

## Job Placement and Follow-up Activities

### Responsible Parties involved:

Students  
Instructors  
Job Placement Coordinator  
CCTEC Administration  
Business and Industry Professionals

The collection of the Completers/Placement data is completed and coordinated by the Job Placement Coordinator systematically and continuously throughout the year.

Many of our instructors visit job sites/clinical sites weekly/monthly. The Job Placement Coordinator forwards all potential job contacts to the instructors for potential placement for present or past students. All forms of contacts are kept on file, a job placement bulletin board is located in the main lobby hallway across from the main office, and on our website.

## Activities to Achieve the Objectives

### Completers, Placement, and Licensure Report (CPL)

Data tracking is integral to gauging the success of our programs. The collection of the data is as follows. The Job Placement Coordinator has uploaded the CPL report forms to each instructor's program folder online. The instructors complete the form which requires the following data for graduating students: student's name, phone number, address, 1<sup>st</sup> and 2<sup>nd</sup> semester grades, absences for the year, completion information, placement data, licensure information (if applicable), and any teacher comments. Students are asked to fill out the student satisfaction survey and the Job Placement Coordinator keeps the survey data online. The Job Placement Coordinator collates the completed forms from the instructors on the CPL Calculation Worksheet. The completers' student data is entered into the data system (WVEIS) at the West Virginia State Department of Education by Administration after graduation in May/June each year.

### Follow-up

The same form (CPL) is available to the instructor the following year for a one year after graduation follow-up. The instructor locates the student by, phone, email, mail, text, etc., to gather the following follow-up information; Employment information (supervisor's name and phone, company name and address), students are marked in one of the following categories: Continuing Education (In field or out of field), Military, Employed (In field or out of field), seeking work, unavailable for work, status unknown, and student credentials. Students are asked to fill out the student satisfaction survey again. The placement student data is entered into the data system (WVEIS) at the West Virginia State Department of Education by Administration after graduation in May/June.

### Program Effectiveness/Modes of Delivery and Relevance to Job Requirements

The Job Placement Coordinator has implemented a Student Satisfaction Survey and an Employer Satisfaction Survey in order to assess our program effectiveness and ensure that students and employers needs are being met. These surveys are located on our website and include questions such as:

**Student Satisfaction:**

1. The school's technical programs are relevant to current job market needs.
2. The instructor's teaching techniques and strategies demonstrate strong knowledge of the subject matter.
3. Student health and safety are ensured through the conditions and procedures provided by the school.
4. The school provides a good environment in which to study and learn.
5. Communication between teachers, students, parents, and school administrators is easy and effective.
6. Something I really like about the school is\_\_.
7. Something I would like to improve is\_\_.

**Employer Satisfaction:**

1. Did our graduate/student meet your expectations?
2. Did they display any talent for problem solving skills, individual/teamwork skills, or leadership skills?
3. How was their overall job performance?
4. Based on your experience, how can we help improve our student/graduate skills to better serve business and industry?

Instructors are advised to have students visit the website to see important news, program information, job placement, and to take the surveys. Instructors also mention to advisory members, business and industry professionals, and employers about the job postings, surveys, and information on our programs. The information collected from students and employers, in these surveys, is focused on program effectiveness and affords us the opportunity to examine and issues that may need addressed. Survey response data is provided in evidence.

Additionally, many of our program instructors also have their own surveys in place to gauge the effectiveness of their program. Samples can be found in their program evidence.

Placement is an ongoing effort between the Job Placement Coordinator, the instructors, business and industry, and advisory committee members. Carver Career & Technical Education Center strives to provide placement to any student qualifying for On-the-Job Training and as a permanent placement to employment for any student.

**Timeline for Review, Evaluation, and Revision of the Plan**

The principal distributes and reviews the Program and Institutional Outcomes Plan and the data collected annually in the fall with the instructors. Revisions to the plan, if necessary, are then made. Together they determine a course of action to take with regard to the past data, the collection of new data, and the compilation of the data. The Program and Institutional Outcomes follow-up information is used to evaluate and improve the quality of programs. The principal meets individually with any instructor who has not met the required minimum percentages to develop a plan of improvement and a timeline for improvements to be completed.

Commented [TC2]: Elaborate about the information collected (criteria 17) and methods for surveying (criteria 18)

Commented [TC3R2]: Good