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**Welcome to Indiana Tech!**

**Monday, April 7, 2014**

**8:30 am – 10:30 am Drive time to Fort Wayne**

**10:30 am – 10:45 am Welcome,** General tour of the office

**10:45 am – 11:30 am Email, Outlook, ADP, Shared Drive, & Phone**

* Sharing Calendars
* Signature
* Email features, including scheduling in Outlook
* How our shared drive is organized (or not!)
* General time to wander through

**11:30 am – 12:00 Major Resources & Resume Review**

* How we triage – require students to do “homework” prior to meetings
* What we use to give to students prior to appointments
* Info on the web for alumni
* Review a resume

**12:00 pm – 1:00 pm Career Center Staff Lunch!**

**1:00 pm – 1:30 pm Tour of Campus with Director**

**1:30 pm – 2:30 pm Human Resources Orientation**

**3 pm – 5 pm Travel Back to Indy**

**Wednesday, April 9, 2014 – In Indy**

**8:30 am – 10:00 am Set Up New Office & Complete Inventory**

* Set up phone and voice mail greeting

**10:00 am – 10:30 am Check Email**

**11:00 am – 12:00 pm Employer Outreach Meeting**

* Meet with Pyramids Campus Staff to Discuss Logistics
* Employer Lists
* Establishing an Initial Plan/Outreach – event?
* Employer Guide to Services
* Third Party Agreement
* Serve as the point person for promoting employer internship opportunities

**12:00 pm – 1:30 pm Working Lunch with Reps from each Campus**

* Brainstorming Ideas

**1:30 – 2:00 Student Appointment**

* Meeting with student
* Debrief after meeting to answer questions, etc.
* Discuss partnering with faculty in directing students to internships

**2:00-3:30 Event Coordination**

* Review Monthly Event tentative schedule
* Survey (using SurveyMonkey) current students at each satellite location to determine the greatest programming needs and to prioritize programming
* Brainstorm Equipped to meet the needs to students from each satellite campus
* Locate and schedule appropriate employer partners to provide feedback and training to students to include, but not limited to the following:
  + Resume Reviews
  + Professional Dress Critiques and/or Education
  + Mock Interviews
  + Mini-Mock Interviews
  + Etiquette Training
  + Job Search Techniques
  + Professional Communications
  + LinkedIn How-To & Reviews and/or Additional Social Media

**3:30-5:00 Passwords & Programs**

* Skype
* Go To Meeting
* SurveyMonkey
* Focus 2 Assessment Tool

**Thursday, April 10th**

**8:30 – 9:00 Review of First Day**

* Answer questions
* Provide additional resources as necessary

**9:00 – 9:30 Review Emails & Publications**

* Review content for new Resume Workbook
* Review content for Job Search Toolkit, etc.

**9:30 – 10:00 Discuss Outreach Overview**

* Work with Career Center student assistants to expand current “Top Employers” lists for each location
* Become a member and/or attend local Society of Human Resource Management local chapters meeting for continued employer outreach
* Become a member and/or attend local university consortium meetings and advertise consortium job fairs and other career related events to our students
* Become a member and/or attend any other career/professional related organizational meeting as deemed appropriate

**10:00-12:00 MBTI**

* Register for MBTI Workshop on Retention
* Discussion of Retention Needs
* Discussion of Retention Numbers and Your Role
* Assist in collection, tabulation and analysis of outcomes information for students and other stakeholders.
* Provide a full spectrum of career advising services to students and alumni including assistance with defining career options, developing employment skills, and job-search procedures.

**12:00-1:00 Lunch**

**1:00 – 2:00 Collecting Internship Information –**

* How we collect data
* Where the data is kept
* Ideas for increasing student participation
* Internship Round Up
* Maintain accurate records of students completing internships each semester

**2:00 – 3:00 Warrior Jobs**

* Overview & time to play with system
* Maintain and update employer database

**3:00 - 4:00 Overview of Website and Resources for Students**

* \*Note- this will be slightly changing in a few weeks when new site is launched\*

**4:00-4:30 Time to Read Mind Tools Part 1**

* Complete Questions on page 6

**4:30-5:00 Building Competence: Getting up to speed in your new role**

* Complete exercise on page 10
* Talk with Cindy about your expectations for orientation and first 90 days