



SYRACUSE UNIVERSITY

OFFICE OF HUMAN RESOURCES

March 2009

Syracuse University's Office of Human Resources offers career coaching services to all SU employees upon request. Employees recently separated from the University as a result of position eliminations were assigned a career coach available to:

- discuss career goals;
- review resumes and cover letters;
- discuss the "Job Placement Guidelines and Services" packet developed by HR's WorkLife and Organizational Development team;
- conduct a skill assessments of programs including Work, Excel, PowerPoint and basic keyboarding; and
- provide a list of training and development opportunities from external resources such as CNY Works.

As of March 1, 2009:

- SU Career Coaches made contact with 100% of the 48 employees recently separated from the University as a result of position eliminations.
- 76% of the contact cases are complete. SU's team of career coaches remains committed to helping the remaining employees recently separated from the University as a result of position eliminations.
- 24 of the 48 people attended a special open house for SU employees affected by the layoffs on January 27 at CNY Works.
- 4 employees who were in eliminated positions have been placed in new positions on campus.

For further information about career coaching, contact Mickey Lord, director, WorkLife and Organizational Development, at 443-9287.