

Student Employment Model- Be H.I.P. Get a Job LEAP Action Summary

LEAP Workshop Year: 2014 Action dates: Spring 2014-Spring 2015	For more information, contact: Trelana Daniel, danielt@uww.edu Ron Buchholz, buchholr@uww.edu
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General Goal: Promote Student Employment opportunities to students on campus and provide resources and skills to assist them in their job search.	
Planned Actions: <ul style="list-style-type: none"> • Create workshops for first year students to assist them in navigating campus resources, develop interview skills, and allow for self-reflection on which campus positions would benefit them in future employment. • Create marketing material to outline Be H.I.P. program. • Secure places to promote Be H.I.P. program • Research interest in job fair opportunity for fall with various departments on campus. • Create job fair for first year students regarding on-campus employment. • Define duties of a student intern. 	
Deliverables, Completed Actions: <ul style="list-style-type: none"> • Create LEAP- Centric pre-employment workshops for first year students to assist them in navigating campus resources, develop interview skills, and allow for them to set goals for themselves with regard to campus employment. <i>The committee met to discuss and create these workshops. We have outlined September 19th and October 10th from 1-4 p.m. as the dates and times we are hosting these workshops. We have outlined the program and expect it to be a hands on learning experience full of ELO and LEAP information to allow for students to understand not only how to get a position on campus but why that is an important experience for them. Please see outline of the program in the notes section.</i> • Create marketing material to outline Be H.I.P. program. <i>We have a full size banner to display at PIPs this summer and also to highlight our work at the student involvement fair and job fair for this upcoming fall. We have a brochure to pass out to students alongside their parents at these experiences.</i> • Secure places to promote Be H.I.P. program. <i>As stated we are utilizing student employment table at the PIP and the student involvement fair & job fair this fall.</i> • Research interest in job fair opportunity for fall with various departments on campus. 	

We are going to utilize the student intern to reach out to several campus partners to generate interest for a job fair . We are aiming for at least 20 campus employers to come to the event.

- **Create job fair for first year students regarding on-campus employment.** *We have space to utilize as the Hamilton Room is reserved for September 3rd for this event. We are seeking campus partners to make it a worthwhile event and the goal is 20.*
- **Define duties of a student intern.** *We worked to establish information we would like a student intern to work on. C&LD will utilize their summer interns to help absorb the work that needs to take place for the intern. That office has prepared responsibilities for the student intern which include setting-up rooms, pamphlets, and the job fair potentially.*

Notes:

Workshop Outline:

Navigating Campus Resources (30 minutes)

- Types of student employment (work study, reg pay, Chartwells)
- How to use Hawk Jobs

Skill Development (2 hours)

- Talk about LEAP, ELO's, IE – share with students about the power of liberal education
- Job application/email etiquette
- Self-pitch – speed networking
- Resume presentation and sign-up for individual appointment with C&LD HR Intern
- Interview presentation and demonstration interview(s)
- Workplace competencies (share what employers said about LEAP)

Goal Development (30 minutes)

- Using LEAP as a framework, students will establish academic and career goals for the semester
- Question and answer – what resources on campus can help students achieve their goals?

Office Proposition:

While this did not come from our LEAP workshop initiative, our work on the Student Employment Advisory Committee does support the request for an office on campus to work directly with Student Employment. We envision these workshops being continued to assist students with finding student employment on campus with the advent of that office on campus. As recently discussed in a meeting with the four groups working on student employment, there is a need for an office helping to standardize and coordinate student employment on campus as we understand the importance of student employment as a high impact practice.