous development and growth of students' career readiness at Wichita State University.

Action 1.1.1: Establish clearly defined expectations of the Career Development Center from the university.

Action 1.1.2: Provide adequate resources, staffing and budget to meet university expectations.

Action 1.1.3: Identify or create a prominent physical location of the Career Development Center on campus which serves the needs of students, employers and alumni.

Action 1.1.4: Examine the role of the Executive Director and the prominence of the position within the university structure.

Objective 1.2

Establish a career center that continually re-invents itself to remain on the cutting edge, better serve students and employers and expands the career readiness expertise of WSU graduates.

Action 1.2.1: Continually investigate and implement new technologies which can help deliver services and programming efficiently and effectively in the ways which students and employers prefer.

Action 1.2.2: Engage in national dialogue with career centers and universities regarding best practices about students and employers and their ever-changing needs.

Action 1.2.3: Digest, analyze and implement innovative best practices as appropriate for the WSU students and employers.

GOAL: 2

The Career Development Center will establish connections with strategic University stakeholders, including the Innovation Campus, for the purpose of creating collaborative initiatives serving students.

Learning Outcome:

As a result of this goal, SWBAT (students will be able to) utilize the Career Development Center's staff, programs and services to meet their career goals.

Objective 2.1

Connect with key strategic university divisions to create innovative initiatives focused on students' career development.

Action 2.1.1: Schedule at least one meeting during every academic year with academic advisors to share information and resources involving the Executive Director, College Career Specialists and Career Counselors.

Action 2.1.2: Identify and include in job descriptions a liaison within the Career Development Center for each major division of the university and for other key personnel.

Action 2.1.3: Schedule a meeting at least once a year with key university areas including but not limited to: the Office of Diversity and Inclusion, Athletics, Student Involvement, and International Education for the purpose of planning programming.

Objective 2.2

Create and implement a plan to serve Innovation University employers.

Action 2.2.1: Work with NIAR to develop and implement a plan to serve future Innovation University employers.

Action 2.2.2: Identify the needs and services of the Innovation University employers which can be met by the Career Development Center.

Action 2.2.3: Explore and solicit appropriate resources, including staff, to meet the needs of the Innovation University employers.

GOAL: 3

The Career Development Center will provide timely, accurate, consistent and meaningful data supporting career development programming to our stakeholders.

Learning Outcome:

As a result of this goal, colleges on campus as well as the administration of the university will use the Career Development Center as the principal source of employment data.

Objective 3.1

Track appropriate student employment data in relation to the academic colleges' accreditation measures as it relates to the Career Development Center.

Action 3.1.1: Identify and connect with each college's assessment individual to determine accreditation needs.

Action 3.1.2: Develop and implement an effective methodology to collect identified accreditation data.

Action 3.1.3: Schedule annual deadlines for reporting accreditation data to colleges.

Objective 3.2

Educate students, employers and staff on the Career Development Center's database functions while supporting accuracy of information.

Action 3.2.1: Train new and existing staff on how to use the Handshake database system.

Action 3.2.2: Educate and train employers and students on how to use Handshake.

Action 3.2.3: Audit existing data on a regular basis to check for accuracy.

Action 3.2.4: Develop and adhere to protocols for the input of data into Handshake.

Objective 3.3

Disseminate and report employment data *through Handshake First Destination Survey (FDS)* to academic colleges and the university.

- Action 3.3.1:** Establish a standing FDS task group to include: Executive Director, Director of Student Programming, Assistant Director of Student Engagement and a Career Specialist.
- Action 3.3.2:** Develop and implement techniques designed to increase student completion rate of the FDS.
- Action 3.3.3:** Design a simple, easy-to-read electronic report for each academic college, as well as one for the university as a whole, and place the data on the Career Development Center website.

Objective 3.4

Create a dashboard for measuring success of the Career Development Center's programs and services.

- Action 3.4.1:** Identify data to be included in the dashboard.
- Action 3.4.2:** Develop and implement a standardized evaluation process for employers and students to complete after applicable Career Development Center events, workshops and presentations.
- Action 3.4.3:** Develop and implement a standardized tool to measure customer satisfaction of the Career Development Center's day-to-day services.
- Action 3.4.4:** Schedule regular reporting of dashboard data to Career Development Center staff.

Objective 3.5

Utilize data to tell the Career Development Center's story to the broader university community.

- Action 3.5.1:** Share data through an annual report.
- Action 3.5.2:** Distribute an appropriate executive summary of event data to the appropriate university audience, including: academic colleges, faculty and staff.
- Action 3.5.3:** Post relevant data on the Career Development Center website.

Action 3.5.4: Establish and utilize a separate drive for the storage of all data.

GOAL: 4

The Career Development Center will provide quality programming and services, with opportunities for individuals to demonstrate their career-ready competencies at different points in their learning cycles.

Learning Outcome

As a result of this goal, SWBAT participate in programming designed to enhance their knowledge and awareness of the world of work, of themselves (interests, characteristics, talents, skills) and of opportunities for continuing their career development.

Objective 4.1

Develop and implement innovative programming and services designed to make a face-to-face, student-initiated connection between first-year college students and the Career Development Center.

Action 4.1.1: Research best practices and evaluate the feasibility of usage at WSU.

Action 4.1.2: Initiate at least two programs or events each semester targeting first-year college students which focus on building an understanding of their career path and taking steps toward achieving their career goal(s).

Action 4.1.3: Implement a marketing plan which promotes programs and events to first-year college students.

Action 4.1.4: Track freshman participation in programs and events, with a goal of 2% annual growth.

Action 4.1.5: Measure effectiveness of first-year college students' programming and events in engaging students with the Career Development Center.

Action 4.1.6: Re-design and re-tool on an annual basis to maintain an innovative approach.

Objective 4.2

Develop and implement dynamic, interactive student orientations targeting freshmen, freshmen guests, transfer students and returning adult students for the purpose of initiating a connection to the Career Development Center.

Action 4.2.1: Utilize best practices regarding orientations by career centers targeting new students.

Action 4.2.2: Develop orientation materials based on the needs of the Office of First Year Programs.

Action 4.2.3: Re-design as necessary and re-tool on an annual basis to maintain an innovative approach.

Objective 4.3

Develop and implement innovative ways to connect with and serve international students.

Action 4.3.1: Provide (during the fall semester) a workshop focused on assisting international students with engaging employers during a career fair or event.

Action 4.3.2: Provide (during the spring semester) a workshop focused on assisting graduating international students with the process of transitioning into the American workforce.

Action 4.3.3: Interact with the International Office to provide appropriate additional programming focused on assisting international students.

Action 4.3.4: Continually research and implement best practices focused on serving international students.

Objective 4.4

Develop and implement innovative ways to connect with and serve WSU athletes.

Action 4.4.1: Collaborate with the Athletic Department to determine challenges faced by college athletes involving career paths and decisions.

Action 4.4.2: Host a bi-annual Athletic Career Forum, including career path exploration and round-table interaction with employers who are interested in hiring athletes and a smaller career fair.

Action 4.4.3: Provide a career-readiness event focused on assisting athletes in marketing themselves to a prospective employer, including: speakers, resume development, identification of transferrable skills, job search techniques, selecting a career and learning the value of internships.

Objective 4.5

Create and deliver appropriate, targeted career-readiness workshops and programming.

Action 4.5.1: Create and deliver online, in-person and college specific workshops based on career-readiness competencies and student needs.

Action 4.5.2: Provide an annual event focused on effectively marketing oneself to employers. Possible topics to be covered:

- Dining etiquette
- Professional dress
- Interview tips
- Networking skills

Action 4.5.3: Continually gather feedback from students regarding additional workshop topics.

- Distribute and compile evaluation surveys to understand students' workshop needs
- Determine best practices from relevant publications and organizations to assist in new trends for workshops

Objective 4.6

Design and implement innovative, cutting-edge services for current and potential graduate students in collaboration with the Graduate School.

Action 4.6.1: Offer workshops designed to guide graduate students through developing a strategy for best presenting their skillsets to different audiences, including: utilizing case studies, exploring academia and industry as career directions, applying to graduate school and implementing effective, current job search techniques.

Action 4.6.2: Employ graduate assistants as peer advisors for the purpose of serving graduate students.

Objective 4.7

Actively engage alumni as a career resource for current students or alumni who are seeking to make a career change in collaboration with the Alumni Association.

Action 4.7.1: Utilize alumni as speakers, workshop presenters and potential employers.

Action 4.7.2: Explore and implement a career mentoring program through Handshake to connect alumni with current WSU students.

Objective 4.8

Develop dynamic, creative programming and innovative ways to engage students with the Career Development Center, including but not limited to:

- 1) Admissions events/high school recruitment
- 2) Lunch and Learns
- 3) Resume Blitz and mock interviews with employer participation
- 4) Workshops for Greek and other student organizations
- 5) Classroom and group presentations

Action 4.8.1: Identify career-readiness programming delivered by academic colleges and organizations.

Action 4.8.2: Utilize Handshake to track all student interactions.

Action 4.8.3: Use data to identify challenges and successes with each program.

Action 4.8.4: Initiate a peer adviser program utilizing undergrad and graduate students as peer advisers.

Objective 4.9:

Implement an annual Majors & Minors Fair that engages all academic departments and focuses on assisting students in the exploration of potential majors and minors.

Action 4.9.1: Engage academic departments in the event planning process, collaborating with the Office of First Year Programs and the One-Stop.

Action 4.9.2: Work with advising centers to encourage instructors of introductory courses to include the Majors & Minors Fair in their course syllabus.

Action 4.9.3: Continually research best practices, evaluate effectiveness, re-design and re-tool on an annual basis to maintain an innovative approach.

Objective 4.10

Develop and implement a career pathways process, outlining programs and services that touch every WSU student at their current point of career development.

Action 4.10.1: Identify current standards used by the Career Development Center.

Action 4.10.2: Compare against national best practices.

Action 4.10.3: For each program and/or service:

- 1) Research best practices
- 2) Identify programs and/or services to be implemented
- 3) Schedule programs and/or services
- 4) Market programs and/or services
- 5) Present programs and/or implement services

Action 4.10.4: Develop and implement an online presence containing engaging and relevant information that serves as a resource for career readiness, including:

- 1) Informational interviews
- 2) Applying to graduate school
- 3) Employment Ideas

Action 4.10.5: Review and add links to the Career Development Center website that help students in career decision making (e.g., *What Can I Do with This Major?*).

Objective 4.11

Collaborate with the Barton School of Business Professional Edge program. (Career Specialist – Business)

Action 4.10.1: Work closely with the director of Professional Edge regarding implementation of programs targeting business students.

Action 4.10.2: Meet on a regular basis with director of Professional Edge to coordinate programming.

GOAL: 5

The Career Development Center will develop and maintain an environment that provides quality, academic-focused internships and cooperative education opportunities for current qualified WSU students

Learning Outcome:

As a result of this goal, SWBAT utilize the center's services to prepare for and engage in professional practices to aid their placement and enrollment in quality co-op or internship positions.

Objective 5.1: Create an environment that allows all qualified students to participate in internships and co-ops for either academic or zero credit.

Action 5.1.1: Create and provide workshops, events and one-on-one collisions allowing students to develop professional skills in order to successfully transition into the workforce.

Action 5.1.2 Promote the use of Handshake as the “go to” resource for all students in finding internship or co-op opportunities.

Action 5.1.3: Use every form available: print, email, flyers, posters, etc. to notify students of services provided by the Career Development Center.

Action 5.1.4: Motivate students to strive for excellence in co-ops and internships.

Action 5.1.5: Recognize outstanding student performance through the website, annual appreciation breakfast, e-newsletters, events, pictures, and through national recognition in organizations such as CEIA.

Objective 5.2: Create an environment that allows open communication between the Career Development Center Career Specialists and the faculty of individual colleges.

Action 5.2.1: Attend appropriate college-specific events and meetings to develop relationships and build a sense of community within a college.

Action 5.2.2: Develop and send out to faculty, as appropriate, a schedule of all events directly tied to the Career Development Center which take place in their college.

Action 5.2.3: Review communication policy and process to students and faculty regarding events, Career Development Center programming and job opportunities.

Action 5.2.4: Work with faculty and staff to coordinate classroom visits and guest lecturing when possible.

Objective 5.3: Build new and nurture existing relationships with employers resulting in innovative connections which align with students’ unique talents, passions, and education.

Action 5.3.1: Reach out to new and existing employers annually to engage in conversations regarding cooperative education and internships.

- Action 5.3.2:** Create and distribute to employers an annual employer guide which supports the mission and vision of the Career Development Center and outlines opportunities to connect with and recruit students.
- Action 5.3.3:** Assist employers with and/or facilitate processes in Handshake to more effectively identify and recruit students for academic-focused cooperative education and internship positions.
- Action 5.3.4:** Ensure quality of cooperative education and internship positions by vetting new employers and developing new opportunities.

GOAL: 6

The Career Development Center will provide valuable and innovative student and employer interactions at every stage of a student's college career and beyond.

Learning Outcome:

As a result of this goal, SWBAT take advantage of various opportunities to interact with employers for the purpose of career exploration, professional development and finding employment.

Objective 6.1

Develop strategic opportunities for student-employer interaction that are both unique and relevant to students' career development and that satisfy employers' recruitment needs.

- Action 6.1.1:** Engage employers in specialized resume review and mock interview events, informational panels, Lunch and Learns, professional development workshops, sit-downs (Barton School Employer Tuesdays), job shadowing and informational interviews.
- Action 6.1.2:** Recruit employers and execute career events including but not limited to: Careers for a Cause, Careers for the Creative, Accounting Interview Days, Education Interview days, Engineering and I.T. Career Fair, Health Industry Career Fair and Career Connection Root Beer Kegger.
- Action 6.1.3:** Develop and execute opportunities to partner with academic departments/programs to offer students industry tours both locally & regionally.
- Action 6.1.4:** Collaborate with the Office of Diversity and Inclusion to host a semi-annual Exec Connect luncheon offering students the opportunity to interact with top-level executives and representatives from local and regional industry.

Action 6.1.5: Explore and implement new and innovative ways of student-employer connections as appropriate.

Objective 6.2

Implement processes and procedures that maximize efficiency in employer recruitment of Wichita State University students, resulting in exceptional outcomes for both students and employers.

Action 6.2.1: Create an Employer Relations Team calendar and operations manual, comprised of individual ER Team job manuals, which outlines policies, processes and procedures for interactions with employers.

Action 6.2.2: Develop or refine policies, processes and procedures regarding employers and students through a collaborative relationship between the Employer Relations and Student teams.

Action 6.2.3: Create, design and distribute an annual employer recruitment guide to include: policies, key dates and events, recruitment options, hiring of international students (F-1 VISA), contacts and Handshake and post on the Career Development Center website.

Action 6.2.4: Develop a customer relationship management system to be implemented throughout the Career Development Center, utilizing Handshake as the primary tool to track interactions with employers and to prompt appropriate follow-up actions.

Action 6.2.5: Utilize appropriate and professional local and national organizations to promote the Career Development Center to prospective employers.

Objective 6.3

Implement and manage an effective employer partnership initiative.

Action 6.3.1: Research other universities' partnership initiatives.

Action 6.3.2: Annually review levels of sponsorship.

Action 6.3.3: Continually identify potential partners.

Action 6.3.4: Continually solicit and market partnership program to potential partners.

Action 6.3.5: Oversee, manage and serve partners through the assigning of one Employer Relations team member as the partner manager.

GOAL: 7

The Career Development Center will strategically engage, communicate and promote its programs and services to students and other stakeholders.

Learning Outcome:

As a result of this goal, students and other stakeholders will have a clear understanding of the programs and services provided by the Career Development Center and how to engage in them.

Objective 7.1

Develop and implement strategic communication strategies focused on engaging current WSU students.

Action 7.1.1: Use Career Development branding so all print or electronic materials coming out of the center are clean, concise and consistent.

Action 7.1.2: Develop comprehensive communication campaigns that utilize strategic marketing tools including: social media, Shocker Blast, website, banners, yard signs, The Sunflower (as budget allows), print materials, satellite office signage, Career Development brochure racks and TV screens to engage students in Career Development Center events, programs and services.

Action 7.1.3 Engage students in career-related events including but not limited to: Athletic Career Forum, Career Connection Root Beer Kegger, Dine | Dress | Interview, Graduate School Initiatives and the Majors and Minors Fair.

Action 7.1.4: Continually engage students in Handshake.

Action 7.1.5: Send letters to parents of first-year college students about the Career Development Center, promoting our events that target first-year students as well as introducing them to our “career ready” competencies. Letter should be written in English and Spanish.

Action 7.1.6: Recognize students for outstanding co-op or internship placement in eNews stories, photographs, videos and awards at the annual appreciation breakfast.

Action 7.1.7: Engage students through the website, social media, Shocker Blast, RSC Happenings, email, the University Calendar, WSU TV screens, Handshake

and other technology as appropriate to keep career information both quickly and readily available to them.

Objective 7.2

Develop and implement strategic communication strategies focused on employers.

Action 7.2.1: Continually engage employers in Handshake.

Action 7.2.2: Recognize employers for outstanding service and contributions in support of the Career Development Center.

Action 7.2.3: Research and invite a relevant national speaker to campus to support our Career Development Center message to employers.

Action 7.2.4: Engage employers through the website, email, Handshake and other technology to keep the Career Development Center in the forefront of fulfilling their career needs.

Objective 7.3

Assist Admissions and other key university divisions with the recruitment of potential new students to WSU.

Action 7.3.1: Attend all appropriate Admissions events as requested and utilize activities that are designed to be interactive and engaging, including: road trips, special high school days, campus visits and others.

Action 7.3.2: Meet on an annual basis with Admissions staff to discuss new developments and share initiatives.

Action 7.3.3: Respond to on-campus requests for speakers and presentations as appropriate, such as Community College Day and Transition Tuesday.

Action 7.3.4: Partner with admissions for annual Major Exploration Day for high school juniors and seniors who are undecided on a major to explore major and career options.

Action 7.3.5: Attend Recruitment Network meetings.

Objective 7.4

Develop and implement strategic communication strategies focused on the university (specifically faculty and administration).

- Action 7.4.1:** Continually communicate our story and services to selected audiences on campus including key university stakeholders.
- Action 7.4.2:** Communicate our data to key university audiences through semester reports, annual reports and career fair reports to further promote career development.
- Action 7.4.3:** Invite faculty/staff to participate in appropriate and relevant Career Development Center events and programming.
- Action 7.4.4:** Highlight co-op and internship students to faculty and staff throughout the fall and spring semesters.
- Action 7.4.5:** Communicate to the Student Engagement team innovative stories about the Career Development Center and the students they serve.
- Action 7.4.6:** Host an annual Academic Advisor Breakfast for the purposes of discussing our plans and events for the next academic year and asking for feedback on how we can better partner together to serve students.
- Action 7.4.7:** Promote the Career Development Center through the WSU Today newsletter and the University Calendar.

Objective 7.5

Assist in the promotion of WSU to the wider community, as it pertains to the Career Development Center.

- Action 7.5.1:** Respond to off-campus requests for speakers and presentations as appropriate.
- Action 7.5.2:** Provide career data to the community as needed.

GOAL: 8

The Career Development Center will establish a high-functioning team by hiring and developing talented, professional and visionary staff who are focused on meeting the vision, mission and competencies of both the Career Development Center and the university.

Learning Outcome

As a result of this goal, SWBAT receive quality programming and services that meet their career development needs.

Objective 8.1

Seek out and engage staff in professional development opportunities focused on creating a culture of success, innovation, creative collisions and collegiality, and developing the university's competencies: teamwork, inclusiveness, initiative, adaptability, customer focus, position knowledge and leadership.

Action 8.1.1: Continue to participate in professional organizations, learning best practices and communicating this information to staff — CEIA, NACE, NCDA, SOACE, KACE and other organizations as appropriate.

Action 8.1.2: Support continuous learning and innovative programming ideas by selecting topics to research and sharing findings with staff.

- Encourage staff members to make a 10-minute presentation on topic of their choice at the first staff meeting of every month.
- Distribute and discuss articles, reports and research that pertain to career development centers with a focus on innovation, creativity and cutting-edge practices, and archive in the Career Development Center electronic library. (V:\Career Development Electronic Library)
- Participate in webinars as appropriate based on topic and budget availability.
- Attend professional conferences as appropriate based on topic and budget availability.

Action 8.1.3: Invite key Wichita State University organizations and departments to share expertise during staff meetings.

Objective 8.2

Implement processes designed to create a culture that facilitates collegiality, interactive communication, clearly defined expectations, frequent feedback and the recognition and celebration of successes.

Action 8.2.1: Design and implement a staff assessment tool that informs and measures our office engagement once a year.

Action 8.2.2: Utilize MyPerformance tool and processes to guide ongoing feedback, annual performance discussion and goal setting.

- Action 8.2.3:** Celebrate successes of programs and team members during staff meetings.
- Action 8.2.4:** Implement cross-training of team and develop individual job manuals to put on the V drive.
- Action 8.2.5:** Improve team communication and interaction by learning more about each other via teambuilding tools including: True Colors, MBTI and Strengths Finder.
- Action 8.2.6:** Maintain open lines of communication within the Career Development Center through all-inclusive staff meetings, retreats, team meetings, task groups and committees.
- Action 8.2.7:** Encourage collegiality through celebrating life happenings such as: birthdays, work anniversaries, babies and weddings, and by saying “Thank you,” and “I appreciate you.”

Objective 8.3

Hire innovative, highly skilled, adaptive staff who are passionate about the work of Wichita State University and the Career Development Center, who fully embrace its values, vision and mission and who demonstrate the following competencies: teamwork, inclusiveness, initiative, adaptability, customer focus, position knowledge and leadership.

- Action 8.3.1:** Develop interview questions utilizing the WSU vision and goals to identify adaptability and innovation.
- Action 8.3.2:** Carefully define, select and plan a search committee to identify innovative and adaptable talent.
- Action 8.3.3:** Provide accurate and concise information to candidates prior to their interview(s).
- Action 8.3.4:** Update all job descriptions each year to address the needs, vision and goals of the Career Development Center while reflecting the university’s competencies.