

## **JOB PLACEMENT AND FOLLOW-UP PLAN**

**Identification of responsibilities:** Job placement and follow up services are coordinated by the School Director- Fred Albrecht. Mr. Albrecht oversees communications between the placement coordinators, staff, faculty, and businesses within the community.

The Director assigns Career and Community Development Coordinator: Crystal Vetter – Alton Campus, Kay Caldwell – Fairview Campus, responsible for the collection of information for placement, completers and employers of completers.

**The Placement Plan** and follow up duties are the responsibilities of the Career and Community Development Coordinators. Each is responsible for carrying out the following:

- Maintain a file listing of employers and employment opportunities
- Review list of completers to verify employment status. Makes notes pertaining to phone calls, appointments and follow-up and enters information into the student database.
- Search the help wanted classified section of newspapers, job search engines and other appropriate means.
- Contact employers advertising for positions to see if the school can assist them in the search.
- Prepare "special" student functions, i.e., Interviewing Workshop, Job Search Workshop, and mock interviews.
- Set time aside to counsel students regarding job search and interview performance.
- Maintain placement records for completers and non-grad completers as a means of measuring the success of the institution in achieving its mission

The **Follow-Up Plan** of student achievements enables the school to evaluate the objectives of educational programs and make revisions, deletions, or additions based on need. Activities include:

- Conduct, collect and review completer surveys. Results are reported to School Director for review and maintained in campus binder. Surveys are shared at least annually during staff meetings.
- Based on survey results the School Director may reach out to the appropriate faculty and/or staff member to measure if immediate action is warranted.
- Maintain completers, non-grad completers and employer evaluation records as a means of measuring the success of the institution in achieving its mission.

- Information collected from completers and employers of completers focuses on program effectiveness for various modes of delivery and relevance to job requirements.

The staff is to maintain an OPEN DOOR policy for students AT ALL TIMES regarding job placement and follow up activities.

**Evaluations:**

Survey forms by completers and employers are utilized to evaluate and improve the quality of programs. Surveys are forwarded to the School Director who, in turn, shares the information at least annually during staff and advisory board meetings.