

# 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