

Plan for Job Placement Follow-Up Services

Purpose:

The purpose of this plan is to document job placement follow up. This information is also contained in the Plan for Job Placement. The person responsible for this plan is the Director of Career Services.

Placement Follow Up:

- a) The Career Services staff verifies job placement of graduates and non-graduate completers working in IT related positions. Job information is obtained and documented from the completer immediately. Within 30 days of employment, the Career Services staff obtains written verification from the employer and/or completer that includes job title, start date, employer name and contact information, salary (if available) and job description. The Employment Evaluation form verifies job placement and asks for employer satisfaction related to the hired completer's skills and performance. This form is maintained in the Career Services department and electronically in the student's folder.
- b) If a completer is self-employed in the IT field, the Career Services staff obtains written verification from the completer or a signed Self-Employed Placement form, along with a business card and/or website address as satisfactory placement. This form is maintained in the Career Services department and electronically in the student's folder.
- c) If a completer is unavailable for placement due to health and/or personal issues, including pregnancy, military service, or incarceration, the Career Services staff obtains a signed Waiver for Job Placement form or email from the completer. If/when the completer becomes available for placement, Career Services will resume its efforts to assist the completer with job placement.
- d) If the completer refuses placement assistance for employment, job offers, or does not show or cancel interviews, the Career Services staff will obtain and file documentation to support such actions.
- e) If the completer is not placed in an IT position and working in an unrelated IT position, an Employment Information form will be filled out by the Career Services staff and maintained in the department.
- f) If a completer decides to pursue a college education instead of employment, the Career Services staff will obtain a Waiver for Job Placement form. This form is maintained in the Career Services department and electronically in the student's folder.

Satisfaction Surveys:

The Graduate Completer and Non-Graduate Completer Satisfaction/Follow up Survey obtains feedback on job placement related to the training program. It is also used to solicit suggestions for improvement towards the goal of securing employment in the field.

The Employer Satisfaction Survey form solicits feedback from employers who have hired graduates with regards to overall satisfaction of the graduate's skills level and job performance; and whether they would hire additional PC AGE graduates.

Evaluation and Data Reporting:

The Director of Career Services receives weekly placement status reports from the Career Services Advisors. A summary report is provided monthly at management meetings and reviewed with the Director of Compliance. Analysis and improvement plans are initiated as needed and measured against standards. By reviewing the placement statistics on a regular basis, strategies to meet placement outcomes can be adjusted to meet goals. The President evaluates data and presents findings on an annual basis to all faculty and administrative staff at annual Institutional Effectiveness staff meetings. Additionally, the President and Director of Education presents this data annually to be reviewed and revised by the school's Advisory and Governing Board. Annual placement data is reported to the accreditation agency and maintained on the school's website and consumer disclosures.

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.