

## 1. Purpose

- 1.1. Davis Applied Technology 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 information from a particular person or employer.
- 3.2. **Graduate** – A student who has demonstrated the competencies required for a program and has been awarded the appropriate credential.
- 3.3. **Job Board** – A web-based resource used to post employment opportunities for students and graduates.
- 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.
- 3.5. **Placement and Follow-up Plan** – A plan that is used to ensure follow-up is systematic and continuous and includes (1) Identification of responsibility for coordination of follow-up activities, (2) Evaluation of results of data collected from graduates and employers of graduates, and (3) Objectives for the improvement of instructional outcomes.
- 3.6. **Student Information System** – Software containing student records.
- 3.7. **Follow-Up Survey** – A tool used to measure the success of training and services received at the College.

## 4. Policy

- 4.1. Student placement/outcome data are stored in individual student records in the Student Information System and are maintained to reflect current and accurate information.
- 4.2. Placement services are provided to program graduates and non-graduates and may include resume review, interview skills, personal presentation for employment and assistance with job placement.
- 4.3. The Job Placement Specialist maintains student resumes to be shared with employers seeking graduates. Student resumes are made available to employers for review online or

through email. Information contained in resumes is made electronically secure and only available with the student's consent.

- 4.4. An electronic Job Board is maintained by the Job Placement Specialist for posting employment opportunities for students.
- 4.5. Notice of employer job openings received by faculty or staff are reported to the Job Placement Specialist and posted to the job board within one working day.
- 4.6. Follow-up surveys are conducted for students, former students, graduates, and employers of graduates and are used to provide data for program effectiveness, various modes of delivery, and relevance to job requirements.
- 4.7. Placement and follow-up 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.
- 4.8. Placement information is made available to all instructional personnel and administrative staff on an ad hoc basis using a business intelligence reporting system.
- 4.9. The Job Placement Services advisory committee meets annually to revise follow-up surveys, review the results of the surveys, to create and maintain Placement and Follow-up Plans and to develop reports and plans that are used for the improvement of placement and follow-up services.

## **5. Procedures**

### 5.1. Data Collection upon Enrollment

- 5.1.1. At the time of enrollment, students are asked to; 1) provide complete employment data; 2) indicate if they are currently unemployed or 3) decline to provide employment information. Information is entered in the student record in the Student Information System by Student Services personnel.

### 5.2. On-going Data Updates

- 5.2.1. Instructors notify and remind students to update their employment status by completing the Follow-up Survey when their status has changed.
- 5.2.2. Follow-up Survey results are collected, evaluated and entered in the Student Information System by the Job Placement Specialist.

### 5.3. Data Collection upon Graduation

- 5.3.1. The Registrar sends a letter to program graduates asking them to complete the Follow-up Survey.

### 5.4. Data Collection upon Withdrawal

- 5.4.1. Instructors and Student Services personnel ask students who intend to withdraw from the College to complete the Follow-Up Survey.

#### 5.5. Student Follow-Up

- 5.5.1. Student records that do not show exemption from follow-up, placement, or follow-up information are considered “negative outcomes.”
- 5.5.2. Instructors, Student Services Personnel and the Job Placement Specialist review the Student Outcomes report to review negative outcomes and follow-up with students.
- 5.5.3. Follow-up methods may include calling, emailing, sending letters, contacting employers, and evaluating DWS and USHE records.

#### 5.6. Employer Follow-up

- 5.6.1. The Job Placement Specialist contacts employers of graduates to complete an Employer Follow-Up Survey to provide feedback on the quality of the former student’s knowledge, skills and performance.

#### 5.7. Student Employment Assistance Procedures

- 5.7.1. Prior to completing the program, each student is encouraged by their instructor or counselor to register with the Job Placement Specialist for employment counseling and to explore available local career opportunities, prepare for the job search and interview, search online resources, and study recommended books. The Job Placement Specialist assists graduates with resume review, interview skills, personal presentation, and placement.
- 5.7.2. Students are encouraged to register for online job search databases through the Utah Department of Workforce Services and other job search websites. Students are also encouraged to visit the College’s electronic Job Board. Employment opportunities are posted and gathered through the efforts of the Job Placement Specialist and instructors.
- 5.7.3. Students having difficulty attaining or maintaining employment are encouraged to visit with the Job Placement Specialist for employment counseling and other employment services.

#### 5.8. Employer Assistance Procedures

- 5.8.1. If an employer contacts a College employee or a program instructor to inquire about hiring students, such contact is referred to the Job Placement Specialist, who assists the employer in posting the job listing on the Job Board.
  - 5.8.1.1. The Job Placement Specialist determines which training program and/or students can best meet the employer’s needs, facilitate employer

communication with instructors and recommend/refer appropriate students for employment.

- 5.8.2. Instructors work with Employer Advisory Team members and local employers to attain information about employment opportunities for students.
- 5.8.3. The Job Placement Specialist and College Recruiter meet regularly with employers to share information about College training programs and students who have skills that would be beneficial to the employer.