

# Davis Technical College

## Student Placement and Follow-up Policy and Procedures

**Effective Date: 6/12/18**  
President's Council Approval: 6/11/2018

### 1. Purpose

**1.1.** Davis Technical College provides market-driven technical education that meets the demand of employers for technically skilled workers. This policy outlines the assistance the College provides to match students with job openings.

### 2. References

**2.1.** Council on Occupational Education Handbook of Accreditation, Standard 3 Program and Institutional Outcomes and Standard 10 Student Services and Activities.

### 3. Definitions

**3.1. Follow-up** – The act of making formal contact to obtain specified factual and/or perceptual information from a particular person or group of persons.

**3.2. Job Board** – A web-based resource used to post employment opportunities for students and graduates.

**3.3. Outcome data** – the results of a student's enrollment and training

**3.4. Placement** – A completer of a program who (1) is employed in the field of education pursued or in a related field, or (2) has received the appropriate credential and entered the military or continued his/her education. Valid employment in the field or a related field includes placement in a permanent full- or part- time position with an employer or employment agency, or self-employment in the field of education or a related field. Placement Services – services provided by the Career Placement Specialist include but are not limited to assistance with creating a resume, improving interview skills, preparing presentations and portfolios needed for finding employment, and obtaining employment

**3.5. Student Information System** – software containing student records

### 4. Policy

**4.1.** The College has a written plan to ensure that follow-up is systematic and continuous, and that outcome data is collected, stored, and accurately reported.

**4.1.1.** Student outcome data is stored in individual student records in the Student Information System and are maintained to reflect current and accurate information.

**4.1.2.** Outcomes can be identified by the faculty and/or administrative support personnel by any means available

**4.1.3.** Placement information is made available to all instructional personnel and administrative staff using a business intelligence reporting system.

**4.1.4.** Outcome data is used as a means to evaluate and improve the quality of program outcomes as well as the success of the institution in achieving its mission.

- 4.2. Placement services are provided to program graduates and non-graduates
- 4.2.1. The Career Placement Specialist maintains student resumes to be shared with employers seeking graduates. Information contained in resumes is made electronically secure and is only available with the student's consent.
- 4.3. An electronic Job Board is maintained by the Career Placement Specialist for posting employment opportunities for students.
- 4.3.1. Notice of employer job openings received by faculty or staff will be reported to the Career Placement Specialist and posted to the job board.
- 4.4. The Career Placement Services Advisory Committee meets annually to update follow-up surveys, review the results of the surveys, maintain the Placement and Follow-up Plan, and develop reports and plans that are used for the improvement of collecting outcome data, student placement, and follow-up.

**5. Approval and Notes**

- 5.1. Prior policy approved 11/8/2011.
- 5.2. Revised 6/12/2018