



## CAREER AND JOB PLACEMENT SERVICES

The College takes pride in offering our graduates' services and resources that give them an advantage in a competitive job market and global economy. Our students directly benefit from the college's years of working with employers in the local community, and from the knowledge in job search techniques that the college has developed. Despite those advantages, no reputable college or other postsecondary institution can or would guarantee the success of any graduate or that the graduate will achieve his/her specific career, financial, or other goals. The reason for this is that no educational institution can guarantee a student's future! **A student's career success will depend largely on that student's attitude, determination, and the effort put into school work, the job search, and the job. For that reason, the college strictly prohibits its employees from making any promises regarding the student's success. In the end, only the student can guarantee his/her success.** The individual graduate is properly responsible for and should receive full credit for his/her job and career success.

The College's role in the graduate's job search effort 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.**

As with anyone else who enters a new career field, 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 at school can significantly affect both the likelihood of finding employment and the level of employment obtained, if any. Also, matters specific to the student's background, such as a criminal record or drug use, can seriously impact the student's career opportunities/success.

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 association, attend seminars, subscribe to and read related trade magazines and/or journals and be willing to adapt to change. Long term career management is vital to career success. Students should refer to materials provided for additional important information on career management responsibilities they are required to carry out.

In preparing students for their job search, the institution assumes certain responsibilities and the student assumes certain responsibilities as described in this catalog, their enrollment agreement, and other materials provided to students. All students will take a class which teaches job search techniques and helps students begin working with the career services department. 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.
- Other important information relating to job search and career advancement success

As students prepare to graduate in their last term, they are required 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 are required to begin keeping a detailed daily or weekly job search personal journal at this time. All job search activities, including jobs applied for, interviews attended, job leads obtained, job opening search activities, contacts with the college for assistance, etc., are to be recorded in the journal. The journal should be maintained after employment is obtained and updated to record the graduate's continuing education and professional enhancement activities. Maintaining this information is vital to career advancement, management, and success. **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.