



CAREER AND JOB PLACEMENT SERVICES

The College is proud of its graduates' career success; however, the individual graduate is responsible and should receive the credit for his/her career successes. The College's role is to provide job search assistance for each graduate, and the graduate's role is to make substantial, good-faith efforts to find employment. The College's services assist graduates in obtaining positions commensurate with their skill development. **The service is provided to assist in the job search; the graduate is still responsible to seek job openings, send resumes, prepare for job interviews and do all those things suggested by the College and/or customarily done to aggressively obtain employment. Students are advised that the goal of the Institution's career services program is to provide assistance; it does not obtain jobs for the graduate for a very simple reason. Only the graduate can properly prepare his/her resume, conduct a job search, attend a job interview, impress the prospective employer, etc. The Institution's role is to assist the graduate in accomplishing these activities.** Graduates should keep a detailed job search record that includes items such as jobs applied for, interviews attended, leads obtained, and other job search efforts.

Graduates can generally expect entry-level positions; however, the level of employment obtained and the likelihood of obtaining employment are heavily dependent on the student's job search efforts and the record the student makes for himself/herself while in school. Students are advised that their grades, absences, dress, conduct, work ethic, and attitude displayed in school can significantly affect both the likelihood of finding employment and the level of employment obtained, if any.

Once the graduate obtains his/her first job, how far he/she may progress in his/her career field will depend on the graduate's efforts on the job. An educational institution can help its graduates get started; after that it is completely up to the graduate. His/her work ethic, attitude, dependability, willingness to continue learning, and other such personal characteristics will not only help a graduate obtain initial employment, but also determine his/her overall career advancement and success. For example, in the rapidly changing workplace, graduates must continue to take continuing education classes, join professional/work-related associations, attend seminars, subscribe to and read related trade magazines and/or journals and be willing to adapt to change. Students should refer to their enrollment agreement for additional important information.

In preparing students for their job search, the institution assumes certain responsibilities and the student assumes certain responsibilities as described in this catalog.

Students will take a class which teaches job search techniques and helps students begin their career search. The information students receive in that class must be thoroughly learned; it is important. Students will learn:

- How to prepare a personal resume and/or application letter.
- The importance of writing interview thank you or follow up letters.
- The importance of filling out employment applications correctly.
- Interviewing techniques and types of questions that may be asked.
- The importance of professional appearance and dress on the interview.
- Job search techniques and how to find job leads.

As students prepare to graduate in their last term, they are encouraged to meet with the administrator in charge of career services and begin their job search on a part-time basis. The administrator will review job search readiness and give suggestions as the student begins the job search. Students/graduates are encouraged to keep a detailed daily or weekly job search personal journal. All job search activities, including jobs applied for, job opening search activities, contacts with the college for assistance, etc., are to be recorded in the journal. The journal is an important and valuable tool. Students/graduates who fail to keep the journal are putting themselves at a severe disadvantage in their job hunt. **Upon graduation, students who are not employed are responsible to continue their job search, on a full-time basis, by contacting potential employers, searching out job leads, making applications for available job openings, etc. Students/graduates are also expected to stay in contact with the administrator at least weekly for suggestions, updates, to receive available job leads, etc., and to work full-time to find the job the graduate wants.**

The College reviews job leads that it receives and attempts to “fit” available graduates to specific job leads. It will determine which graduate’s strengths and weaknesses most closely approximate the requirements of a specific job lead and then provide that lead to those graduates or students about to graduate. It is the graduate’s responsibility to contact the employer, using the skills he/she learned, set a job interview, and ultimately earn the job offer. The College reserves the right to withhold assistance from students/graduates who do not follow the techniques they have been taught, or who are not making a dedicated job search effort. Please note that the career services/assistance described above is available only to graduates and students in their final term preparing to graduate. The College does not provide or arrange part-time or full-time employment.