



# Career Services and Placement Records

## UA.7.6

---

This finding aid was produced using ArchivesSpace on January 25, 2024.  
Finding aid written in English.  
Describing Archives: A Content Standard

University Archives and Historical Collections

Conrad Hall  
943 Conrad Road, Room 101  
East Lansing , MI 48824  
Business Number: 517-355-2330  
[archives@msu.edu](mailto:archives@msu.edu)  
URL: <http://archives.msu.edu/>

---

## Table of Contents

---

Summary Information .....	3
Historical Note .....	3
Scope and Content .....	4
Administrative Information .....	4
Related Materials .....	5
Controlled Access Headings .....	5
Collection Inventory .....	5
Career Passport Guides .....	6
Collegiate Employment Research Institute .....	6
Reports .....	7
Student Interaction Data Internal Report (Restricted) .....	7
Annual Reports .....	8
Serials .....	8

---

## Summary Information

---

<b>Repository:</b>	University Archives and Historical Collections
<b>Creator:</b>	Michigan State University. Career Development and Placement Services
<b>Title:</b>	Career Services and Placement records
<b>ID:</b>	UA.7.6
<b>Date [inclusive]:</b>	1985-2015
<b>Physical Description:</b>	1.7 Cubic Feet
<b>Language of the Material:</b>	English .

### Preferred Citation

Researchers wishing to cite this collection should include the following information: "Item title, Collection title, Collection Identifier, Michigan State University Archives & Historical Collections, East Lansing, Michigan."

[^ Return to Table of Contents](#)

---

## Historical Note

---

In 1985, Placement Services began to be administered by Student Affairs and Services. Placement Services previously was administered by the Vice President for Administrative and Public Services.

In 1988, the name changed from Placement Services to Career Development and Placement Services. In 1995, the name changed to Career Services and Placement. In 2006, the office also began using Career Services network as part of its name, although the official name remains Career Services and Placement.

[^ Return to Table of Contents](#)

---

## Scope and Content

---

This collection contains materials for Career Development and Placement Services for 1985 and after, such as brochures, flyers, reports, and career guides. It also contains reports from the Collegiate Employment Research Institute.

[^ Return to Table of Contents](#)

---

## Administrative Information

---

### Publication Statement

University Archives and Historical Collections

Conrad Hall

943 Conrad Road, Room 101

East Lansing , MI 48824

Business Number: 517-355-2330

[archives@msu.edu](mailto:archives@msu.edu)

URL: <http://archives.msu.edu/>

### Conditions Governing Access

Collection is open for research except for restricted materials.

### Conditions Governing Use

Permission to publish material from this collection must be obtained from University Archives & Historical Collections, Michigan State University.

### Conditions Governing Access

**Legal Status:** Donor(s) have transferred any applicable copyright to Michigan State University but the collection may contain third-party materials for which copyright was not transferred. Copyright restrictions may apply. Property Rights: Michigan State University.

[^ Return to Table of Contents](#)

---

## Related Materials

---

### Related Materials

See Placement Services records (UA 4.5) for 1984 and years previous.

[^ Return to Table of Contents](#)

---

## Controlled Access Headings

---

- Career development
- College placement services
- Experiential learning
- Annual reports
- Brochures
- Newsletters
- Reports
- Michigan State University. Career Services and Placement
- Michigan State University. Career Development and Placement Services

---

## Collection Inventory

---

Title/Description	Instances	
12 Essentials for Success: Competencies Employers Look for in College Graduates , 2005	box 5160	folder 1
2010 Destination Survey Report: Post Graduate Outcomes of May and Summer Bachelor Degree Requirements , 2010	box 5160	folder 2
Career Planning Guide Brochure, 1985	box 5160	folder 3
Career Services Network Updates Newsletter, 2012	box 5160	folder 4
Employment Trends and Resources College of Social Science by Karen Nelson, 1985	box 5160	folder 5
First Annual Student Employee of the Year Recognition Program, 1990	box 5160	folder 6
Employment Survey of Minority and Teacher Certificate Graduates from, 1987-1988, 1990	box 5160	folder 7
Brochures and Flyers, 1989-2009		

	box 5160	folder 8
Diversity Career Fair Program, 2006	box 5160	folder 9

## Career Passport Guides

Title/Description	Instances	
2000-2002	box 5160	folder 10
2003-2006	box 5160	folder 11
2006-2009	box 5160	folder 12
2009-2011	box 5160	folder 13
2012-2015	box 5160	folder 14

[^ Return to Table of Contents](#)

The Follow-up Report Post-Graduation Status of 1995-96 Graduates, 1995-1996	box 5160	folder 15
Memo, 1990	box 5160	folder 16
Picture Your Next Destination: MSU Arts and Letters Alumni at Work booklet, circa 2010	box 5160	folder 17
Placement Services Informational Folder, 1986	box 5160	folder 18
Salary Report, 1991	box 5160	folder 19
Student Employment Connections Newsletter, Fall 1994, 1994	box 5160	folder 20
Work and Student Life: an Examination of Student Employment, 1994	box 5160	folder 21
Experiential Learning Opportunities at MSU and the Referral Directory, 1996	box 5160	folder 22
Proposal for a Distributive Career Services System at MSU, February 21, 2000	box 5160	folder 23
The Career Planning Handbook: A Guide for Counselors and their Students by L. Patrick Scheetz and David Peltan, 1988	box 5160	folder 24
Career Services System mission and roles chart, draft, 1999	box 5160	folder 25
Jobtrak/Monstertrak Employment Listings, December 8, 2000 - December 21, 2001	box 5160	folder 32-34
Experiential Learning Opportunities at MSU, 1995-1996	box 5160	folder 35
"Learn to Serve, Serve to Learn": Service-Learning Center Booklet, undated	box 5160	folder 36

## Collegiate Employment Research Institute

<b>Reports</b>		
<b>Title/Description</b>	<b>Instances</b>	
1987	box 5160	folder 42
1988-1989	box 5160	folder 43
1990-1991	box 5885	folder 1
1992-1993	box 5885	folder 2
1994	box 5885	folder 3
1995	box 5885	folder 4
1996	box 5885	folder 5
1997	box 5885	folder 6
1998	box 5885	folder 7
2002, 2004	box 5885	folder 8
2006-2011	box 5885	folder 9
undated	box 5885	folder 10-11
Salary Bulletins No. 1 - 12, July 1987 - September 1987	box 5160	folder 37
Five Year Summary: Reference Guide for Trends in Early Destinations of Michigan's Bachelor Degree Recipients 1986 to 1990, undated	box 5160	folder 38
Employment Survey of Michigan College Graduates: Report of Destinations, Average Starting Salary, and Unemployment, 1986-1987, 1989-1990, 1994	box 5160	folder 39
Starting Salary Trends for Bachelor Degree Recipients from Michigan State University: 1978-1985 - Salary Series Report No. 2-16, 1986-1988	box 5160	folder 40-41

[^ Return to Table of Contents](#)

<b>Student Interaction Data Internal Report (Restricted)</b>		
<b>Title/Description</b>	<b>Instances</b>	
AY 2004-2005, June 30, 2004 - May 13, 2005	box 5160	folder 26
AY 2005-2006, May 14, 2005 - May 9, 2006	box 5160	folder 27
AY 2006-2007, May 10, 2006 - May 11, 2007	box 5160	folder 28
AY 2007-2008, May 11, 2007 - May 9, 2008	box 5160	folder 29
AY 2008-2009, May 9, 2008 - May 10, 2009	box 5160	folder 30
AY 2009-2010, May 11, 2009 - May 10, 2010	box 5160	folder 31

[^ Return to Table of Contents](#)

Career Services Handbook for MSU Students for, 2018-2019 and 2019 and 2020	box 5885	folder 12
Career Services Handbook for MSU Students for, 2020-2021 and 2021-2022	box 5885	folder 13

<b>Annual Reports</b>	
<b>Title/Description</b>	<b>Instances</b>
1985-1986	box Annual Reports
1986-1987	
1987-1988	
1989	

[^ Return to Table of Contents](#)

<b>Serials</b>	
<b>Title/Description</b>	<b>Instances</b>
#554 Placement Manual	
#555 Placement Services Annual Report	
#556 Placement Services Follow up Report	
#599 Recruitment Trends	

[^ Return to Table of Contents](#)