



## **Student Placement and Follow-up Plan**

Effective 1/2019  
Reviewed 11/2019  
Reviewed 12/2020  
Updated 1/2021  
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### **Responsibility for Coordination of Placement Services**

Davis Technical College (college) employs a Career Placement Specialist who is responsible for coordination of placement and follow-up activities.

#### **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 Completions, Placements, and Licensure (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 employment opportunities, and provides and maintains job postings on a Student Job Board <https://www.davistech.edu/student-job-board/>

#### **Student Counseling**

The college encourages students to register with the Student Job Board upon enrollment. Once the student enrolls, the Career Placement Specialist will make contact to offer placement assistance. The Specialist assesses students' training, skills, and backgrounds in efforts to match them to suitable employment opportunities.

### **Responsibility for Coordination of Follow-Up Activities**

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

### **Information Collected from Completers**

Student Services includes a reminder in the 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 nearing the end of their program are identified through Northstar and emailed/texted by the Career Placement Specialist. The 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 for continuous improvement.

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. Instructors also learn about strategies to improve the quality of program outcomes.

### **Career Placement Services Advisory Committee**

The Career Placement Services Advisory Committee meets on an annual basis 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.