

Plan for Job Placement Services

Purpose:

This plan is to identify and assure that job placement services are both systematic and continuous. All qualifying students are assisted with career services and job placement. This is achieved with guidance from faculty and career services personnel. The person responsible for the coordination of services is the Director of Career Services.

Objective:

To assist every student and/or graduate with obtaining training related employment. A 70% placement rate is to be maintained at all times with placement status documented within 90 days of the graduate's completion date. However, no guarantee of placement will be implied and there will be no charge to the student or the employer for such services.

Summary:

1. A communications network is maintained by the Career Services department for all staff, faculty, students, graduates, and employers. Beginning with new student orientation, the Director of Career Services or Career Services Advisor provides an overview of the Career Services program with contact information. Data is collected to anticipate placement needs. In addition to email and phone communications, a social communications network is used by Career Services personnel to initiate and maintain communications with graduates, employers, and businesses. This network is also connected with faculty and staff. The Career Services Department interacts with staff and faculty on a daily and regular basis to ensure student success.
2. The Career Services department maintains a listing of employment opportunities and database of employers. New opportunities are forwarded to students and/or completers via email who have satisfied requirements and seeking employment. The Career Services staff follows up and assists students/graduates with job applications and interviews until an outcome is reached. Job referrals from employers or graduates are forwarded to the Career Services department directly or through our website. The Career Services staff immediately responds to all employer requests. Graduates' resumes are forwarded directly to employers and job leads.
3. Career counseling/coaching for students is an integral part of the program's curriculum, both on a group and individual basis. Instructors conduct technical interviews by asking and explaining questions that will prepare students for related certification exams and employment. Students practice skills by working on real world projects and practical scenarios as independently as possible.
4. Starting with IE-170 Technical Career Preparation Workshop (TCPW) course, students are taught on a group level how to develop resumes, conduct job searches, interview, and are provided with employment opportunities. A Career Services Advisor monitors and reviews activity of each student to provide individual coaching/feedback with regards to improving outcomes, job leads, and follow up. Students are guided in comprehensive job searches using various

resources discussed during the TCPW course.

5. Career Services Advisors are responsible for a portfolio of students/graduates and placement outcomes. They coach each student to be successful with job applications, interviews, and employment offers. These activities can include referrals to employment agencies where students are directed to make contact and seek out related job opportunities. A Career Services Advisor will assist each graduate until placement is obtained.
6. Placement records are maintained for graduates/completers by the Career Services Department as a means of measuring the success of the institution achieving its mission. Within 30 days of employment, a Career Services Advisor will obtain written verification of a graduate's job placement. A Request for Employment Evaluation is sent for completion by the employer. A copy of this form is maintained in the Career Services department and electronically in the student's file.
7. The Director of Career Services monitors placement statistics and reviews updates with Career Advisors on a weekly basis. A report is presented to the Director of Compliance monthly. At this time, suggestions for improvement and new goals are set to maintain compliance with accreditation placement standards and meet expected rates.

Evaluation and Feedback:

Student and staff input is considered and evaluated when an annual review of the plan is undertaken by the Management Team and Advisory Committee. The President evaluates summary data on an annual basis and presents findings to all instructional personnel and administrative staff at an annual staff meeting. Current plans are posted on the school's website.