

2012-2013 State of Career Services at Historically Black Colleges and Universities

STUDENTS MUST EXPLORE

their Interests, Values, Skills and Abilities and how these factors influence career choices.



- *The HBCU Career Services survey was developed by The HBCU Career Center and shared with all **105 Historically Black Colleges and Universities** (HBCU) in 2012.*
- *The purpose of the survey was to establish the state of **staffing, resources, structure** and **services** at these HBCU Career Centers. Additionally, survey questions sought to understand the **employer relationships** with HBCU career centers.*
- *The career centers at thirty three **(33)** colleges and universities submitted responses online via Survey Monkey.*
- *Survey results were collected during the period of **2012 and 2013**.*
- *The HBCU Career Center does not make any claims about the scientific nature of the survey, but guarantees that the results are as shared by the participating schools.*

Participating HBCU Career Centers

Alabama A & M University

Albany State University

Alcorn State University

Bethune Cookman University

Bluefield State College

Cheyney University

Clafin University

Florida A & M University

Harris Stowe State University

Huston-Tillotson University

J-F Drake State Technical College

Lane College

Lawson State Community College

Miles College

Mississippi Valley State University

Morgan State University

North Carolina Central University

Oakwood University

Paine College

Prairie View A & M University

Shaw University

Shelton State Community College

Stillman College

Tuskegee University

University of Arkansas at Pine Bluff

University of Maryland Eastern Shore

University of the District of Columbia

Virginia State University

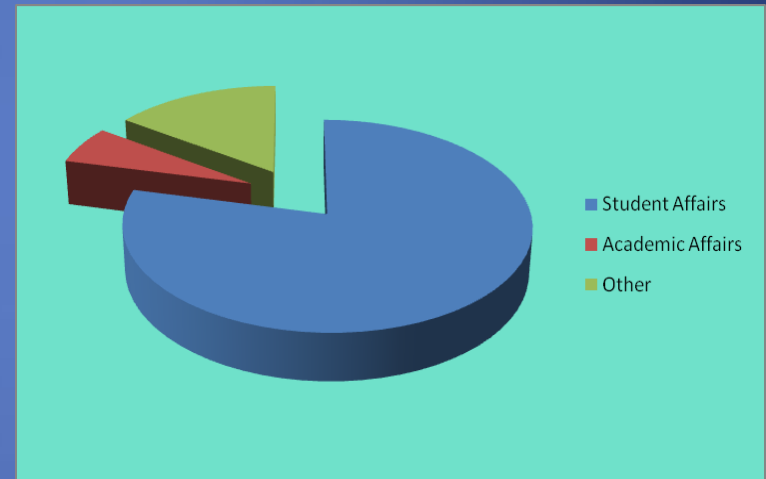
Voorhees College

**4 Respondents did not identify their college or university*



Q1: The career services office is a part of which division on your campus?

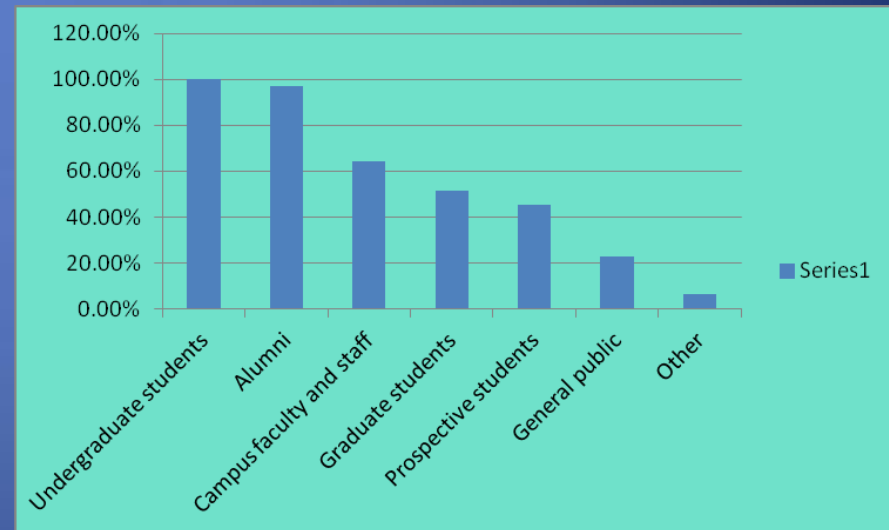
- Student Affairs - **78.8%**
- Academic Affairs - **6.0%**
- Other - **15.2%**
 - *Community Engagement*
 - *University Advancement*
 - *Community Affairs*
 - *Office of the President*
 - *Student Success and Enrollment Management*



Q2: The career office provides services for which of the following groups.

(Respondents selected all that applied)

- Undergraduates - 100.0%
- Alumni - 96.8%
- Campus faculty and staff - 64.5%
- Graduate students - 51.6%
- Prospective students - 45.2%
- General public - 22.6%
- Other - 6.5%
 - Other universities
 - Employment Service State Program



Q3: Which of the following services does the career office provide?

(Respondents selected all that applied)

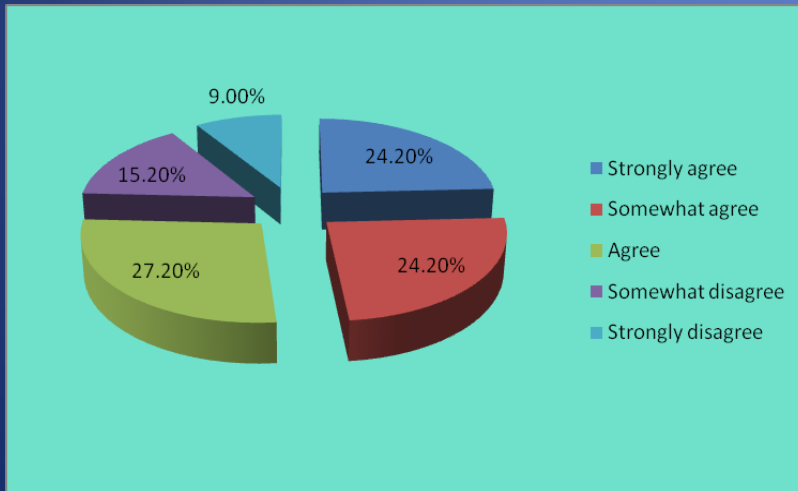
- Career Workshops - 96.8%
- Career counseling (individual or group) - 96.8%
- One-on-one resume writing help - 96.8%
- One-on-one interview coaching/Mock Interviews - 93.5%
- Employer on-campus interviews - 90.3%
- Written handouts and guides - 90.3%
- Job/Internship Fairs or Networking events - 90.3%
- Career Library with books, magazines etc. - 67.7%
- Job/Internship database (eg. Simplicity, College Central, NaceLink etc) - 61.3%
- Career assessments (eg. MBTI, Strong Interest Inventory, SIGI etc) - 48.4%
- Grad school application and resources - 41.9%
- Resume service computer application services eg. Optimal Resumes - 32.3%
- Virtual / Online Career Advising - 22.8%
- Career class for-academic-credit - 9.7%
- Other - 16.1%
 - Career planning by cohort eg. Freshman, Transfers
 - Dressing for Success without Breaking the Bank and Cultural Cues and the Interview process
 - Informal assessments from JIST and the Gallup Associations (Strengths Quest)
 - Annual Student Professional Development Programs
 - Business Dining Etiquette Workshop and Educational Career Newsletter

Q4: Which service demands the most time from your staff? *(Respondents could select all that applied)*

- Career counseling sessions - 77.4%
- Resume development - 64.5%
- Career/Job/Internship fair - 32.2%
- Job boards, employer relations, on-campus interviews - 32.2%
- Career workshops - 16.1%
- Interview coaching and mock interviews - 19.3%
- Event management and planning - 12.9%
- Career assessments - 9.7%
- Graduate school applications - 3.2%
- Data collection and analysis - 3.2%
- Field trip preparation - 3.2%

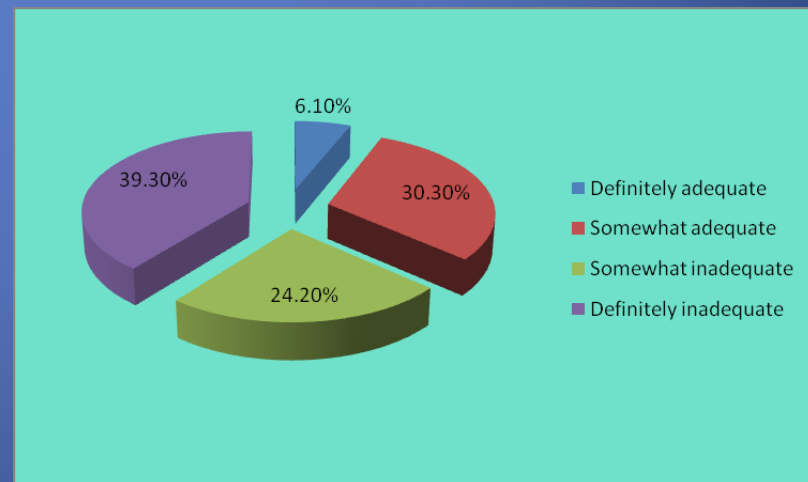
Q5: Career services are a priority for the executive leadership.

- Strongly agree - 24.2%
- Somewhat agree - 24.2%
- Agree - 27.2%
- Somewhat disagree - 15.2%
- Strongly disagree - 9.0%



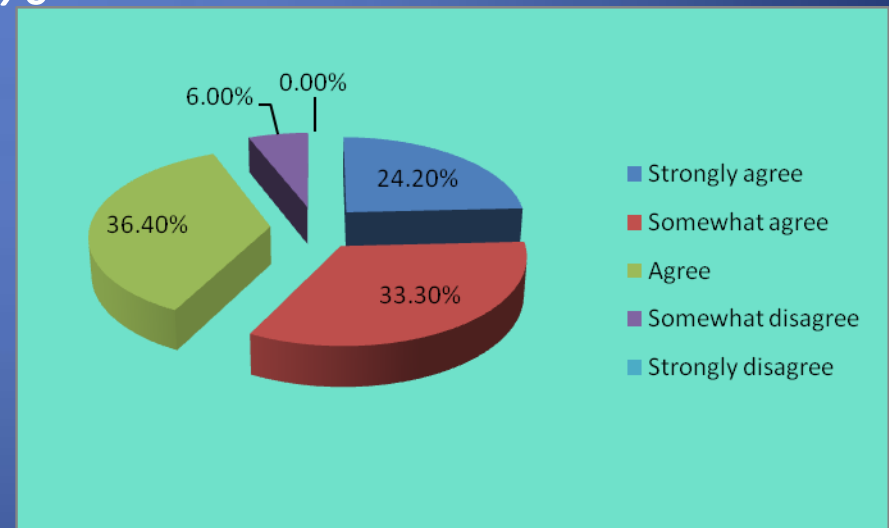
Q6: The budget for the career office is:

- Definitely adequate - 6.1%
- Somewhat adequate - 30.3%
- Somewhat inadequate - 24.2%
- Definitely inadequate - 39.3%



Q7: Career office can count on support from campus faculty.

- Strongly agree - 24.2%
- Somewhat agree - 33.3%
- Agree - 36.4%
- Somewhat disagree - 6.0%
- Strongly disagree - 0.0%



Q8: The number of professional staff employed in the career office?

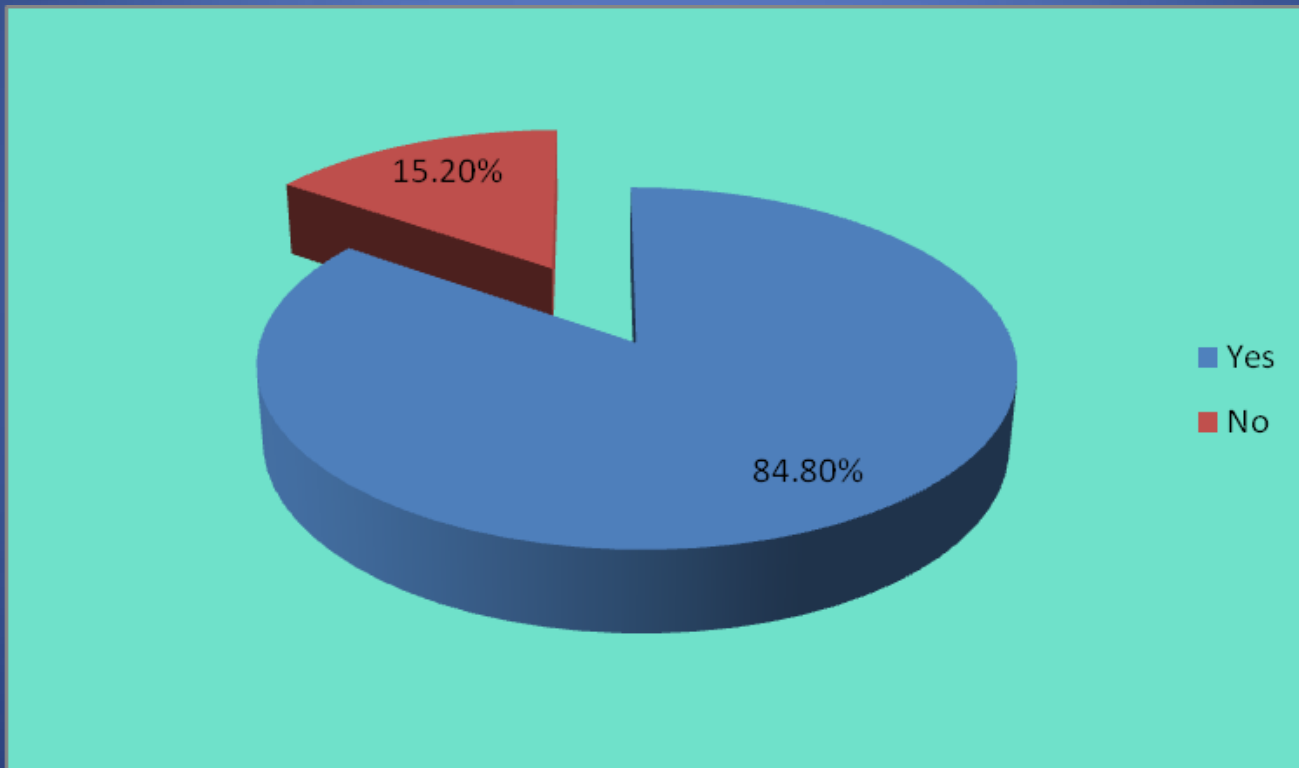
- One employee - 33.3%
- Two to three employees - 33.3%
- Four employees - 21.2%
- Five employees - 9.1%
- Six or more employees - 3.0%



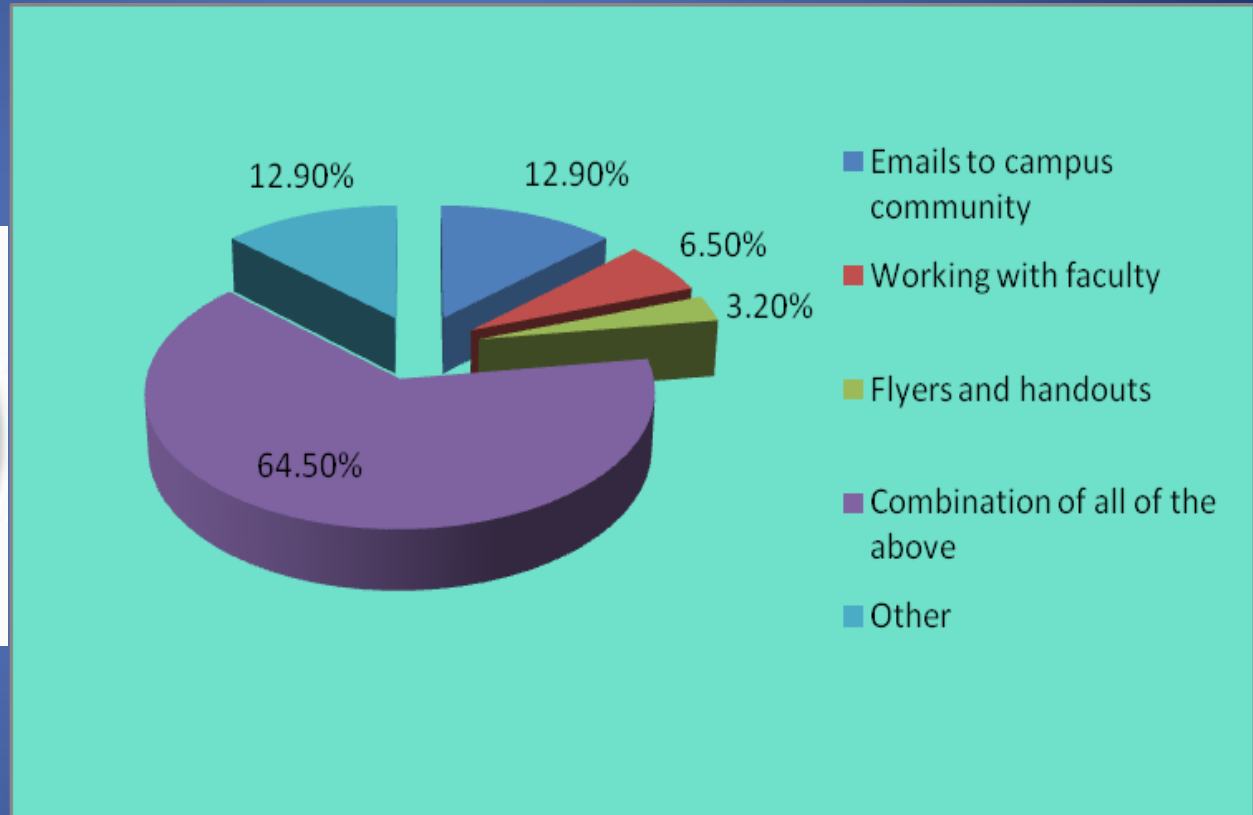
Q9: The career office has professional staff dedicated to the following assignments or population:

- Everyone is a generalist - 51.5%
- Career counseling - 48.5%
- Internship/Experiential programs - 39.4%
- Employer Relations - 36.4%
- Graduating Seniors - 27.2%
- Alumni Services - 21.2%
- Freshman - 15.2%

Q10: Career services staff hold membership in professional associations?



Q11: Of all outreach methods used to engage users, which has been the most effective?



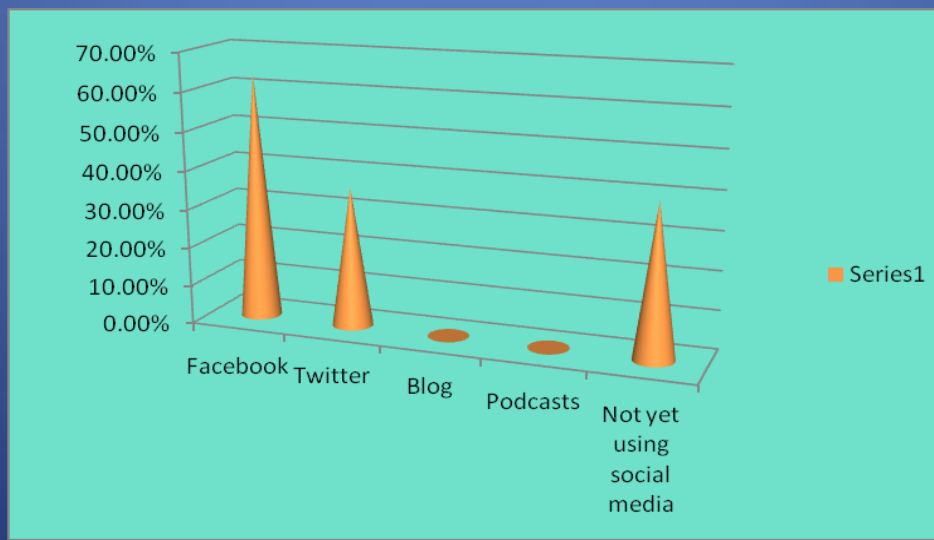
Other:

- Classroom presentations and Open Houses
- Outreach to students in buildings they frequent
- Still assessing
- Having students market programs

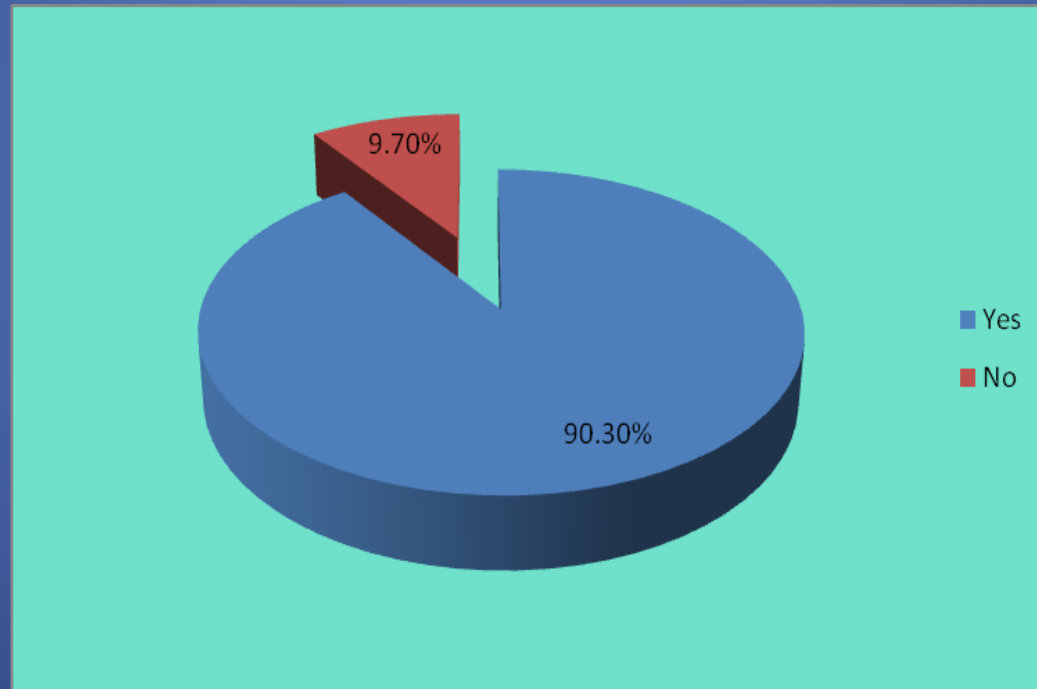
Q12: Which of the following social media services do you use to connect with users?

(Respondents could select all that applied)

- Facebook - 63.6%
- Twitter - 36.3%
- Blog - 0.0%
- Podcasts – 0.0%
- Not yet using social media - 39.4%



Q13: Does your office survey graduating seniors or alumni about their plans after graduation?



Q14: If your office serves **Alumni**, what specific services do you offer?

(Respondents could select all that applied)

- Electronic resume development services or critique - **74.2%**
- Career counseling/coaching - **71.0%**
- Telephone consultations - **61.3%**
- Career workshops - **54.8%**
- Networking events (job fairs, career fairs) - **48.4%**
- Employer on-campus interviews - **41.9%**
- Virtual/Online services like Optimal Resumes and Interview Stream - **35.4%**
- Grad school application assistance - **29.0%**
- Career Assessments (eg. MBTI, Strong, eDiscover, SIGI) - **25.8%**
- Career newsletter - **6.5%**
- Other - 6.5%
 - *Job leads*



Q15: **Employers** collaborate with your career services office in which of the following ways? *(Respondents could select all that applied)*

- Provide internships - **93.5%**
- Attend campus job/internship fairs - **90.3%**
- Conduct career workshops - **87.1%**
- Visit classrooms for presentations - **83.9%**
- Participate in on-campus interviews - **80.6%**
- Participate on panels - **61.3%**
- Host students onsite for field trips - **45.2%**
- Sponsor programs (with cash or in-kind donations) - **41.9%**
- Other - **6.4%**
 - *Serve as mentors for undergraduates*
 - *Provide scholarships and job postings*



Q16: If your career services office runs an *on-campus interview program*, how many employers visit per semester?

- **Less than 10 employers - 58.0%**
- **11-25 employers - 19.4%**
- **26-60 employers - 19.4%**
- **Other - 3.2%**
 - *Don't know since program is run by Human Resources and student career development offices*

Q17: In the current economy, which job search strategies are effective for your students and alumni?

- Networking events eg. career fairs - 51.6%
- Internship - 32.2%
- Job search help eg. resume writing - 25.8%
- Internet job search - 19.4%
- Participating in on-campus interviews - 16.1%
- Informational interviews; mock interviews - 6.5%

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