



41/7/1

Student Affairs
Career Development and Placement Office
Subject File, 1969-2003

Box 1:

Academic Advisor Registration, 1980-81
ACT in Advising Project, 1980-81
Admissions and Records Information, 1977-80
Advisor Handbook, 1976-77
Alumni, 1975-79
Alumni Course/Workshop, 1973-74
Alumni Service Program, 1977-78
Analysis of Vacancy Bulletin--Typical Jobs
"Answers to Commonly Asked Questions"
Area Health Education System (AHES), 1974-77
Assistant Director for Career Information (selection), 1974
Assistant Director for Residential Career Services (selection), 1974-77
Assistant to CVIS Director (selection), 1977
Assistant to OCDP Director (selection), 1974-77
Awards and Fellowships, 1974, 1978
Barnard, Clay -- Work Autobiography, 1976
 Definition of Counseling, 1979
Bechtel, David, 1974-75
Bibliography, ca. 1975
Big 10 Placement Services, 1972-73, 1978
"The Book" -- Correspondence, 1976-77
 Drafts
 Resources
Booklets on career development and placement
 "Executing the Job Search"
 "Preparing for the Job Search"
 "Securing the Job"
Budget, 1973-78
Budget Materials and Analysis, 1972-77
Budget Proposals, 1972-73
 1973-74
Building 9 Lunches, 1978-79
Business Placement Proposal, 1978
Calendar, ca. 1974, 1979

Box 2:

Campus Affairs -- Issues and Discussion, 1979-80
 Staff Meeting Minutes, 1975-80

Campus Program and Services Task Force, 1975-76
Campus Recruiting, 1975-76
Campus Round Table, 1977-78
Career Counseling Outreach Office (CCOO) --
 Appointment Procedures, 1979-80
 Appointment Reminders, ca. 1979
 Check-In Forms, ca. 1979
 Client Progress Summary, 1979
 Counseling Note Responses to PCCs, 1979
 Daily Time Report, ca. 1979
 Evaluation Forms, 1980
 Florida Avenue Resident Halls, 1980-81
 Forbes Hall, 1979
 Initial Interview Summary, 1979
 Log Sheets, 1979
 Office Forms, ca. 1979
 Resource Checkout List, ca. 1979
 Staff Manual, 1979-80
 Staff Time Log, 1980
 Statement of Philosophy, 1980
Career Development and Placement -- Administrative Information, 1973-79
 Drafts, Presentations, 1976-78
 Staff Meetings, 1979-80
 1980-81
Career Information, 1972-80
Career Information Delivery System, 1979-80
Career Kaleidoscope -- Final Drafts for Daily Illini, 1978-79
 1979-80
 1980-81
 Ideas for Articles (upcoming), 1978-79 (2 folders)
 1979-80
 1980-81
 1981-82

Box 3:

 Ideas for Graphics
 Tear-Off Sheet Ideas & Comments, 1979-80
Career Programs and Aids (other than UI)
Career Services to Graduate Students, 1973, 1977
"Careers from Curriculum," 1972-74
Cartoons, Quips, and Quotes, 1974-75

Centralized Career Development Center, 1976
Charges for Placement, 1975
Chemistry Placement, 1977-78
Circulation File, 1980
College Placement Council (CPC), 1972-75, 1979-80
 Dues, 1973-74
 National Meeting, 1980
Committee on Institutional Cooperation Conference, 1980
 1981
Communications Placement, 1974-75, 1980
Company Hires, 1977
Computer Use - PLATO, 1977-78
Computer Vocational Information System (CVIS), 1976-78
Computers in Career Counseling, 1974-77
Conferences, 1974-79
Co-Op Proposal, 1977
Cooperative Workroom, 1972-74
Coordinating Committee on Career Planning and Placement, 1975-77
 1978-80
Coordinating Placement Activities, 1973-75
Correspondence, 1978-79
 Bechtel, David, 1978-79

Box 4:

 Bernard, Clay, 1979
 Budget and Finances, 1972-73
 1973-74
 1974-75
 1975-76
 Conferences and Job Fairs, 1978-79
 Levy, Stan, 1977-78
 1978-80
 1980-81
 Xidis, Donna Schultz, 1969-70, 1977-80
The "Correspondence Course" Part I, 1973
Counselor Classification, 1979-81
Deans and Directors Meetings, 1974-80
 1981
Dew, Tony -- Assistant Director for Employer Relations, 1973-75
Educational Placement, 1973-77
Educational Placement Office (EPO) Administration, 1979

Annual Report, 1979
Educational Psychology 199H (Dave Lombardo), 1979
Emergency Dean, 1973-80
Engineering Placement, 1973-79
 Graduate Placement, 1971-77
Family Educational Rights and Privacy Act (FERPA), 1974-75
 (2 folders)
Federal Government Employment Job Information, 1977-78
Federal Summer Intern Information, 1974-77
 1978-79
 1980-81
Funding Possibilities, 1975-76
Government, 1972-79
Government Career Information, 1979

Box 5:

Graduate Selection Criteria, 1973-78
Graduate Student Needs Assessment, 1980-81
Grants, 1974-78
Guaranteed Loan--Career Program, 1975-76
Home Economics Placement, 1973-75
Housing Division Resident Coordinator Screening and Interviewing, 1980
Housing Statistics, 1977-80
Humanities Project and Related LAS Concerns, 1979-81
Hundley, Barb, 1977-78
Ideas on Placement (other Universities), 1973-81 (2 folders)
Ideas, Proposals and Memos to Record, 1974-80
Integrated Student Information System (ISIS), 1977
Kansas Graduate Conference, 1980-81
Labor and Industrial Relations Placement, 1977
Landscape Architecture Placement, 1977
Liberal Arts and Sciences Conference, October 1, 1981 (2 folders)
 LAS Placement, 1972-79
Life Sciences Placement, 1975, 1978-79
 1980-81
Library Science Placement, 1975, 1978, 1980
Lombardo, Dave, In file, 1977-78
 Out file, 1977-78
 Programs and File, 1977
Management Objectives Program, 1975
MBA Readings, 1977-79

McKinley Medical Directory, 1981
Minority Employment, 1974-77
Minority Employment Conference, 1972-74
 1975
 1976

Box 6:

 Preregistration Data, 1973-77
Monthly Reports, 1978-79 (2 folders)
 1979
 1980
 1980-81
Mortar Board, 1979-80
National Association Student Personnel Administrators (NASPA), 1975-80
Newsletter Material, 1976-77
Office Memos/Policy, 1977-80
OFAB Allocations, 1979-80
 Request for Funds, 1979-80
 1980-81
Outreach of Cd & P on campus, 1975-78
Parent's "Help Wanted" Campaign, 1973
Parking Tickets, 1979
Personnel -- Student Affairs Counselor Committee, 1980
Philosophy and Goals of CD & P, 1973-77
Placement Reports, 1972-75
Placement Services (non-CD&P), 1973-75
PLATO, 1977
Professional Memberships, 1972-79
Programs for Advanced Degree Holders, 1979-80
Psychology Placement Office, 1979-80
Radio Shows, 1977-79
Registration Sheets, 1971-72
 1972-73
 1973-74
 1974-75
 1975-76

Box 7:

 1976-77
 1977-78

1978-79

Relationship to State Government, 1977, 1980
 Reports of Levy Visits, 1936, 1977
 Reports -- CD & P, 1977-79
 Reprints, 1977-78
 Requests for Labels from Employers, 1978-80
 Research, 1977
 Retreats, 1974-80
 Scharding, Mary Ann (Administrative Intern) -- Final Report, 1979
 Search Committee--Mental health Division, 1980
 Senior CD & P, 1969-79
 Senior Plans Report, 1978
 Skills in Life/Work Planning Workshop, 1978
 Social Work Placement, 1977
 "Somewhere Beyond the Diploma," 1977
 Space Utilization, 1975-77
 Speaking Engagements, 1974
 Special Task Force on the Resident Director and Resident Director Coordinator, 1979
 Background Material, 1978-79
 Final Report, 1979
 Inquiries, 1979
 Interviews, 1979
 Job Diagnostic Survey, 1979
 Notebook, 1979
 Proceedings, 1978-79
 Staff, 1975-80
 Staff Development Committee, 1978-80
 Staff-Student Career Information Center Proposal, 1974
 Student Affairs, 1973-80
 Back Issues, 1978-79
 Foundation Campaign, 1980-81
 Marketing, 1980-81

Box 8:

Student Interns, 1978-79
 Student Leader Placement, 1973
 SORF, 1981-82
 Allocation, Fall 1979
 Application Guidelines, 1981-82
 Request for Funds, 1979-80
 1980-81

SORF/OFAB Allocations, 1980-81
Summer Advance Enrollment, 1977-78
Summer Employment Opportunities Fair -- Budget Information, 1982
 Budget Sheets, 1980
 Commerce Placement Labels, 1982
 CPA Labels, 1982
 Early Registrants, 1980
 1981
 Forms, 1982
 Labels, 1982
 Letters, 1982
 Packets, 1982
 Employer Evaluation Forms, 1981
 Employer Registration, 1980
 Forms, 1979
 Employer Thank You Letter and 1983 Calendar, 1982
 Employer Welcome Letter, 1982
 Floor Diagram, 1979-80
 1982
 Follow-up Calls, 1978-79
 Follow-up Mailing List, 1080
 General Registrant Forms, 1982
 Letter, 1982
 Packets, 1982
 Host/Hostesses Information, 1980
 1981
 1982
 Host Letter, 1982
 Hotel-Motel Listing
 Information Packets, 1978-79
 Information sent by Employers, 1981-82
 Informational Letter and Flyer, 1982
 to Offices and Departments, 1982
 to Residential Units, 1982
 Informational Mailing, 1981
 Invitation Letter, 1982
 Mailing List (master), 1978
 1979-81
 1981
 to Resident Advisors and Academic Advisors, 1981
 Master Lists--Host/Hostesses, 1980
 Restaurant Guide

- Side A Responses, 1979
- Side B Responses, 1979
- Side A Responses, 1980
- Side B Responses, 1980
- Side A Responses, 1981
- Side B Responses, 1981
- Side A Responses, 1981
- Side B Responses, 1982
- Sign Up Sheets, 1980
- Student Information Packet Entry for Summer Job/Internship Resources, 1982
- Summer Job/Internship Resources at U of I, 1981-82
- Systems Approach to Career Development--Proposed Programs, 1974-76
- Task Force on Placement Services--Presentation, 1974
- Task Forces, 1979-80
- Thompson, James (Governor)--Pay Raises, 1976
- Travel Policy, 1977-80
- Uniform Data Sheets, 1974
- United Way Campaign, 1979
 - 1979-80
 - 1980-81

Box 9:

- University Recruiting, a private agency, 1975
- University Residence Halls Correspondence, 1978
- University Residence Halls Libraries--Projects, ca. 1979
- Urban Planning Placement, 1975, 1981
- Urbana Committee on Teacher Placement, 1974-76
- Visits to UIUC OCDP, 1980
- Walton, Frank (Assistant to Director), 1976-80
- Women's Campus Programs, 1975-79
- Women's Career Development Information Booklet, 1975
- Women's Career Development, a presentation to the Board of Trustees (3 folders), 1975-77
- Women's Career Conference, 1977-78
- Women's Career Information, 1975-79
- Xerox 4000 Information, 1974-76
- Xerox Proposal, 1980

Box 10:

- Budget Requests and Reports, 1972-79
 - Requests, 1972-81
 - History, 1972-89

Reports, 1979
Requests and Reports, 1980
Requests and Reports, 1981
Planning and Reports, 1981-84
Reports and Staffing Correspondence, 1982
Planning statements, 1982-88
Planning Statements, 1983
Planning and Staffing, 1984
Planning and Staffing, 1985
Planning and Staffing, 1986
Planning, 1987
Planning and Staffing, 1988
Proposals, 1989
Proposals, 1989-90
Correspondence, 1990-93
Requests and Analyses, 1990-1994
Transition, 1992-93
Planning and Reports, 1992-94
Proposals, 1993-94
Reports and Projections, 1994
Reports, 1994
Career Center Institutional Reviews, 1982
Career Center Institutional Reviews, 1982
College Placement Council Advertisement, 1994-95
Desk Review and Evaluation: Vice Chancellor for Student Affairs, 1982
Enrollment Data, Minorities, 1993
Enrollment Statistics, 2001
Enrollment Report, 2002
Enrollment Reports, 2002
Enrollment Reports, 2002-3
Freshman profiles, 1990-93
Health Services House, 1998
IBHE Baccalaureate Follow-up Work Group, correspondence and report 1991-92
IBHE, National Center for Education Statistics, Graduate Report, 1991-93
IBHE Baccalaureate Follow-Up Work Group, 1992-93
IBHE, UIS/SSU Graduate Survey, 1993-95

Box 11

IBHE Baccalaureate Follow-Up Survey, charts and crosstabs, 1994-99
IBHE, Baccalaureate Follow-Up Work Group, 1994-95
IBHE, Baccalaureate Follow-Up Work Group, 1995-97

IBHE Baccalaureate Follow-Up Survey Report, 1984, 88 and 91 grads, 1995
 IBHE, Follow-Up Notes and Statistics, 1996
 IBHE Baccalaureate Follow-Up Work Group and survey results, 1996-97
 IBHE Baccalaureate Follow-up Work Group, correspondence and reports, 1997
 IBHE Baccalaureate Follow-up Work Group, correspondence and reports, 1997
 IBHE Gathering, August 20th, 1999
 IBHE Baccalaureate Follow-up Work Group, correspondence and reports, 1999
 IBHE Baccalaureate Follow-up Work Group, correspondence and reports, 2000-2001
 Job Descriptions, 1988
 Multicultural Student Career Programs, realignment, 1992-93
 Multicultural Student Career Programs realignment, 1992-93
 Multicultural Student Career Programs realignment, 1992-93
 On-Campus Recruitment, 1989-98
 On-Campus Recruitment, Illini Union, 1995-99
 On-Campus Recruitment Statistics, 1996-2002
 On-Campus Recruitment, 1997
 On-Campus Recruitment resources, 1990s
 Staff Fees, 1995
 Staff Proposals, 1993-94
 Staff Vacation and Sick Leave Records, 1985-90 (2 folders)
 Survey, Graduate, 1972

Box 12

Survey, Graduate, 1973-81
 1973-89
 1982
 1983, 1987
 1983-87
 article, 1987
 1987-9
 1990
 1991
 1991, 95
 1992
 1992, 1997
 1993
 UIUC and UIC, 1995
 1995-96
 various colleges, 1997-98
 various colleges, 1997-2001
 1997-2003

various colleges, 2000-2001
web revisions, 2000-2002
crosstabulations, 2001
standardized forms, 2000s

Survey, senior, 1983-1984
Survey, senior, material, 2000, 2003
Survey, senior 2002
Survey, senior, notes, 2003