

June 2023 SCE Career Services Activities



Student Activities	Student Name	Program	Summary of Activity	Outcomes (if applicable)
	STV Alumni	Winter 2023 Office Skills, Spring 2023 MA, Spring 2023 PTA	06/01/23: Sent an email to all new completions with a link to the new Alumni Survey with the purpose of tracking program outcomes.	Have received 7 responses so far. Will follow up again in a couple of weeks.
		ESL	06/12/23: Student did not show for their appointment.	Followed-up with student to reschedule, but no response.
		Personal Care Aide (Alumna)	06/12/23: Student called to reschedule her appointment.	Rescheduled for June 26th.
		ABE (Computer Literacy & Keyboarding)	06/12/23: Coached student on enrollment into an STV certificate program discussing options and reviewing labor market data. Assisted student with updating her resume.	Student is considering enrollment into Office Essentials or Accounting and will review the info provided before making a decision.
		ABE (Computer Literacy & Keyboarding)	06/13/23: Assisted student with LinkedIn tips and virtual job interview preparation. Also coached student on enrollment into an STV program. Student is interested in the accounting program. Informed student that the course was close to being full so he'd need to apply as soon as possible.	Student will consider taking the interview skills workshop. Student will also consider enrollment into the accounting program.
		ABE (Computer Literacy & Keyboarding)	06/13/23: Assisted student with developing his resume. Student is currently employed and taking computer classes with ABE, but he is seeking a maintenance position at a college.	Student is satisfied with his updated resume and will begin submitting applications.
		Winter 2023 Office Skills, Spring 2023 MA, Spring 2023 PTA	06/15/23: Sent a follow up email to all students who have completed an STV program Winter 2023 Office Skills, Spring 2023 MA, Spring 2023 PTA with a link to the new Alumni Survey with the purpose of tracking program outcomes. Reminded students to please complete the survey and that staff would be reaching out by phone if not completed.	Have received an additional 1 response so far.
		Pharmacy Tech Summer 2023 cohort	06/20/23: Conducted a presentation for pharm tech students to introduce myself and discuss the available career services. Provided instructions on booking appointments and shared workshop calendar.	Emailled presentation to Amy after presentation to share with students for later reference.
		ABE (Computer Literacy & Keyboarding)	06/20/23: Assisted student with developing his resume. Student is currently taking computer classes with ABE. Student has a degree in accounting from his prior country, but no relevant work experience in the U.S.	Made updates to students resume to correct formatting, fix typos, and highlight his accounting related skills.
		ABE (Math)	06/21/23: Student emailed CSS to request a meeting. Provided a link to appointment calendar to schedule at her convenience with instructions.	Students has not yet scheduled.
		Personal Care Aide (Alumna)	06/26/23: Student completed the PCA program prior to the pandemic. Student has been working in a coaching role for individuals with disabilities and loves her job, however, she is anticipating cuts to her hours and would like a part time gig as a caregiver to supplement her income. Assisted student with setting up an orientation with IHSS and printed the application for student. Also assisted student with researching the process to register as a home care aid in CA.	Student will review info and keep CSS in the loop of her progress.
		ABE (Computer Literacy & Keyboarding)	06/27/23: Assisted student with developing his resume and to prepare for an upcoming interview. Student is currently taking computer classes with ABE. Student is seeking employment in logistics. Suggested student to look into the STV Logistics Tech program.	Student will consider registering for the Logistics Tech program. Student will keep CSS in the loop of his job search.
			06/28/23: Met with student to assist with career exploration. Student is currently enrolled in Pharm Tech and eventually plans to attend UC Irvine where she wants to study chemistry. Coached student on related career options and pathways from Pharm Tech. Review labor market information. Encouraged student to conduct self-assessment and provided her resources for interest, values, and skills assessments.	Student to complete self-assessment and follow-up with CSS if she wants guidance to review results.
		Pharmacy Technician		

Outreach	Event Name	Date/Location	Summary of Activity	Outcomes (if applicable)
	Pomona AJCC	06/07/23 at Pomona AJCC	Worked at the AJCC from 8am to noon. Presented STV programs at the AJCC virtual orientation.	11 customers in attendance at AJCC Orientation. Increased awareness of SCE and STV programs to AJCC customers/staff.
	SPA 3 Employment Service Providers Meeting	06/13/23 via Zoom	Quarterly collaborative meeting focused on Employment and Educational opportunities in SPA 3: Resources, upcoming events, sharing organizational updates, and network with other service providers.	Promoted upcoming STV programs to increased awareness of SCE and STV programs.
	Pomona AJCC	06/14/23 at Pomona AJCC	Worked at the AJCC from 8am to noon. Presented STV programs at the AJCC virtual orientation.	8 customers in attendance at AJCC Orientation. Increased awareness of SCE and STV programs to AJCC customers/staff.
	Pomona AJCC	06/21/23 via Zoom	Unable to work from AJCC site today due to hiring event, however, CSS was able to log into the virtual AJCC orientation to promote programs.	5 customers in attendance at AJCC Orientation. Increased awareness of SCE and STV programs to AJCC customers/staff.
	Pomona AJCC	06/28/23 via Zoom	Unable to work from AJCC site today due to hiring event, however, CSS was able to log into the virtual AJCC orientation to promote programs.	5 customers in attendance at AJCC Orientation. Increased awareness of SCE and STV programs to AJCC customers/staff.

Employer Activities	Employer Name	Date/Location	Summary of Activity	Outcomes (if applicable)
	Penn Mar Therapeutic Center (Raymond Dimla)	06/15/23 via email	Employer is interested in hiring our CNA students.	Shared the opportunity with Suzanne and requested she share with her students. Inquired whether she thought it would be beneficial to invite Penn Mar to make a presentation to the students. Suzanne declined stating she used to have facilities come into class, but it became too hard to manage. She also mentioned that in the past, students would not stay after class for hiring events. Suzanne is interested in the potential for clinical site placement. CSS emailed employer to discuss.

Employer	Team Select (ESGV AJCC)	06/21/23 in 40-140	In partnership with ESGV AJCC, hosted employer, Team Select who is hiring CNAs and LVNs. CSS coordinated the room reservation, parking permits, and promoted to Mt. SAC students and staff. Discussed the possibility of low attendance with ESGV staff since we do not currently have an LVN program.	No attendees
	Right At Home (ESGV AJCC)	06/28/23 in 40-140	In partnership with ESGV AJCC, hosted employer, Right At Home who is hiring CNAs and caregivers. CSS coordinated the room reservation, parking permits, and promoted to Mt. SAC students and staff.	3 attendees

	Workshop Name	Date/Location	Summary of Activity	Outcomes (if applicable)
Workshop	Resumes, Cover Letters, & Interview Skills Workshop for EST students	06/02/23 in 28B-312	Facilitated a combined resumes, cover letters and interviewing workshop for the Spring 2023 EST cohort.	15 students in attendance. Followed up with copies of the presentation and resume/cover letter templates for student use.
	Resumes and Cover Letters Workshop	06/05/23 in 30-111	Facilitated an in-person workshop to prepare students to write effective resumes and cover letters.	0 students registered, 4 students in attendance. Followed up with copies of the presentation and resume/cover letter templates for student use.
	Interview Skills Workshop	06/12/23 in 30-111	Facilitated an in-person workshop to prepare students to write effective resumes and cover letters.	4 students registered, 3 in attendance. Followed up with copies of the presentation for student use.
	LinkedIn 101 Workshop	06/20/23 via Zoom	No attendees. Workshop cancelled.	0 students registered, 0 students in attendance.
	Career Exploration Workshop	06/26/23 in 30-111	Facilitated an in-person workshop to instruct students on career exploration to include: self assessment, research, labor market information, and goal setting.	0 students registered, 3 students in attendance. Followed up with copies of the presentation for student use.

	Other Activity	Date/Location (if applicable)	Summary of Activity	Outcomes (if applicable)
Other Activities	GPS Career Readiness Task Group	06/01/23 via Zoom	Attended in the ongoing Career Readiness Task Group. Discussed career services and guided pathways updates.	This will be the final meeting of the school year. Reviewed goals for next year and confirmed changes to career hub.
	Career Services slide for Faculty Meeting	06/01/23 via PowerPoint	Developed a slide to promote career services to faculty during the Spring meeting.	Reintroduced career services to faculty to include a menu of services, setting up appointments, and offers to visit classrooms and host hiring events.
	MA Registration Meeting	06/06/23 in 40-104B	Met with STV staff to discuss the updated registration process for the Fall 2023 MA.	CSS learned the new application and registration process and can inform students accordingly.
	Spring 2023 STV Faculty Meeting	06/06/23 via Zoom	Attended STV faculty meeting to learn about program updates and to present on career services.	CSS encouraged faculty promote career services to students and offered to do workshops if their programs don't have career development embedded. Also offered to conduct hiring events.
	EAB Navigate Training	06/06/23 in 40-104B	Reviewed new appointment booking tool.	Reviewed additional Navigate features. Discuss whether CSS will use Navigate or Handshake.
	Career Services Reports	06/07/23 via Excel	Caught up on career services reports.	Submitted February-May 2023 reports to Diana.
	Promoted Team Select hiring event	06/09/23 via email	Shared a flyer promoting an in-person hiring event with Team Select Home Care hiring CNAs and LVNs in partnership with the ESGV AJCC.	Promoted event to student facing SCE staff, faculty, and counselors, as well as, the campus career center to increase awareness ensuring staff/students are informed.
	PIE Data	06/13/23 via email	Submitted career services activities that contribute to STV notable achievements and external and internal conditions analysis.	Emailled to Diana.
	WorkforceGPS Webinar: Breaking Barriers for Returning Citizens	06/13/23 via Zoom	Attended a webinar discussing job search strategies for returning citizens.	CSS learned new techniques and programs available to support justice involved individuals. Also learned strategies for job development.
	SCE Parking Permit Overview	06/14/23 via Zoom	Attended training to learn about the new parking permit process for staff and students.	CSS can guide a student to submit their information.
	Week 3: Social Media for Job Search Strategist training	06/15/23 via Zoom	Participating in a 4 week training facilitated by Career Thought Leaders to become certified as a social media strategist. Weekly classes and homework assignments.	Learning strategies and tools to better assist students utilize social media for job searching. This week focused on Instagram, TikTok, Twitter, and others.
	Promoted Right At Home hiring event	06/20/23 via email	Shared a flyer promoting an in-person hiring event with Right At Home hiring CNAs and Caregivers in partnership with the ESGV AJCC.	Promoted event to student facing SCE staff, faculty, and counselors, as well as, the campus career center to increase awareness ensuring staff/students are informed. Shared with HCRC coordinator, Virginia Villegas, who agreed to post in the resource center and share with Mt. SAC nursing and psych tech students. Also shared with STV CNA and PCA alumni.
	Updated STV flyer and slide for AJCC presentation	06/22/23 via PP and email	Updated info with current programs and links to new website.	Emailled to Jess at MCS. Emailled flyer to Diana and Felicity for review.
	Week 4: Social Media for Job Search Strategist training	06/22/23 via Zoom	Participating in a 4 week training facilitated by Career Thought Leaders to become certified as a social media strategist. Weekly classes and homework assignments.	Last session. Learning strategies and tools to better assist students utilize social media for job searching. This week focused on goal setting strategies. CSS needs to complete homework then will receive certificate.
	Meeting with career center staff	06/22/23 in 40-138	Met with CSS team from Mt. SAC career center. They inquired into whether SCE has AI software for resume development. Informed them that we don't, but shared the resources I have been using with students to include Jobscan, ChatGPT, and Lightcast. Let them know I met with Jobscan recently but the tool is costly.	Career center CSS staff are pushing to purchasing a resume optimization tool for students. Requested they keep me in the loop of their research and I'd do the same.
	SAFAL Partners: Technical Tips for Convening Stakeholders for Registered Apprenticeship	06/27/23 via Zoom	Attended the monthly technical assistance call with SAFAL to gather additional apprenticeship information.	Learned strategies to start the process of convening stakeholders to build Registered Apprenticeship programs. Technical tools and tips will be provided to make convening stakeholders easy in order to increase the capacity of the workforce system to build and expand RA programs.
	Mirrored Courses and Articulations training	06/27/23 via Zoom	Attended training facilitated by Mt. SAC SCE staff on mirrored courses and articulations.	CSS learned about: Mirrored courses basics, Mirrored curriculum, Implementation & scheduling, Faculty requirements, Benefits, Challenges, Articulation agreements & process.
	Promoted Logistics Technician program	06/28/23 via email	Shared flyer and program information for upcoming STV Logistics Tech program.	Emailled to career center staff, Guided Pathways team, REACH, Rising Scholars, HSO/Community Engagement, Pomona AJCC, ESGV AJCC, and SPA 3 group
	Promoted Career Services Workshops	06/28/23 via email	Created and shared a flyer promoting an in-person/virtual workshops for the month of July.	Promoted workshops to increase awareness ensuring staff/students are informed.
	Harnessing the Power of AI for Workforce Development training	06/28/23 via Zoom	Attended a webinar hosted by Career Team addressing AI tech and workforce development.	Learned strategies to incorporate AI in workshops and in daily job duties.

	Handshake Implementation coordination	06/29/23 via email and Handshake platform	Emailed key Handshake stakeholders to coordinate the implementation meeting with our relationship manager, Amy Hendrickson. Provided links to resources for team to review and created staff accounts for team members.	Emailed and created accounts for career center staff, financial aid staff, work experience staff, IT staff, and Strongworkforce staff.
	DAS Apprenticeship CAS Registration training	06/29/23 via Zoom	Shelly and I attended a meeting with DAS advisor, Kelenia, to learn the apprenticeship agreemnt form and review the online portal.	Kelenia reviewed the agreement form, but felt we did not yet need to review the online portal until we had an apprentice to enter.