

# Southern Association of Colleges and Employers

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

List each session in which you participate in order of attendance:

| <b>DATE</b> | <b>TIME</b> | <b>PROGRAM TITLE</b> | <b>SPEAKER</b> |
|-------------|-------------|----------------------|----------------|
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**TOTAL EMERGING LEADER CLASSES:** \_\_\_\_\_

I certify that the information presented on this form is complete and accurate.

\_\_\_\_\_  
*Signature* *Date*

This documentation verifies your completion of these sessions toward the Emerging Leader Career Services or Recruiting Professional Certification. Once you have completed six sessions of the Emerging Leader series for your profession, provide this to the SoACE Office to receive your certificate of completion.

## SoACE Emerging Leaders Program

The SoACE Professional Development committee is pleased to introduce the “Emerging Leaders” track for new career services and recruiting professionals. As SoACE realizes that transitioning into the role of new professional may sometimes be difficult, the identified sessions will provide you with the opportunity to converse with other new professionals, discuss issues of importance to you, and most importantly, empower you to further develop the skills needed to succeed in your new role, and will build on the necessary skills to become leaders in our respective professions. These on-going series of professional development sessions will be available at the SoACE annual conferences, drive-in workshops, and webinars throughout the year, as well as through identified sessions offered at our affiliate state conferences. This track will provide a dynamic learning opportunity for new professionals in the field of career services and recruiting.

Expected outcomes from this program will include development of a highly competent community of career services and college recruiting practitioners, reduced training time, reduced time to master skills and improved performance, reduced attrition, established relationships among a cadre of new professionals who will share best practices as well as a greater sense of partnership in the field, and a shared vision of core professional competencies across the region. The competency areas that the Emerging Leaders Program seeks to fulfill include:

Knowledge of Legal and Ethical Guidelines — knowledgeable of employment and equal opportunity legislation as well as ethical guidelines, including the NACE Principles for Professional Conduct.

Employer Relations and Employment Services Skills — understanding employers’ needs and expectations; recruiting and staffing methods; efficient and effective placement operations, including campus interviewing and candidate resume referral and selection.

Program Management Skills, including:

Marketing and promoting career services programs to various audiences; and proficient in recognizing

Recognizing special needs of diverse groups and adapting services to meet their needs

Proficient in conducting systematic program design, implementation and evaluation

Proficient in organizing information, people, and processes toward a desired outcome.

Participants can attend sessions to learn up to three core competencies each year and can complete the certification within two years. Once you have completed SIX sessions on the core competencies you will submit your log (on the back) to receive your "Emerging Leader" Certificate.

We know that you will find these sessions helpful as you continue to grow professionally. Please contact the project lead, TBA, or Toni McLawhorn, SoACE Director for Professional Development, [mclawhorn@roanoke.edu](mailto:mclawhorn@roanoke.edu), (540) 375-2303, if you have any questions regarding this program. Good luck!

**SOUTHERN ASSOCIATION OF COLLEGES AND EMPLOYERS  
EMERGING LEADERS PROGRAM COMPETENCIES**

The following are the eight competencies from the Career Services survey that were ranked highest in both need and importance:

- Knowledgeable of and proficient in following NACE Principles for Professional Conduct as well as other relevant ethical guidelines.
- Knowledgeable in marketing and promoting career services programs to various audiences.
- Knowledgeable of employers' needs and expectations as well as recruiting and staffing methods.
- Knowledgeable of applicable employment and equal opportunity legislation.
- Proficient in recognizing special needs of diverse groups and adapting services to meet their needs.
- Knowledgeable of efficient and effective placement operations, including campus interviewing and candidate resume referral and selection.
- Proficient in conducting systematic program design, implementation and evaluation.
- Proficient in organizing information, people, and processes toward a desired outcome.

Program Selections for  
**The Emerging Leaders Program**  
**NACE Annual Conference**  
New Orleans, LA  
May 2008

**TRACK - Professional Development**

Career Planning for Career Counselors: Getting What You Need Before You Are Ready  
to Make Your Move

**TRACK - Legal**

Ethical Issues in Career Services and Recruiting

**TRACK - Technology**

Undergraduate Reality Bytes: How to Use Peer-to-Peer Programming to Captivate and Serve the  
Facebook Generation

Converse With Students in Their Language

How to Be Found in 2008

**TRACK - Global Issues**

Trends in Employer Branding: A Look Into What Is Happening Outside of the United States,  
including China, India, and Europe

Generation Global: Developing a Global Work Force Through Entry-Level International  
Employment Opportunities

**TRACK – Recruitment and Retention**

Employee Engagement “One Size Does Not Fit All”

On-Boarding New Hires Effectively: A Case Study

Good Retention Starts with Good Recruiting

**TRACK – Issues in Career Services**

An Evolution of Solutions: Dissecting Four Approaches to Career Services' Marketing at a Four-  
Year Institution

Kicking and Screaming: Dragging Career Services Into the 21st Century

Proactive Career Management: Eliminating the Career "Emergency Room" Mentality

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**TRACK – Diversity**

Becoming Visible in the Workplace: Changing Times for Gays and Lesbians

Charting the Course: Helping Students with Disabilities Navigate From College to Career

Global Inclusion and Diversity: An Evolution

Making Excellence Inclusive: What's Your IE Scorecard?

Employability for all?

**TRACK – Experiential Education**

International Internships: Best Practices for Designing and Managing Campus Programs

Internships 2.0 – The Next Generation of Internship Programs

Understanding How International Internships are Different from Domestic Internships