

### **Career Placement and Follow up Plan**

Job Placement Assistance consists of cultivating a strong network of relationships with companies, agencies, advisory board committee members, and alumnus. The STI placement services is coordinated by the Student Services Advisor who works in cooperation with the director of each program, as well as other program staff members to assist students in locating employment opportunities.

### **Roles and Responsibilities**

The Student Services Advisor will develop and maintain an employer network database that will consist of local businesses, current and past placement providers, local employment agencies, clinical and externship sites, advisory board members, and alumni members.

Employers will have the opportunity to interview the students on or off site prior to graduation. The students will be prepared for the interview as a component of their career preparation coursework.

Before graduation, the Student Services Advisor will meet with students to discuss their personal goals for employment. The graduate and the Student Services Advisor will work collaboratively towards finding a positive placement. Graduates are encouraged to become members of their program advisory board, and to keep in contact with STI faculty and staff.

### **Data Collection**

Data collection is a dynamic process, reflecting current student and employer information. All student and employer contact information will be updated into the student placement database. The Student Services Advisor maintains an ongoing list of employment opportunities. The Student Services Advisor will contact current and past graduates via e-mail regarding the employment opportunity. The STI's placement team encourages graduates to contact them for assistance if they should become unemployed in the future.

Information is collected using various methods:

- From graduates who self-identify as having acquired employment and completing the Graduate Survey
- From the employers of these graduates, by completing the Employer Survey
- The Student Services Advisor will contact students by mail, phone, e-mail, and through social networks in order to gather employment information and provide support to students
- Employment Confirmation Authorization Form is obtained from students upon withdrawal if student is a non-graduate completer

### **Data Review and Utilization**

The focus of the surveys is to gather data related to program effectiveness and relevance to industry expectations. Faculty and staff have continual access to program outcome data. Institutional and program outcomes are reported through Advisory Committee meetings and shared with parties of interest. On an annual basis the placement and follow up survey results are shared with all instructional and administrative staff. The data is used to improve program outcomes through the curriculum review process.

Adopted: 5/12

Revised: 5/18, 4/21/20

Reviewed: 5/1/2018, 7/18, 11/1/19, 4/21/20, 5/20, 5/21, 1/3/22