

## **Tri-County Career Placement Plan**

Career Placement Assistance consists of cultivating a strong networking relationship with outside companies, agencies, advisory board committee members, and alumnus. The Adult Education Office works in cooperation with the director of each program, as well as other program staff members to assist students in locating employment opportunities.

### **a. Coordination of Services**

The Adult Education Office and faculty communicate regularly regarding student placement opportunities. Alumni and current students are informed about placement opportunities whenever they arise.

### **b. Communications Network**

The Adult Education Office, in conjunction with the faculty maintain an employer network that consists of local businesses, current and past placement providers, local employment agencies, clinical and externship sites, advisory board members, and alumni members.

The students are prepared to interview as a component of their career preparation coursework.

### **c. Employer Information**

As jobs opportunities become available, the Adult Education Office contacts current and past graduates via e-mail regarding the employment opportunity. The Employment opportunity is also shared on Facebook to improve the visibility. As student placement data becomes available the Adult Education Database (Xendirect Employers Data) is updated. The Adult Education Office is responsible for coordinating and updating the employer information in the Adult Education Database.

**d. Career Counseling**

As a part of the regular course curriculum faculty dedicates time to career preparation and career goals. Included in that portion of the class time is spent on resumes, the interview process and networking. Graduates are encouraged to become members of their program's advisory board and to keep in contact Tri-County for future placement assistance.

**e. Student Placement**

All student contact information is updated into the Adult Education database prior to graduation through the use of the Exit Survey.

The Adult Education Office contacts students by mail, phone, e-mail, and through social networks initially within six months of graduation to update individual student placement status within the Adult Education Outcomes database. The Adult Education Office is responsible for collecting and coordinating all placement data. The Adult Education database is used to store the data and provides reports to measure student placement success.

**f. Evaluation**

Information is collected from completers through graduate follow up surveys. Students are asked to rate the effectiveness of the educational delivery system and the students workforce readiness.

Placement and follow up survey information is shared with and reviewed by members of each program. This information is used in the curriculum review process.