



Student Placement and Follow-up Plan

Effective 1/2019
Reviewed 11/2019
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Responsibility for Coordination of Placement Services

Davis Technical College employs a Career Placement Specialist who is responsible for coordination of placement and follow-up activities such as résumé and cover letter assistance, job interview preparation, career advisement, and referrals to open positions.

Communication Network

The Specialist communicates and coordinates job placement and follow-up services with students, employers, instructors, Occupational Advisory Committees, and the Career Placement Services Advisory Committee.

Maintenance of Placement Records for Completers

Placement records for student completers are maintained in Northstar and used to generate CPL reports showing the success of the institution in achieving its mission.

File Listing of Employers and Employment Opportunities

The Career Placement Specialist retains employer information and provides and maintains job postings on a Student Job Board <https://www.davistech.edu/student-job-board/>

Student Counseling

Faculty and staff encourage students to register with the Career Placement Specialist as they near completion of their programs for assistance in finding suitable employment. The Specialist assesses students' training, skills, and backgrounds in efforts to match them to suitable employment opportunities. The Specialist also advises students on job search strategies, networking, interviewing, resume, and presentation skills.

Responsibility for Coordination of Follow-Up Activities

The Career Placement Specialist is responsible for gathering data from student completers and employers of completers. Completions, Placements and Licensure information is collected from students, government agencies, and National Student Clearinghouse.

Information Collected from Completers

Student Services includes reminder on graduation packet to encourage student completers to share changes in their employment status by going online and completing the student follow-up survey. The survey includes questions to determine whether job placements are related to the students' training program, as well as qualitative questions used to assess the effectiveness of training.

Each month, students within 250 hours of graduating from their programs are identified through Northstar and emailed by the Career Placement Specialist. Career Placement Specialist saves the monthly email. The email stresses the importance of successful outcomes and requests that the students complete the follow-up survey.

The student survey is available online at <https://www.davistech.edu/career-placement-services/>

Information Collected from Employers of Completers

The Career Placement Specialist attempts follow-up contact semi-annually with the employer of completers asking them to complete the employer follow-up survey. The survey includes questions about the students' job-related and soft skills, and the quality of the students as employees. This information is used to determine program effectiveness for various modes of delivery.

The employer survey is available at <https://www.davistech.edu/career-placement-services/>

How Follow-Up Information is shared

Follow-up data from student completers and employers of completers are reported to and evaluated by the Training Division Directors on a continual basis using Tableau Web based qualitative reports, program reviews, conducted by the Training Directors, are used to provide qualitative feedback to instructors about program effectiveness. Career Placement Specialist shares data annually with faculty and staff during Strategic Planning meeting. Professional development courses on outcomes are available to ensure instructors have information and resources needed to be successful. Instructors also learn about strategies to improve the quality of program outcomes.

Career Placement Services Advisory Committee

The Career Placement Services Advisory Committee meets at least once a year to evaluate follow-up surveys, review the survey results, discuss potential professional development needs relating to outcomes, review the Student Placement and Follow-up Plan, and update as necessary. The Advisory Committee also develops objectives for improving placement and follow-up services. The Committee consists of a cross section of directors, instructors, and other staff of Davis Technical College. The Career Placement

Specialist keeps meeting minutes.