

## **Plan for Placement Services**

### **Scope:**

The scope of the plan is to identify and assure that job placement services are both systematic and result oriented. All qualifying students are assisted with job placement to obtain training related employment. A 70% placement rate is the guideline to be maintained 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.

### **Major Activities:**

1. Once a student reaches 30 days official PC AGE Staff reach out to students for the resume, and LinkedIn profile address. Then the students are requested to complete a Student Questionnaire Form.
2. Once a student provides a resume, Job Placement Staff works on it and updates it as per industry standards. The updated resume is then stored in google drive as well as emailed to the student.
3. Once Career Services receives an email from Student Services with the list of students that met 2<sup>nd</sup> SAP. Career Services sends all students an introductory and welcome email. Career Services staff is introduced to the students. Students are informed they will be added to a weekly job list. Students are requested to submit their most recent resume if they haven't so, along with filling out a "Student Questionnaire Form". They are provided with resume samples, and writing guidelines. The Career Services staff emphasize that they should check their emails and texts more often so they don't miss out on any job opportunities.
4. Career Services adds student names, locations, and email addresses in the internal Google sheet. Students are sorted by state and separate weekly job lists are created state-wise.
5. Weekly job lists are shared with the students and encouraged to apply directly. CS staff contacts all employers in the weekly job lists. Student resumes are submitted to interested employers for consideration. A new employer lead is created in CRM if not in the system already.
6. CS emails students whose resumes were submitted to the employer. Request students to look out for recruiter contact and respond to them in a timely manner.
7. On employer's request CS staff provides interview scheduling with students.
8. Career Services provides early-on material such as personal interview questions and technical interview questions, that way the students are prepared for any future interviews.
9. CS conducts Soft Skills Mock interviews with students to understand their career goals and provide effective job search strategies, resume writing, and explain the interview process, job expectations, and professionalism. CS staff after the soft skills mock interview sends students an email with interview sample questions and thank you email samples and also helpful websites for job searching .
10. CS staff documents any feedback/follow-up/comments from students and employers in CRM
11. Contact students by phone call/email or text to get the placement information
12. Update Merge CPL report when a placement is acquired or a waiver is signed.

13. Upload paperwork in SMART and Google Drive folders accordingly and hardcopies as well.

**Evaluation of Plan:**

1. Contact placed graduates within 30 days of placement to verify the placement. Graduation satisfaction Follow-Up Survey is also filled out to get program review feedback
2. Contact employers within 30 days of placement to evaluate graduate performance, program review feedback and verify employment.

Placements data is shared in the staff meetings throughout the year and the merged CPL and PC AGE website is updated accordingly and shared with the faculty, Management Team and Advisory Committee.

**Stockholders:**

Director of Compliance, career services personnel