

Research on the Archives Management Mode of College Graduates under the Severe Employment Situation

Tongtong Han

Weifang Vocational College, Weifang, 261000, China

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Abstract: College students' files are the predecessor and an important part of college graduates' transformation into personnel files after leaving school for employment. They are the bridge and link between graduates' transformation from student status to professional workers. They contain all kinds of information of students during their school days, such as college entrance examination results, academic achievements during their studies in colleges and universities, internship practice performance and rewards and punishments, which provide an important basis for employers to select talents. But at present, the overall level of student file management is relatively backward, and the management of student status in most colleges and universities still stays in the traditional management operation mode. This paper puts forward the employment files of college graduates and their management methods, and explains the flexible connection function of files between graduates, employment market and universities, so as to provide theoretical reference for expanding the functions of university archives and improving the view of archives inside and outside universities.

1. Introduction

As an important work, the management of students' files in colleges and universities records the basic performance of students during their school days, and it is a very important information voucher, which is of great significance to students' follow-up employment [1]. However, the existing student file management in some colleges and universities is relatively backward. Under the new employment situation, colleges and universities will do a good job in student file management and provide assistance for students' subsequent development [2]. With the development of economy and the popularization of higher education, the number of college graduates is increasing, but the job market is facing severe challenges [3]. In this context, the archives management of college graduates has become an important and urgent task. The challenges faced by college graduates' archives management mainly include the increasing employment pressure, the lagging construction of archives system, the problem of information confidentiality and the lack of docking with employers [4]. With the increase in the number of college students and the fierce competition in the job market, graduates need to face more job seekers, making it more difficult to enter their favorite industries or enterprises [5]. This requires that the archives management of college graduates need to know more accurately the professional ability, technical level and practical experience of graduates, so as to provide targeted employment guidance and services and help them better adapt to the job market [6]. The challenge of college graduates' file management also includes the lag of file system construction. Due to the huge scale of colleges and universities, the information input and management of many graduates has become complicated and cumbersome. Some university archives management systems may have problems of backward technology and imperfect information, which leads to inaccurate and timely records and inquiries of graduates [7]. Therefore, colleges and universities need to strengthen the construction and update of file systems to ensure the authenticity, comprehensiveness and reliability of information. The archives management of college graduates is also facing the challenge of information confidentiality. The personal privacy and employment information of graduates must be properly protected to prevent disclosure and abuse. However, because file management involves a lot of sensitive information, such as personal ID number and mobile phone number, information security

has become an important task [8]. Colleges and universities should strengthen the awareness of file secrecy, formulate standardized information management systems and operational procedures, and strengthen the application of technical means to ensure the security and controllability of graduate file information. It is far from enough to have a perfect file system. Colleges and universities need to actively establish close cooperative relations with employers, deeply understand the needs and recruitment requirements of employers, and provide more accurate graduate recommendation and docking services. In addition, colleges and universities should also strengthen communication and exchanges with employers, actively carry out school-enterprise cooperation projects, and provide more practical opportunities and employment resources for graduates [9].

Facing the severe employment situation, the archives management of college graduates is facing challenges. Colleges and universities need to strengthen the understanding of graduates' professional ability and practical experience, optimize the construction of archives system, protect information security, and strengthen the docking with employers to provide more accurate and comprehensive employment guidance and services [10]. Only by constantly improving and innovating the archives management, can colleges and universities better help graduates to cope with the employment pressure, enhance their employment competitiveness, and realize that the archives management of college graduates has become an important and urgent task under the current severe employment situation. With the development of economy and the popularization of higher education, the number of college graduates is increasing, and the imbalance between supply and demand in the job market leads to increasing employment pressure.

2. Analysis of the existing problems of college students' file management

2.1. The investment in college students' archives management is insufficient, and the management means are lagging behind

Insufficient investment and lagging management methods in college students' archives management are a major challenge at present. First of all, colleges and universities often don't have enough capital and human resources investment in file management. Due to the limited school funds, file management may be neglected or the priority is reduced, which leads to the limited effect of management. Secondly, the technical means of college students' file management is relatively backward. The traditional paper file storage method has some problems such as difficult information retrieval and easy damage, which can not meet the needs of the information age. However, some colleges and universities have not fully applied the modern electronic file management system, which leads to relatively inefficient entry, inquiry and management of file information, and it is difficult to meet the needs of large-scale graduate file management. Students' files stay in colleges and universities for 3-4 years, which belongs to phased storage. Therefore, many colleges and universities do not know enough about students' files, attach low importance to them, and are unwilling to invest or supplement their financial, material and human resources in their management, so the management of students' files is in a difficult situation. Mainly manifested in the lack of independent or sufficient warehouse, outdated equipment and facilities, lagging management methods, and insufficient application of modern technical means. Many college students' file arrangement methods are still in the manual operation stage, and there is no file management software. A large number of paper files need to be manually arranged and disassembled many times, which is time-consuming and laborious, inconvenient to find, and can not be used efficiently and quickly, resulting in low efficiency, long student information inquiry period, insufficient information utilization, and inability to achieve service functions, which restricts the management level and service.

2.2. The management mechanism of college students' files is not perfect

The imperfect management mechanism of college students' files is another challenge at present. Some colleges and universities lack clear archives management policies and norms, which leads to the lack of unified guidance and standards for archives management. This may lead to differences in

file management methods between different departments and colleges, and affect the consistency and comparability of file information. The management of college students' files involves many links, including file entry, sorting, storage and inquiry. However, due to the unsmooth process, there may be problems of information omission, repetitive work or redundant operation, which reduces management efficiency and service quality. In some colleges and universities, the responsibility of file management is scattered and unclear, and there is a lack of effective coordination and cooperation between departments. This may lead to problems such as delayed updating, errors, loss or leakage of archival information. When some colleges and universities carry out student file management, their centralized management is not unified, and file management institutions are set up in personnel department, student office and file department. More colleges and universities pay more attention to the management and teaching of other files, but they don't know enough about the significance of managing students' files, and then there are insufficient full-time managers in the school, and the corresponding guidance and inspection work is insufficient. In addition, the performance of archives departments in some colleges and universities is not combined with the management of students' files, and the final management system is not perfect. There are some problems in creating, collecting and sorting out students' files, such as irregular writing and basically consistent evaluation content. The imperfection of the mechanism will affect the file management and file quality, and can not give enterprises more valuable file reference.

3. Explore the archives management mode of college graduates under the severe employment situation

3.1. Increase investment in student file management and implement information management

Insufficient investment and lagging management methods in college students' archives management are the current problems. By increasing investment, carrying out information management, strengthening training and awareness raising, and establishing a supervision mechanism, colleges and universities can improve student file management, improve management efficiency and quality, and better meet the needs of students and society. The management of college students' files is an important part of college work, a comprehensive reflection of the process of talent training in the school, and an important basis for employers to select graduates. Its content involves the whole process of students' study and life at school, and it is an all-round embodiment of the quality of school education and teaching and the level of student management. It is inevitable for the development of the times to increase the investment in college students' archives management, reform the methods of students' archives management, replace the traditional lagging manual operation mode with modern computer technology, and gradually increase the proportion of electronic information in archives. When collecting data from students' files, file managers should actively and timely contact and communicate with the responsible persons of the file material generation department, so as to grasp the students' information in time, and timely sort out and file the students' evaluation and punishment and join the party and other materials. In addition, under the changing needs of enterprises, colleges and universities can appropriately adjust and add or delete the contents of archives. In addition to displaying traditional contents, they can also display students' professional skills, credit and psychological quality, so as to improve the accuracy and comprehensiveness of archives, ensure the integrity of archives and promote the progress of archives management. Starting from the technical conditions, economic conditions and students' file management needs, colleges and universities can do a good job in the application of modern information technology, such as creating a data management platform, in collecting and sorting out or compiling and disseminating file materials, so as to realize the informatization development of file management. Colleges and universities can create electronic files as soon as students enter the school, and the information such as students' school information can be entered regularly by special personnel, and finally form a file management platform. Using information management to reduce the work intensity of each staff, improve the convenience and efficiency of management, and also extend the storage life of files. The use of information management also

provides powerful search and retrieval functions. With the help of advanced search and intelligent retrieval technology, the required file information can be retrieved quickly and accurately according to keywords, attributes and other conditions. This greatly improves the speed and accuracy of file search, and saves labor cost and time. Fig. 1 is an information management model of university archives.

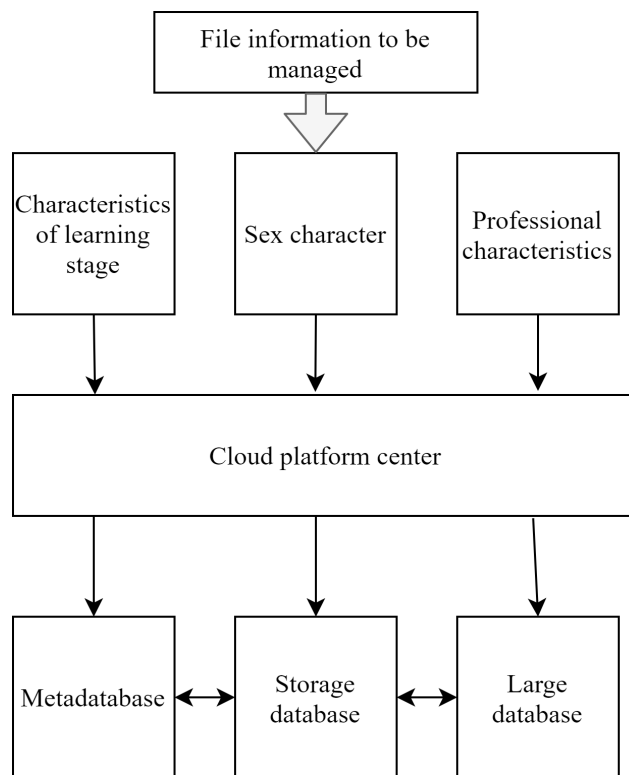


Figure 1 Information management mode of university archives

3.2. Establish a sound file management system and optimize the file management process

Establishing a sound file management system and optimizing the file management process are important measures to improve the efficiency and quality of college students' file management. Clarify the responsible department responsible for file management in the school, which can be the student affairs department, the academic affairs office or the specially established file management department. Defining the responsible department is helpful for unified management and supervision, and ensures the continuity and stability of file management. Formulate policies and rules and regulations on archives management, including specific requirements and operational procedures for the collection, arrangement, preservation, inquiry and utilization of archives. These policies and rules and regulations should get the consensus and support of all relevant departments, and be publicized and implemented throughout the school. Optimize the file management process, rationally divide the work, and define the tasks and time nodes. For example, determine the timing of student information collection and input, file storage location and label, file retrieval and lending process, etc. By optimizing the process, we can reduce repetitive work and mistakes and improve the efficiency and accuracy of file management. The management process of college graduates' employment files is shown in Figure 2.

Introduce modern electronic archives management system to realize digitalization, networking and intelligence of archives. Through the electronic file management system, information can be entered, queried, shared and protected conveniently and quickly. At the same time, data backup and safety protection measures should be strengthened to ensure that file information is not lost and leaked. Provide professional training and technical support for file managers to improve their file management ability and information technology application level. The training content can include the knowledge and skills of archives management policies and regulations, operation skills of archives management system, information security protection and so on. Establish a mechanism to

regularly evaluate the effectiveness of archives management, find problems and deficiencies in time, and take corresponding improvement measures. Self-examination of archives management can be organized or professional institutions can be invited to evaluate it to ensure the effective operation and continuous improvement of archives management systems and processes. By establishing a sound file management system and optimizing the file management process, colleges and universities can improve the efficiency and quality of student file management, ensure the accuracy, integrity and security of file information, and provide better file services and support for students and teachers.

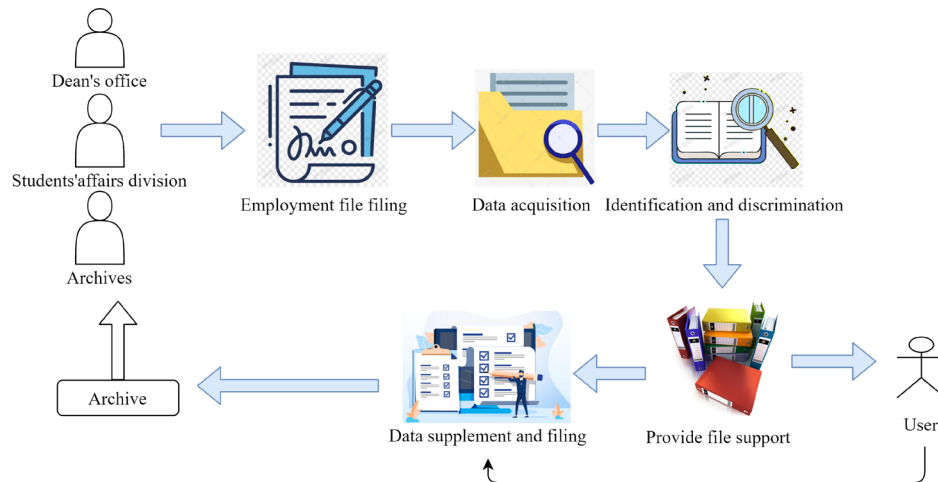


Figure 2 Management process of employment files for college graduates

4. Conclusions

Under the increasingly severe employment situation of college graduates, the file management of college graduates is becoming more and more important. Archives are an important carrier of relevant records of college students during their study in school, which witnessed the growth and development process of college students. When students enter the society after graduation, archives are the main evidence for enterprises and institutions to understand the situation of students, and its importance to college graduates is self-evident. With the innovation and development of archives management in colleges and universities, from the perspective of employment, it is necessary to change the management mode of archives managers in colleges and universities, establish the consciousness of active service in their work, and provide humanized archives management for graduates. Through various forms of publicity, education and guidance, let graduates understand the archives policy, know how to deal with archives, and master the knowledge of archives preservation and transfer. This kind of research is helpful to improve the competitiveness of graduates, increase their chances of smooth employment, and provide better file service and support for students and teachers.

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