

## CAREER CENTER ANNUAL REPORT 2014-2015

*Submitted by Patricia Counihan, Director June 5, 2015*

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### EXECUTIVE SUMMARY

#### Scope of Activities

The Career Center has had another busy year. The economy and the job market have continued to show signs of improvement and this is reflected in our increased level of activity with employers. This year there has been a huge increase in the number of job listings (from 2413 in FY14 to 3037 in FY15) and the number of companies recruiting on campus increased by 4 (from 39 companies in FY13 to 43 companies in FY14). In addition, we experienced increased requests for interview space by students who had Skype or telephone interviews scheduled with employers who chose to interview students at a distance rather than travel to Orono. This year (FY15) 44 companies conducted telephone interviews with students and 25 companies conducted Skype interviews with students; students used the recruiting rooms to participate in long-distance interviews. The number of employers participating in our job fairs increased or remained fairly consistent; 91 employers attended the Engineering Job Fair (compared to 72 last year, an increase of 26%) and 121 employers attended the Career Fair (compared to 126 last year, a decrease of 4%). This year saw 381 students participate in on-campus interviews (compared to 292 last year); 772 students attended the Engineering Job Fair (compared to 832 last year) and 768 students attend the all-majors Career Fair (compared to 950 last year). The quality of these fairs continues to be strong and participating employers and students evaluated the fairs as extremely beneficial.

Overall, student participation in career services has continued to be quite high; a total of 6,118 students participated in either individual or group offerings. 1,937 students engaged in individual appointments for career counseling, resume critiques, job/internship help, Maine Mentor Program referrals, Maine Mentor meetings, or graduate professional school assistance. 4,181 students attended classroom presentations, workshops and programs in residence halls or student organization meetings. We reached 771 more students this year compared to a year ago.

Students and employers continue to rely on technology for assistance with career information and internship/job postings. CareerLink, our electronic career management system, has been utilized extensively by students; 4,034 students used the system this year and a total of 3,037 jobs were posted by employers. Our Career Center website: [www.umaine.edu/career](http://www.umaine.edu/career) was visited by 119,951 individuals between June 2014-April 2015. Our online career exploration/self-assessment tool, FOCUS, was used by 630 students with 1,500 logins between May 2014-April 2015.

It appears students are more inclined to attend group programs and/or access our services online rather than meet with a staff member individually. In addition, social media has become a primary means for students to learn about events and job opportunities offered by the Career Center.

#### Trends and Observations

Economic recovery continues to occur as evidenced by the increase in job postings this year (3,037) compared to last year (2,413). However, it seems that both employers and students continue to subscribe to the "just in time" method of posting and seeking jobs. Many employers post jobs with short deadlines and are disappointed when they receive few applications; many students do not update (or write) their resumes until there is an immediate need for one, then they are disappointed if they cannot receive immediate help from a counselor. Providing walk-in hours for students for quick questions (including quick resume reviews) and encouraging employers to extend their deadlines and build their own schedules have helped manage this just-in-time method of hiring.

An issue the Career Center has continued to address and focus on this year is the need to educate students on professionalism. Students report that they honestly never learned the soft skills and professional practices that are essential to be successful in their careers and they are open to learning about such professional etiquette practices as writing thank you notes, turning off cell phones during appointments, and responding to emails in a timely fashion. The Career Center now has a packet of materials (an “Etiquette Tips & Pointers” booklet, handouts on etiquette topics and a Powerpoint presentation) that we have used in delivering presentations to academic classes and infused with other job search presentations to educate students on the importance of professionalism in the workplace. Even small things like having a small sign in each office reminding students to turn off their cell phones during their appointments and sending emails to students who do not show up for appointments and interviews, letting them know that it is important to notify the office ahead of time if they can’t make an appointment, and to send a written apology within 24 hours if they do not show up, has helped educate students about the importance of professional behavior.

Effective communication with students continues to be a challenge. We find that students do not seem to respond to their emails quickly (if at all) and seldom return or make phone calls. This is problematic for the Career Center as often the communications we make to students involve time-sensitive information such as deadlines for applying for jobs or internships. Our challenge has been to discover alternative methods for communicating with students so that they are fully informed of opportunities and do not miss out. One response to this that has been somewhat effective has been to actively use social media and direct email alerts to notify students about programs and opportunities.

This year has been full of special career events, presentations, student appointments, and lots of activity. The Career Center continues to be engaged in events and programs that benefit UMaine students by adding the career development perspective. Some examples of programs and events that the Career Center collaborated on include an International Careers Panel, the Diplomat in Residence Program, the Alumni Association Etiquette and Networking Events, various programs in collaboration with Multicultural Student Life, Pride Week and Veterans’ Week events.

Our two major fairs: the Engineering Job Fair and the all-majors Career Fair, continue to draw hundreds of employers and students and provide many internship and full-time job opportunities. These fairs are an excellent way to educate students about careers and they bring together students, employers and faculty with outstanding outcomes. Approximately 40% of the participating employers are UMaine alumni and they enjoy returning to campus each year. This year saw a 26% increase in the number of employers attending the Engineering Job Fair. The Career Fair was snowed out for the first time ever this year, but we managed to reschedule it for two weeks later and all but 5 employers were able to participate on the new date. Over 750 students attended the Career Fair, an excellent turnout.

As we look ahead to 2015-2016, we will be identifying new and innovative ways to deliver services that will meet the needs of our students while reconfiguring staff roles. We will have a new Director, Crisanne Blackie, due to the retirement of Patty Counihan and a new Graduate Assistant, Lisa Dezso, due to the graduation of Shelby Saucier. We are pleased our succession plan has been implemented with the promotion of Crisanne from Associate Director to Director; Crisanne has the experience and the expertise to lead the Career Center into FY16 and beyond. Patty is leaving the University of Maine after 34 years of experience in the UMaine Career Center. The Career Center staff remains committed to providing quality career services and collaborating with colleagues within Student Life and throughout the campus community to reach as many students as possible to help them explore, experience, develop and achieve their career goals.

***The Career Center is a proud member of The Division of Student Life, University of Maine.  
Robert Q. Dana, Vice President of Student Life and Dean of Students***

Patricia Counihan, Director  
Crisanne Blackie, Associate Director/Health & Legal Professions Career Specialist  
Kate Axelsen Foster, Assistant Director  
BJ Roach, Career Counselor  
Sam Kunz, Career Counselor  
Cindy Trimm, Career Services Coordinator  
Janice Madore, Administrative Specialist  
Sean Sibley, Graduate Assistant  
Shelby Saucier, Graduate Assistant

Lisa Dezso, Career Assistant  
Emily Ladderbush, Career Assistant  
Shannon Maguire, Career Assistant  
Valerie Parker, Career Assistant  
Lilly Shamlian, Career Assistant  
Kathleen O’Toole, Career Assistant  
Vivienne Tulloch, Career Assistant

**KEY PROGRAM AREAS/SERVICES WITHIN THE CAREER CENTER**

**Career Counseling**, including career exploration, choice of major, choice of career, internship prep, job search strategies and career and/or graduate school decision-making

**Career Assessments**, formal, informal, and online

**Career Resource Library**, books, handouts, and internet subscriptions and links on our website

**Career Fairs**, including the campus-wide Career Fair, the Engineering Job Fair, and the Health Professions Career Day

**Classes/Seminars/Workshops** for academic classes, student organizations and on-campus residents

**Specialized Career Programs**, such as alumni career panels and networking/etiquette dinners

**Resume Reviews**, ranging from first-time resume writers to PhD candidates crafting a curriculum vitae

**Mock Interviews**, to help students rehearse for job and medical school interviews

**Maine Mentor Program** involving alumni career mentors providing job shadowing and advice for students

**Web-based Services**: UMaine Career Center website and CareerLink

**Job/Internship Listings**

**On-campus Recruiting/Job Interviews**

**Health & Legal Professions** advising

**Graduate/Professional School** advising and resources

**Alumni Career Services**

**POINTS OF PRIDE**

- Career Center staff delivered career-related presentations to 4,181 students in academic classes, honor societies, student organizations and fraternities/sororities.
- Director Patty Counihan was invited to write an article for the May 2015 Maine Policy Review journal. The article is on the topic of humanities majors and careers. Publication date is May 29, 2015.
- Achieved the Gold Level rating by the national organization Out for Work for providing quality career services for our UMaine LGBT community.
- Coordinated a delegation of distinguished UMaine students to attend the Maine State Chamber of Commerce annual banquet in Augusta featuring a gubernatorial forum with candidates Paul LePage, Mike Michaud, and Eliot Cutler. These UMaine students represented the university extremely well.
- Sponsored and coordinated visits by Tufts Medical School, University of Rochester Medical School, Dalhousie Dental, New England College of Optometry, University of New England and Husson University.
- Hosted a visit to the Career Center by distinguished alumnus Peter Madigan, who met individually with students to mentor them and offer advice on relocating and working in Washington, DC.
- Coordinated and hosted a presentation on Careers with the U.S. Department of State by Mary Beth Leonard, Diplomat in Residence for the New England Region. Over 70 students from a wide range of majors attended.
- Expanded the Maine Mentor Program to include new mentors, match a record number of students with mentors, and partnered with the Division of Lifelong Learning to recruit mentors for their students. Examples of new mentors include individuals in occupational therapy, development, US Navy Operations, the Cohen Group and a policy analyst in the Office of Management and Budget, Executive Office of the President.
- Continued the successful MOM (Medical Outreach Maine) program by building on the established partnership with Tufts Medical School students, offering the program in Waldo County, and receiving 100% funding for the program through a lodging donation from Athenahealth and financial backing from PCHC and the Maine AHEC network.
- Offered GoingGlobal for a sixth year with shared funding between three UMaine departments. GoingGlobal is a comprehensive internet-based resource that offers access to international career resources including worldwide job openings, internship listings, industry profiles, and country-specific career information.
- Hosted the eighth annual Health Professions Career Day, with the largest student turnout yet. Increased professional school recruiter visits and achieved full sponsorship for the program from outside funding sources.
- Successfully marketed and prepared 2 sophomores to apply to the competitive Tufts Early Assurance Maine Track program. Results are pending as of May 14, 2015. Since this program's inception in 2007, 14 University of Maine students have been accepted into this highly competitive program.
- Continued an active, engaging Career Center presence on Facebook, Twitter, Pinterest and LinkedIn.
- Continued to build employer recruiting relationships via phone calls, emails, seminar participation, campus visits and by providing excellent customer service to meet their hiring needs, essential during these economic times.
- Continued to offer Walk-in Hours for quick questions, and offered resume critiques and "walk-in" appointments with a counselor using Skype and Google docs.
- Delivered career development workshops for the Explorations, Foundations, and Academic Recovery Programs to assist students who are undecided or at academic risk with their career exploration and decision-making.

- Staff members participated in the Old Town elementary school Career Fair and the Hermon High School Career Day.
- The Career Center staff has embraced a huge shift in decreased funding over the past seven years and has stepped up fundraising efforts in order to provide needed services and programs.
- A cost-effective in-house professional development effort this year resulted in various activities offered within the Career Center for our professional staff. A semester-long weekly career seminar series focused on a variety of career-related topics. Other examples included many free webinars offered by experts via professional organizations, and Career Cafes offered through the Maine College Career Consortium and held in Bangor or Orono.
- Career Center staff, by invitation, provided professional development programs for UMaine faculty, staff and students. Examples included the LAS Advising workshop, the College of Education and Human Development Professional Development Day for student teachers, and the LinkedIn workshop for the School of Forest Resources.

### **CAREER CENTER SUMMARY: BUDGET, SCOPE AND SATISFACTION**

#### ***Exploring, Experiencing, Developing and Achieving Career Goals***

- On a very limited operating budget, the Career Center supports all students, both undergraduates and graduates, with every phase of their career development. The base budget (excluding salaries) for the Career Center in FY15 is \$9,256, which covers 13.3% of our operating costs.
- Data from 2014-2015 show the following:
  - 4,181 students attended presentations
  - 1,987 individuals met with a career counselor
  - 119,951 hits to our website
  - 212 employers visited campus for career fairs
  - 1,540 students attended the career fairs
- Entrepreneurial efforts generate income from career fair sponsors, advertising sales and registration fees. This income generation covers 86.7% of our operating costs.
- Delivers presentations to academic classes (127 classes in 2014-2015) through faculty invitations, including the majority of first-year seminars in all colleges. Follow-up assignments from these classes include meeting with a career counselor, completing career assessments, conducting career research using the Career Center library or participating in mock interviews or resume critiques with Career Center staff.
- Offers consultation and support for student organizations, other campuses of the University of Maine System and statewide organizations such as the Maine College Career Consortium and the Maine Chamber of Commerce.
- Reports 96% satisfaction rate based on a student satisfaction survey (2009-10). The next student satisfaction survey will be scheduled and conducted in the near future.
- Reports 100% satisfaction rate based on employer satisfaction surveys (2014, 2015).

**UNIVERSITY OF MAINE CAREER CENTER GOALS FOR 2015-2016**

- Reconfigure staffing responsibilities and priorities in light of the retirement of the Director, the promotion of the Associate Director who handles Health and Legal Professions responsibilities to the Director position, and the hiring of a STEM career consultant for a fixed-length position.
- Continue to create greater accessibility for students and quick responses to their needs. This includes increased walk-in offerings, increased outreach programs using a “Careers to Go” approach, and designing and posting on-line career development workshops using Blackboard technology.
- Continue to implement innovative ways to publicize and market Career Center services utilizing social media and other technology, to include adding a CareerLink mobile app, increasing our LinkedIn presence, and adding a Twitter feed to the Career Center website. This includes updating and streamlining marketing materials.
- Add a peer advising program (for career development issues) and a health peer advising program to meet the needs of first and second-year students.
- Review and develop strategies for expansion of our internship offerings and contribute to the ongoing efforts of the Flagship Internship Program committee to develop and implement the University of Maine Flagship Internship Program.
- Collaborate with Student Employment on job development and conduct employer surveys to gather employment data, which will be useful in helping students and designing services to meet their needs.
- Reconfigure the medical mentoring program, a component of the Maine Mentor Program. Continue to recruit new mentors for the Maine Mentor Program and increase the number of students using the program.
- Ensure that Career Center staff participate in professional development activities throughout the year.

## **Annual Report for the Health and Legal Professions Office 2014-2015**

Submitted by Crisanne Kadamus Blackie, Associate Director

### **Introduction**

Health and Legal Professions students continue to frequent the Career Center. Many prefer to have appointments once a semester as a check-in and then often weekly during the application time. Walk-in hours are very effective for this population due to their demanding academic schedule. I continue to meet with students in person as well as utilizing distance-counseling venues, small group workshops and classroom presentations.

### **Trends**

Our strong relationship with our alumni has been helpful as approximately 50% of our students applying to medical school are alumni and approximately 2/3 of our students applying to law school are alumni. Our alumni find taking a “gap year” as a helpful time to develop new skills, spend time researching, volunteering, working or traveling. 2015 is the launch year for the “new” MCAT. The new MCAT is 3 hours longer, tests on biochemistry and behavioral sciences in addition to the biology, physical sciences and verbal sections. We do not know the full impact of this change yet. We do know that it has impacted application readiness as many students are waiting to apply or have been unable to secure an early testing date.

### ***Tufts Maine Track Program***

Questions about The Tufts Early Assurance Program are among the most frequently asked questions on Open House and Accepted Student Days. This program continues to draw students to the University of Maine. The first students who were accepted into this program are now graduating medical school; Aaron Perreault has accepted a residency in internal medicine at Camp Pendleton in California and Jonathan Pelletier has accepted a residency in pediatrics at Duke.

### **Medical Outreach Maine**

This was the second year in our new partnership with Tufts Medical School Maine Track Program. We had 4 medical students join the 10 University of Maine students for the MOM trip in Waldo County. We received full sponsorship for this program through The Maine AHEC Network, Penobscot Community Health Center, Athena Health, Tufts Medical School, and Seaport Family Medicine. The total cost of the program is just shy of \$7,100. Students spent 4 days in Waldo County. The activities included blood pressure screenings, dental outreach programs with children, high school visits focusing on aspirations, a tour of Athena Health and learning experiences around naturopathic medicine. Plus student had an opportunity learn about rural health through participating in a dinner discussion with a physician and author, Dr. Loxterkamp.

This May we will have 5 medical students join 10 University of Maine students to continue with outreach programs in Waldo County. We have also partnered with the Waldo County public health nurse to be able to assist school nurses and offer dental education and lime disease awareness programming to elementary school children in addition to high school visits and blood pressure screenings.

### **Health Professions Career Day**

The Health Professions Career Day was fully sponsored by the Maine AHEC Network and the University of Maine Student Government. This program was well attended with over 70 students participating. In addition to health care providers, students were able to meet with admissions representatives from University of Rochester Medical School, Tufts Medical School Maine Track Program, New England College of Optometry and Husson University. Our keynote speaker this year was Dr. Shelly Cohen

Konrad, Director of UNE's Center for Excellence in Interprofessional Education. The cost of the day was approximately \$900.00, which was paid for by Penobscot Community Healthcare/ AHEC grant and the University of Maine Student Government.

### **Health Professions and Pre-Law Club**

The Health Professions Club is a very active and strong club with regular meetings throughout the year. The Pre-Law Club continues to meet regularly and has made a concerted effort to attend other campus offerings related to law as a group. We are transitioning this year to have the Pre-Law Club work primarily with Sam Kunz in the Career Center.

### ***Application Statistics for applicants, entering professional school in 2013***

#### ***Medical***

The entering class of 2015 has a choice of the standard composite letter written by a member of the Health Professions Committee, a letter packet or of asking individual professors for recommendation. There is not requirement for them to meet with an advisor or myself. Therefore, some students applied without working with the Health Professions Office.

Data is self-reported and complete information will not be available until the end of June.

- 17 students applied to medical school
- As of mid May, the reported data yields 11 acceptances. Data is not conclusive on the remaining students
- Averaged combined GPA = 3.65

#### ***Dental***

- 6 students applied to dental school
- 4 reported back acceptances, 2 are on waitlists

#### ***Optometry***

- We continue to have a strong partnership with New England College of Optometry with our 3+4 program. The admissions representative visits campus yearly and meets with current and potential applicants on campus.

### ***Other Health Professions Programs***

We also had students apply to programs in chiropractic, pharmacy, veterinary medicine, public health, and as physician assistants.

#### ***Gilbert Loan***

Medical, dental and veterinary students are able to take advantage of our Gilbert Loan program. The Gilbert Loan Committee will meet in June to determine loan amounts.

### ***Test Prep Courses***

Kaplan Test Prep continues to offer review courses at discounted rates for all graduate school tests. The courses are live and online with a multitude of course start times. This program is a huge cost savings to our students. Everyone who takes a test prep course with Kaplan receives a discount with our pre-med students receiving a \$500 discount. The Gilbert Loan fund continues to be able to pay \$500 per MCAT prep course, which lowers the MCAT prep course to the equivalent of all others, approximately \$1000.

#### ***Outreach***

- Recruitment visits for this year included: Dalhousie Dental, University of New England, New England College of Optometry, University of Rochester, and Tufts Medical School Maine Track program.

- For law school, we had a well-attended campus visit from University of Maine School of Law plus students traveled to the Graduate School Fair in Waterville.
- I meet with students in small groups, classrooms, club meetings, open houses and orientation. Many of my students come to me via student and faculty referrals. I meet regularly with faculty to provide them with information that is helpful to share when working with students.
- The INT 200, "Introduction to Health Professions" course was taught in the spring by Janice Pelletier, MD and myself. This year we continued with a service-learning component and promoted a professionalism component.

### ***Income Generation/ Cost Savings***

- The Gilbert Loan program offsets the cost of the MCAT Review Course for our students. This fund contributes \$500 per MCAT student.
- Sponsorship for the Health Professions Career Day of \$900.00
- Eastern Maine AHEC, Penobscot Community Health, Athena Health, Seaport Family Medicine and Tufts University School of Medicine has subsidized the Maine Outreach Maine program and has contributed approximately \$7,100 to this program which includes a full week program in Waldo County (lodging, food, travel expenses, t-shirts etc.) and funding for local year round outreach programs.

### **Health Professions Scholarships**

Our Health Professions Committee continues to advocate for this office and our students. This year Francois Amar, Sherrie Weeks and I awarded over \$70,000 in scholarships to health profession students.

### **Pre-Law Program**

Information is primarily provided electronically to pre-law students. The Pre-Law folder on First Class serves as a one-stop location for information. The Pre-Law website was updated and pre-law information was included on the Career Center's blog, twitter, Face Book and Pinterest accounts. Since the vast majority of pre-law applicants are alumni, most contact with them occurs via email or phone. In addition, pre-law students are encouraged to utilize Kaplan Test Prep for LSAT prep work. In addition, Sam Kunz has been working closely with pre-law students.

### **Law School Application Statistics/ Summary**

The majority of our students, 63%, who apply to law school are alumni. In 2014, 100% of students, who reported and applied directly from undergraduate school were accepted. The University of Maine School of Law continues to be the most likely school of choice however; other acceptances include Boston University, Boston College, Loyola University Chicago, Northeastern University, Suffolk University, New England Law, Catholic University, University of Oregon and University of Vermont.

## **Employer Relations/ Recruitment Report 2014-2015**

Submitted by Kate Axelsen Foster, Assistant Director/Employer Relations

### **Employer Recruitment**

The fall began with a full recruiting season for accounting majors. I reached out to accounting firms earlier than usual to invite them to recruit through on-campus information sessions, interviews, and advertise their open houses. These nine employers included: Albin, Randall & Bennett; Berry Dunn, Baker; Loiselle, Godwin & Hinds; MacPage; Newman, & Noyes; Otis Atwell; Purdy, Powers & Co.; Runyon, Kersteen & Ouellette; and TMATT Tax.

Engineering firms hold information sessions the night before the Engineering Job Fair in the fall. I also reached out to these companies earlier than usual, to invite them to recruit through on-campus information sessions, interviews, and advertise their events. These seven employers included: Analog Devices; General Dynamics/ Bath Iron Works; Kiewit Infrastructure; POWER Engineers; Procter & Gamble; Texas Instruments; & TRC Solutions. I coordinated with the various Engineering student organizations to arrange for them to co-host the events, and have their members to attend. The eleven companies that held on-campus interviews the day after the fair included: Analog; CPM; Elecnor Hawkeye LLC; Ellison; General Electric; IBM; MEC/ Kiewit; Pratt & Whitney; Tata Consultancy Services; Texas Instruments; Tyler Technologies & Weatherford. Other recruiting activity throughout the fall included one-on-one meetings and phone calls with HR Representatives from Cianbro, Edward Jones, Maine Army National Guard, Peace Corps & Verizon Wireless. Twenty-two companies recruited via on-campus interviews throughout the fall semester.

The spring semester began with the Career Fair having to be rescheduled due to a storm. We reached out to all registered employers to inform them and confirmed these four employers to hold information sessions the evening before the fair: Analog, Cintas, Sherwin Williams & The New England Center for Children. The following fifteen employers contacted us to secure space for on campus interviews the day after the Career Fair: Analog Devices; Athenahealth; Boston Partners Financial Group; Delhaize/ Hannaford, Enterprise; General Dynamics; Lanco Assembly Systems; Mass Electric Construction; Omicron; Peace Corps; Reed & Reed Construction; Sherwin Williams; Tyler Technologies; Unum & Walgreens. Other recruiting activity throughout the spring included one-on-one meetings and phone calls with HR Representatives from: Athenahealth, Edward Jones, New England Center for Children, Maine Army National Guard, NexxLinx, Peace Corps, Sherwin Williams & Verizon Wireless. Contacts with RLC Engineering, Southworth, and MidSouth Engineering also allowed us to develop new recruiting relationships. Twenty-one companies recruited via on-campus interviews throughout the spring semester. Forty-three companies recruited via on-campus interviews over the academic year.

381 students participated in on-campus interviews arranged through the Career Center. In addition, 69 students also reserved the Interview Suite for their Phone (44) and Skype interviews (25) with employers at a distance. Therefore, 450 students had interviews on-campus.

### **Programs**

This position played a lead role in planning and facilitation of a LinkedIn workshop program for the School of Forest Resources in the fall. This position represented the Career Center at the AMA's Etiquette Dinner, participated in helping plan and market the Alumni Association's Networking event, and facilitated a Resume Workshop for Operation HEARTS members.

### **Class Presentations/ Faculty interaction**

Classroom workshops/ Faculty interaction included: Career Services, CareerLink, Job Search Strategies and Resume Writing workshops for Gary Schilmoeller's CHF Capstone, Sandy Caron's CHF Capstone, Phi Dunn's GEE 103, School of Forest Resources LinkedIn Workshop. Met with College of Engineering Faculty prior to the Engineering Job Fair to market event and on-campus recruiting opportunities. Met with Maine Business School Student Affairs and Alumni Relations (SAAR) Committee to discuss connecting students to mentors. I have connected with a number of faculty and administrative staff (particularly in Engineering and Business) over email, phone, and LinkedIn, allowing us to share relevant opportunities with students. The School of Forest Resources has facilitated more jobs for SFR majors being posted in CareerLink. Coordinated Marine Science Club to co-host an information session for Duke School of Marine Sciences and promoted this to the School of Marine Sciences. I also participate in the Advising Collaborative Committee, allowing for valuable contacts across campus.

**Publicity**

Coordinated various publicity efforts for recruiter visits to campus to promote information sessions and on-campus recruiting, as well as Career Center sponsored events such as the Engineering Job Fair and Career Fair. Email blasts were sent regularly to selected majors using CareerLink and faculty contact lists. Assisted in marketing the Alumni Association's Networking Event. Throughout the semester we (Career Assistants, Graduate Assistants, and I) created targeted ads for various events & information sessions. Many employers were able to send us their own ads, which followed their company's branding standards. Email blasts were sent regularly to selected majors using CareerLink and faculty contact lists. The CareerLink /Twitter Interface/Option was used to promote particular jobs and internships, in addition to promoting them through First Class Announcements & Alerts, Facebook.

**CareerLink**

Provided regular oversight and communication with employers and students using CareerLink. Reviewed employer registrations and approved internships and full time jobs. Conducted a brief CareerLink training/ overview for other staff. Just over 4,457 employers were registered with CareerLink this year. 48 companies conducted on-campus interviews. 2,944 jobs were posted; 613 of those were internships/ co-ops. 19,329 students were registered with CareerLink. Updated all of the automated system/ employer messages signatures last summer to reflect the staff/ position change. Sent over 50 targeted Job Blasts regarding selected jobs, internships, and recruiting events to over 25,000 students, faculty & administrative contacts to announce in classes, forward to students, and post in offices. (Does not account for additional messages sent by Cindy or Sean.) I also sent 8 Email blasts about the Eng. Job Fair to over 1,720 students. I sent more than 20 Email blasts for the Career Fair to over 6,200 students. (This is a conservative number, because CareerLink deletes mail queue records after 180 days. Data only includes October 3, 2014 to May 12, 2015, excluding all summer and early fall Email blasts. (Record this data at the end of each semester: July 1- Dec. 31 & Jan. 1- June 30).

(Please note: The person in this position was on leave from late Sept. until mid-January.)

## **Maine Mentor Program Report 2014-2015**

Submitted by BJ Roach, Maine Mentor Program Coordinator

This year, the Maine Mentor Program made 137 mentor matches. In total, 94 students were matched with a mentor, while some were matched with more than one mentor, accounting for the larger match number. The Mentor program collaborated with key partners on campus to increase our student reach.

During the fall 2014 semester, the Career Center partnered with Dr. Sara Walton from the College of Engineering. Dr. Walton requested connections with 14 of our mentors for her CHB 350 (Statistical Process Control) course. In this course of 70 engineering students, Dr. Walton collaborated with our mentors to provide students with a real life problem from their organization, and involved the mentors throughout the process to guide and provide feedback to the students.

We also partnered with Lori Wingo and her UST 100 course to match 5 of her continuing education students with mentors in the field. The students were assigned to connect with a mentor in the field and write a reflection about the experience. This is the second year of collaboration with UST 100.

Once again this year, many of our mentor matches came from Health Professions students and Crisanne's INT 200 course. Many students were matched through EMHS, but we also sent students to a variety of organizations including PCHC, St. Joseph Healthcare, local pharmacies and local physical and occupational therapists. In the next year, we hope to streamline the medical shadowing process with the help of Crisanne and in collaboration with Katie Petersen from EMHS and Amanda Klaussing from PCHC to reduce paperwork and decrease wait times for students to shadow.

In preparation for a collaborative effort with the Maine Business School, new print materials were created including major-specific MMP flyers, and documents outlining how students are matched along with an overview of what students can expect and should not expect from participating in the MMP. This information is helpful for both faculty members and students as it clearly outlines the purpose of the program. These materials can easily be replicated for use with every UMaine department.

For the first time this year, we decided not to send out paper surveys to the mentors. Instead, our summer work-study student will personally contact each mentor for an update and affirmation that they would like to remain in the program. One of the challenges that we faced this year was mentors not responding to requests to be matched with a student. Contacting each mentor via phone will allow us to speak with them briefly to update information, answer any questions they may have and confirm that they are still willing to mentor our students.

Overall, it was a great year for the Maine Mentor Program. With staff shortages in the fall and early spring semester we were able to maintain the number of matches facilitated by both a full time staff member and graduate assistant last year with just one full time staff member. In the coming year we hope to have an intern to assist with marketing to faculty and students and recruit new mentors.

**2014 ENGINEERING JOB FAIR FINAL REPORT**

Student attendance at the October 16, 2014 Engineering Job Fair: 772 Students

First Year- 123	Alum- 10
Sophomores- 159	Non Um/Other- 2
Juniors- 183	Walk-ins (did not sign in)- 50
Seniors- 205	
Grad Students- 40	

The 2014 Engineering Job Fair had 772 students attend, this number decreased slightly from 832 in 2013.

Here are some more points about the fair:

- This was the 12th consecutive year for our Engineering Job Fair.
- We had 15 employer sponsors of the event:
 

General Dynamics-Bath Iron Works	New England Controls
Ellison Surface Technologies	PC Construction Company
Kemira Chemicals Inc.	RollEase
RLC Engineering	SGC Engineering, LLC
Tambrands Inc., a Procter & Gamble Company	SNC-Lavalin Constructors, Inc.
Tyler Technologies, Inc.	The MITRE Corporation
BTG	VHB, Inc.
Eaton	
- This year's EJF had 91 organizations participating; this was a 26% increase in participation compared to our 2013 EJF (with 72 employers).
- 72% of our employer participants had full-time jobs to fill.
- 65% of our employer participants had internships and/or summer jobs to fill.
- Some participants came to meet our students and collect resumes to fill future openings.
- Many of our employer participants at the EJF were alumni of the University of Maine.

**ENGINEERING JOB FAIR – STUDENTS BY MAJOR**

Biological Engineering	21	Engineering Physics	15
Chemical Engineering	73	Math	2
Chemistry	1	Mechanical Engineering	186
Civil Engineering	135	Mechanical Engineering Technology	66
Computer Engineering	33	New Media	2
Computer Science	17	Physics	6
Construction Management Technology	22	Spatial Informatics Engineering	8
Electrical Engineering	60	Survey Engineering Technology	7
Electrical Engineering Technology	44	General Engineering	7

**ENGINEERING JOB FAIR – VOLUNTEERS BY CLUB**

<b>ABC:</b> Members (3), Hours (8.5)	<b>IEEE:</b> Members (17), Hours (51.25)
<b>AIChE:</b> Members (18), Hours (45)	<b>NSBE:</b> Members (14), Hours (30.25)
<b>BioE Club:</b> Members (1), Hours (2)	<b>SAE:</b> Members (12), Hours (40.75)
<b>Engineering Ambassadors:</b> Members (1), Hours (4)	<b>SWE:</b> Members (11), Hours (15)
<b>EWB:</b> Members (10), Hours (19.5)	<b>Theta Tau:</b> Members (11), Hours (36.5)

**2015 CAREER FAIR FINAL REPORT**

Student attendance at the February 11, 2015 Career Fair: 768 students

First Year- 62	Grad Students-37
Sophomores- 93	Alum- 15
Juniors- 197	Non UM/Other-12
Seniors- 264	walk-ins (did not sign in) - 100

The 2014 Career Fair had 950 students attend, this number decreased to 768 for the 2015 Career Fair.

- The UMaine Career Fair is the largest Career Fair in the state of Maine.
- This was the 17th consecutive year for our campus-wide Career Fair.
- We had 14 employer sponsors of the event (23 sponsors in 2014):
 

General Dynamics/Bath Iron Works	Catholic Charities Maine
Camden National Corporation	Maine Army National Guard
Athenahealth	MITRE Corporation
Bangor Savings Bank	Providence Services
Community Health and Counseling Services	Seven Island Land Company
Tyler Technologies, Inc.	Spurwink Services
AAA Northern New England	St. Joseph Healthcare
- This year's Career Fair had 121 organizations participating; this was a 4% decrease in participation compared to our 2014 Career Fair (with 126 employers).
- While 66% of the employers were Maine-based, we also had employers headquartered in 11 other states and Canadian providences. Other states or Providences represented included Connecticut, Florida, Idaho, Massachusetts, New Brunswick, New Hampshire, New Jersey, New York, Ontario, Oregon, Vermont, and Virginia.
- 84% of our employer participants had full-time jobs to fill
- 98% of our employer participants had internships and/or summer jobs to fill
- Some participants came to meet our students and collect resumes to fill future openings
- 30% of our employer participants at the Career Fair were alumni of the University of Maine.
- Worldwide opportunities were available for students attending the fair. Examples include Hannaford and the Delhaize Group (with opportunities in Delhaize's headquarters in Belgium) and the U.S. Peace Corps.
- This was a diverse Career Fair. Employers represented every sector of employment:
 

Business/Industry	Human Services
Engineering	Biotechnology
Non-profits	Forest Resources
Healthcare	State Government
Education	Federal Government
Summer Camps	Military
- Student volunteers represented the following student organizations: All Maine Women, Alpha Tau Omega, Beta Theta Pi, Health Professions Club, Senior Skulls Society, Sigma Phi Epsilon, Sophomore Owls Society, and UMaine Student Government.

**CAREER FAIR 2015 - STUDENTS BY MAJOR****Maine Business School -- 177**

Accounting	28	Management	63
Finance	51	Marketing	35

**College of Natural Sciences, Forestry & Agriculture -- 134**

Animal & Veterinary Sciences	5	Forestry	11
Biochemistry	6	Marine Science	4
Biology	14	Microbiology	3
Clinical Laboratory Sciences	2	Molecular & Cellular Biology	1
Communication Sciences & Disorders	18	Nursing	5
Earth Sciences	3	Parks, Recreation & Tourism	4
Ecology & Environmental Sciences	12	Social Work	8
Economics	18	Wildlife Ecology	5
Environmental Horticulture	1	Zoology	3
Food Science & Human Nutrition	11		

**College of Education & Human Dev. -- 14**

Childhood Dev. & Family Relations	5	Kinesiology & Physical Education	4
Elementary Education	5	Secondary Education	

**College of Engineering -- 144**

Bioengineering	5	Electrical Engineering	23
Chemical Engineering	16	Engineering Physics	1
Civil Engineering	33	Mechanical Engineering	59
Computer Engineering	7		

**School of Engineering Technology -- 53**

Construction Management Technology	7	Mechanical Engineering Technology	22
Electrical Engineering Technology	22	Survey Engineering Technology	2

**College of Liberal Arts & Sciences -- 109**

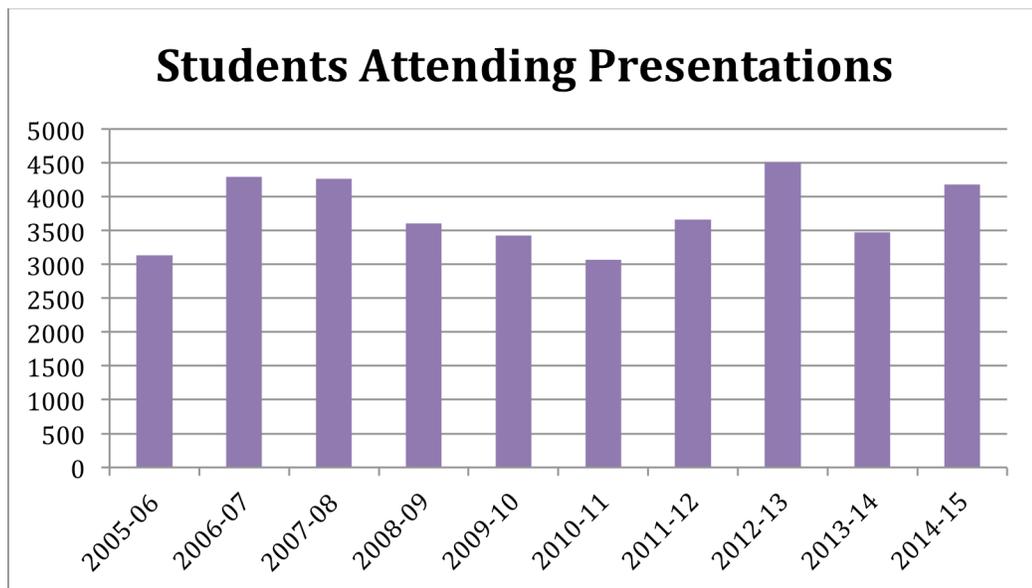
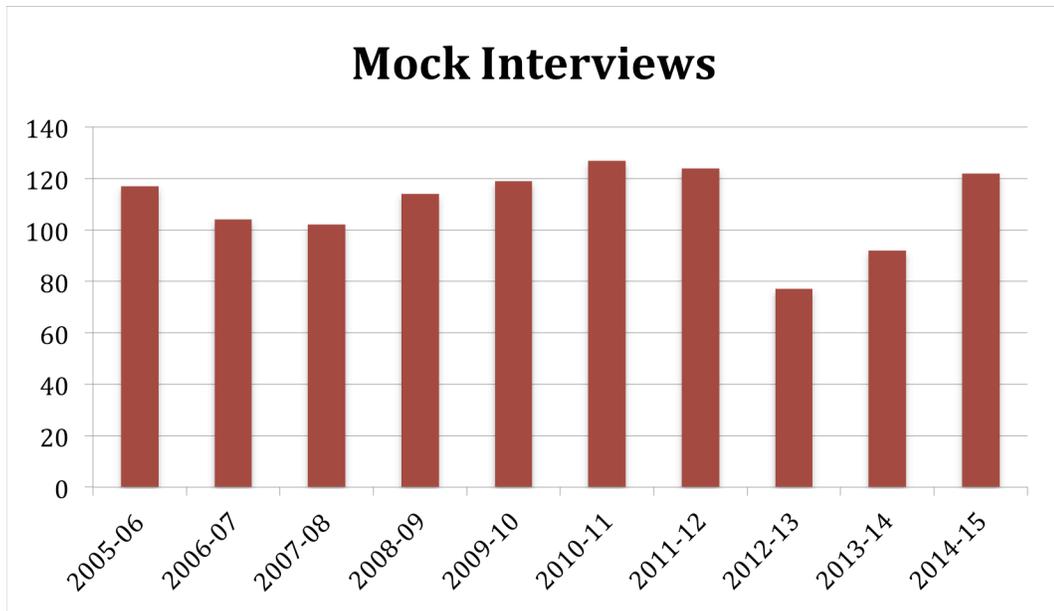
Anthropology	1	Mathematics	7
Art	1	Modern Languages	
Chemistry	5	Music	
Communication		Music Education	1
Computer Science	18	New Media	8
English	7	Philosophy	2
French	1	Physics	3
Geology	1	Political Science	11
History	7	Psychology	16
Interdisciplinary Studies		Sociology	4
International Affairs	6	Spanish	
Journalism	3	Studio Art	
Mass Communication	5	Theatre	2

**Explorations -- 3****Undeclared - General -- 20**

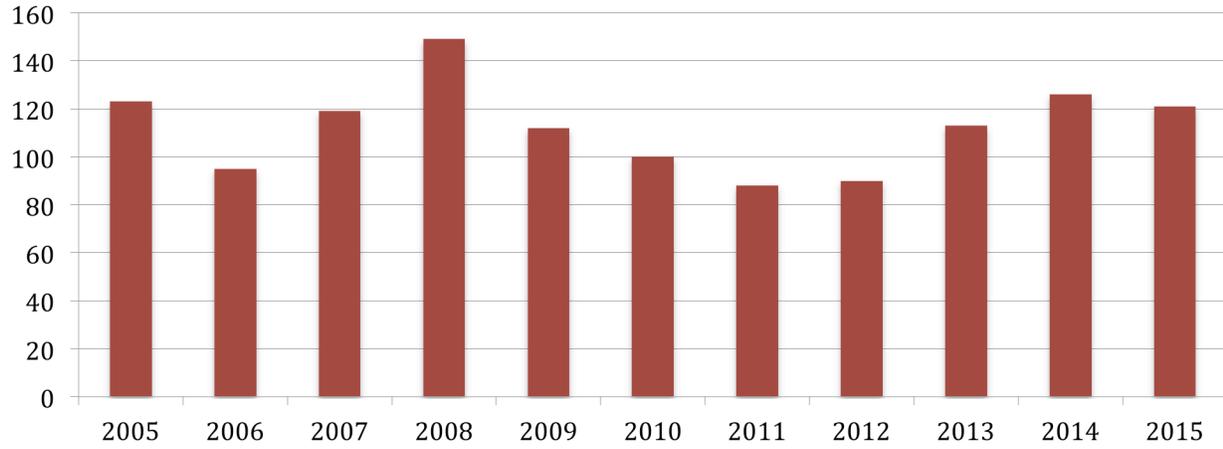
  	
 <p>The Division of Student Life</p> <p><i>A brief look at the Career Center.</i></p> <p><i>All numbers are taken from the 2014-2015 academic year.</i></p>	
<p><b>119,951</b> website hits. Our UMaine website has reached over 100 countries and is full of resources and programs for you to access. We are also excited about our social media reach. With 2,582 followers already connected we encourage you to find us on Twitter, Facebook and Pinterest.</p>	<p><b>615</b></p> <p>The number of UMaine alumni and friends who have volunteered to be a part of the <b>Maine Mentor Program</b>, a nationwide network of professionals who are enthusiastic about discussing their career paths with students.</p>
<p><b>212</b> employers from across New England attended our 2014/2015 career fairs. The <b>Engineering Job Fair</b> was held in October and the <b>All Majors Career Fair</b> was held in February. The fairs are followed up by a busy <b>On-Campus Recruiting</b> schedule as many employers stay an extra day to interview students that they connected with at the fairs. <b>1,540 students and alumni</b> of various years and majors came to the fairs in order to connect with employers, discover internships and start their career paths.</p>	<p><b>11</b> UMaine students participated in the <b>Medical Outreach Maine</b> trip in May 2014. Students spent 4 days in Waldo County learning about the health needs of rural communities. Their activities included completing blood pressure screenings, participating in dental outreach programs and exposing high school students to health careers.</p>
<p><b>forty-one</b></p> <p>The number of different law schools that UMaine students and alumni were admitted to in 2014. The list includes Boston University, Boston College, University of Maine Law, Loyola University-Chicago and Catholic University.</p>	<p><b>3.65</b></p> <p>The average combined GPA of students who applied to medical school in 2014. By attending UMaine, these fantastic students have the opportunity to take advantage of programs such as the Tufts Early Assurance Maine Track Program and the Gilbert Loan Fund.</p>
	<p><b>988</b></p> <p>The number of <b>Walk Ins and Resume Reviews</b>. Stop by on Wednesdays from 9am to 4pm.</p>
	<p><b>4,181</b> students attended <b>Career Center presentations</b>. Faculty and student organizations from all across campus have taken advantage of the customized and unique presentations that the Career Center can provide.</p>

### CAREER CENTER STATISTICS: 2014-2015

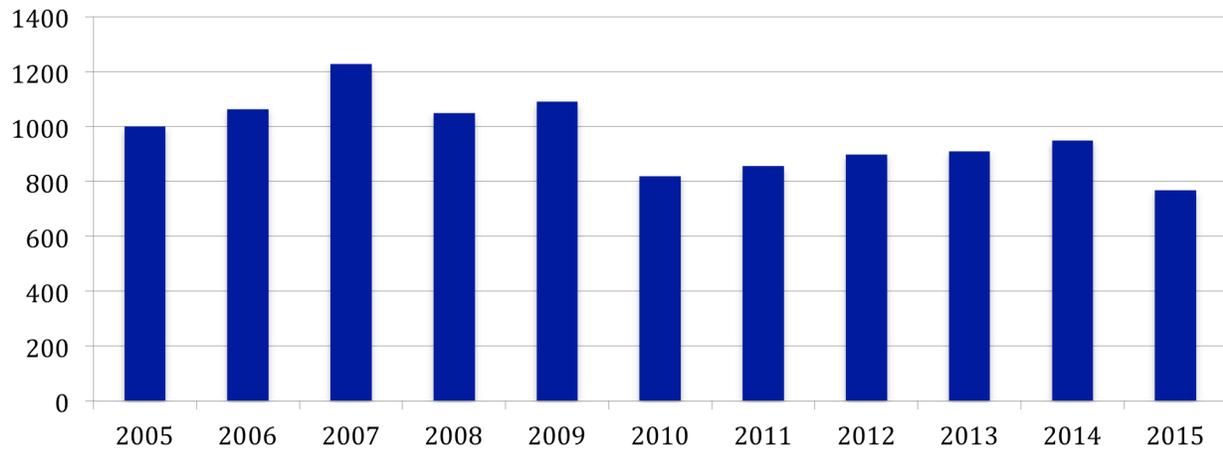




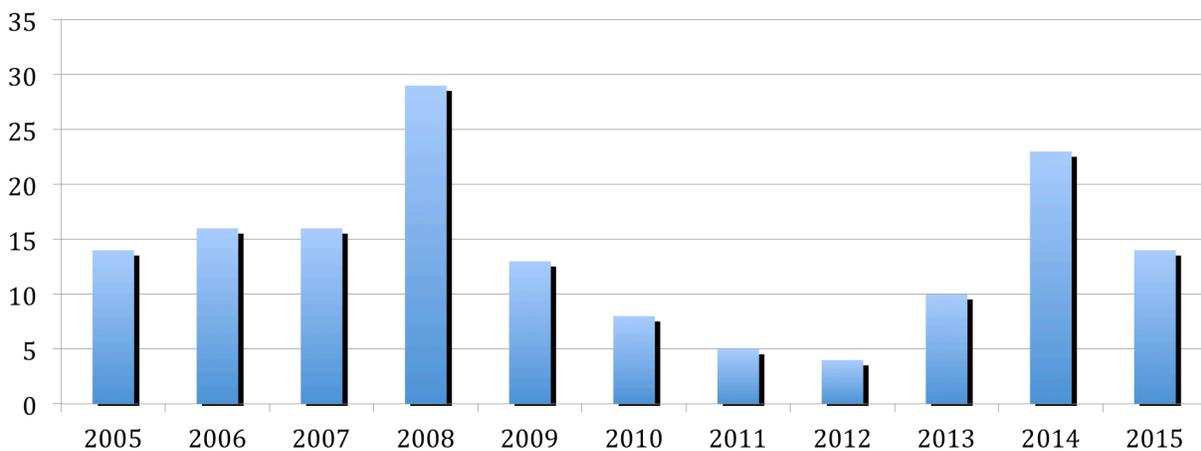
### Employers Attending Career Fair

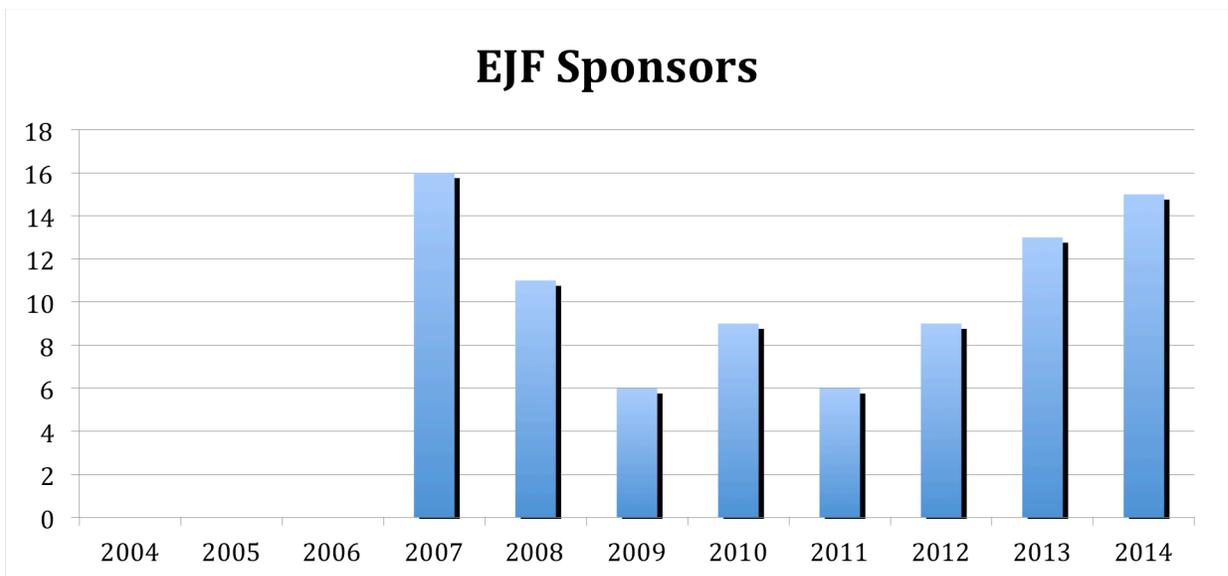
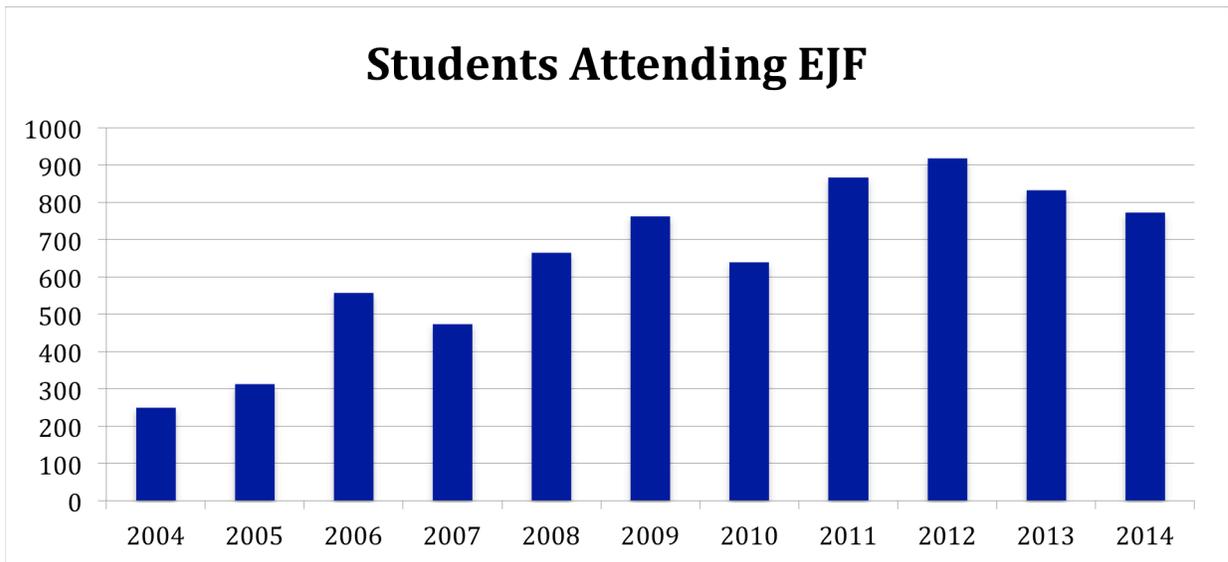
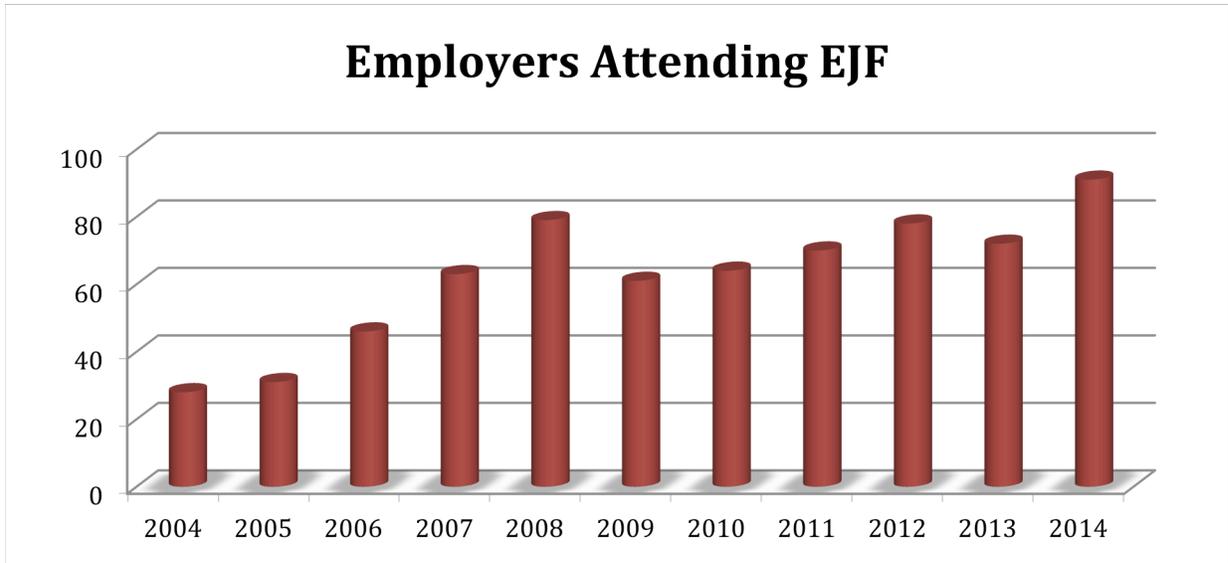


### Students Attending Career Fair



### Career Fair Sponsors





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**Organizational Chart ♦ Career Center, University of Maine ♦ 2014-15**

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**Division of Student Life**

**Vice President for Student Life & Dean of Students**  
Robert Dana



**Director, Career Center**  
Patty Counihan

**Associate Director**  
Crisanne Blackie

**Assistant Director,  
Employer  
Relations**  
Kate Axelsen Foster

**Career Counselor**  
BJ Roach

**Career Counselor**  
Sam Kunz

**Career  
Services  
Coordinator**  
Cindy Trimm

**Administrative  
Specialist**  
Janice Madore

Shelby Saucier, Graduate Assistant  
Sean Sibley, Graduate Assistant

Lisa Dezso, Career Assistant  
Emily Ladderbush, Career Assistant  
Shannon Maguire, Career Assistant  
Kathleen O'Toole, Career Assistant  
Valerie Parker, Career Assistant  
Lilly Shamlan, Career Assistant  
Vivienne Tulloch, Career Assistant