
ABC Adult School

Plan for Student Placement Services

Revised February 2021



Placement Services

Introduction

It is the goal of ABC Adult School to place every student who has completed a program in a job related to their instruction. ABC Adult School provides placement services for program completers and other students, as resources allow. These services are intended to help completers and other students find suitable employment that aligns with the needs of employers. The adult school program orientations inform students about these services, and encourage them to register, submit résumés and sample cover letters, and create portfolios with the Job Developer.

ABC Adult School collects placement and follow-up data from completers and employers of completers to evaluate the quality and effectiveness of programs and training, and to make improvements.

Responsibility

ABC Adult School employs a Job Developer who, under the direction of the assistant principal, oversees the adult school placement and follow-up activities including résumé and cover letter assistance, job interview preparation, career advisement, management of a Employment Opportunities file, and student and employer referrals. The Job Developer communicates and coordinates job placement and follow-up services with students, employers, faculty, and administrators. The Job Developer also participates in the collection and evaluation of placement and follow-up data. These data provide valuable information used to improve the quality and effectiveness of programs and student outcomes.

Communications Network

The Job Developer utilizes several methods to communicate job opportunities to the faculty and students and businesses in the area:

1. The Job Developer is involved with the local Chambers of Commerce and regularly attends meetings and events
2. The Job Developer regularly communicates with our advisory committee members to make them aware of potential employees and to stay aware of potential job openings
3. The Job Developer reports regularly to the CTEC department at monthly departmental meetings
4. The Job Developer keeps an active email list of teachers, employers, agency contacts, advisory members, and students and uses these lists to communicate regularly and connect students with job opportunities.

Employment Opportunities File

The Job Developer keeps a file of active job openings and opportunities for student use in the Career Center.

Counseling of Students

Job Developer: keeps regular, posted office hours and makes ample time available for the counseling of students, including helping students develop a resume, portfolio, and letters of introduction. The Job Developer also helps students make use of on line job search tools. Job counseling for Completers is always available for students even after graduation at student request. As necessary, the Job Developer follows-up with students within two weeks after their initial advisement appointments. If students require additional assistance, the Coordinator meets with them to discuss other options.

Faculty: help students set employment goals and provide information about qualifications required in industry. Faculty also work with industry partners and inform students of employment opportunities.

Lead Instructor: counsels students at the beginning and throughout their program as needed. They create a student plan of instruction with input from the student which aligns to the approved program of study by the council.

Dean: Helps coordinate the student orientation sessions along with the Academic counselor.

Placement Records

The Job Developer Secretary maintains placement records for completers. The Secretary also contacts students via postcard, email and phone to ascertain current employment status for students who at graduation were still searching for a job. This follow up continues until the student has a job, the student asks for follow-up to cease, or the reporting period specified in the annual report passes. Placement records may also be filled out on behalf of the student by an instructor if the instructor has direct contact with the student. All information provided is input by the secretary into the ASAP student information system.

The Job Developer Secretary also contacts the employer and keep a record on ASAP of their contact information as well as potential salary and other relevant information such as program effectiveness, modes of delivery and relevance to job requirements.

Follow-up Data Collection and Reporting

ABC Adult School collects placement information from completers and employers of completers. Results of this information serves as a measure of the success of the adult school in achieving its mission.

Student placement and follow-up information is collected at the following points:

- During enrollment and through advisement, clerical support personnel and faculty ask students if they are currently employed or if their employment status has changed;
- Program orientations inform students of the importance ABC Adult School places on employment and ask students to inform adult school personnel if their employment status changes;
- Students secure employment opportunities through Job Center and/or Department Chair, who collects employment status;

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- Clerical Support contacts students at graduation requesting they complete the student follow-up survey;
 - Graduating students receive an email from ABC Adult School reminding them about Career Placement Services and requesting they complete the student follow-up survey; and
 - Students who withdraw or graduate from the the Adult School with no evidence of follow-up information are considered “negative outcomes.” The Job Placement Coordinator, along with faculty and staff, attempt to collect follow-up information from these former students.

The student follow-up survey includes questions about the effectiveness of the delivery of instruction in the program and the quality and relevance of training in relation to job requirements.

Student employment and/or continuing education status, as well as availability for graduation and placement is entered the student information system. Outcome data and reports are generated and are available to adult school administrators and faculty. This helps to ensure knowledge of current placement performance, improvement of outcomes, and to improve the efficiency and effectiveness of follow-up efforts.

Compliance with COE outcome benchmarks are indicated in a Program Review, which administrators conduct annually. Results are shared with CTE department chairs, who work with faculty to ensure mastery of outcome-related knowledge and skills. Qualitative survey results from both students are also available on a monthly basis.

The adult school uses the information it collects to evaluate and improve program quality and effectiveness in meeting the needs of students and employers. Professional development courses on outcomes are available to ensure faculty have information and resources needed to be successful.

2022 Goals

- Update and maintain accurate Career Placement Services website
- Remove unessential information and webpages
- Increase job posting resources for employers and students
- Simplify the job posting process for employers
- Email regular announcements via ASAP Attendance to students, informing them of new jobs postings
- Increase the number of student appointments for Job Placement Services
- Post invitations in high traffic areas around the campuses.
- Send weekly announcements to students via ASAP Attendance Software of job opportunities related to their program of study along with invitation to meet with Job Placement Coordinator for assistance
- Increase student and employer response rate for follow-up survey
- Improve the quality of written student and employer survey requests
- Regularly update employer contact information in Access
- Send invitations to submit employer follow-up surveys to employers who recently hired students with the assistance of the Job Placement Coordinator
- Explore new ways of capturing student responses

Information Dissemination

At least once a year, after the annual report is filed with the council, placement and follow up information is compiled and reported to the faculty at a monthly faculty meeting. The Assistant Principal holds discussions to evaluate the program outcomes and, if needed, planning sessions on how to use this information to improve the quality of the programs and thus the program outcomes. This information is also distributed and discussed with our business partners at advisory meetings and their input is also used to improve program outcomes.