STUDENT PLACEMENT AND FOLLOW-UP

Introduction

The Brown & Clermont Adult Career Campuses provides placement services for program graduates and other students as resources allow. Students are informed of services available in program orientations and by instructors. Students are encouraged to register, submit their resume, and a cover letter with the local Ohio Means Jobs offices. The Ohio Means Jobs offices assist students in searching for employment opportunities that provide a good fit for the student and the employer. Placement and follow-up includes the collection of data from graduates as well as employers of graduates to evaluate the impact and resulting quality of our programs and training.

Responsibility

The Program Directors and Program Faculty are responsible for all placement and follow-up activities, including coordination and communication between employers, students, and the Ohio Means Jobs Offices. The Program Faculty discusses employment opportunities, notification of students available for employment, and provides guidance to students who are looking for employment. The collection of placement and follow-up data is a collective effort between students, faculty, employers of graduates and Institution staff members. The collection of this data provides valuable information that can be used to improve quality in each program as well as student outcomes.

Student Advisement

Program Faculty are available upon appointment. Each student is registered on the Ohio Means Jobs Website; this is a state developed website that encourages more people to go to work in Ohio.

Follow-up Data Collection

The following system is used to ensure that the collection of follow-up information from graduates as well as employers of graduates is collected, reported and used to evaluate program effectiveness in meeting employer and industry needs. Follow-up information on graduates and non-graduates is collected from multiple sources. All of the data is submitted to the Adult Education Office Manager and placed in the course file. Course files are available to instructional and administrative personnel.

Placement and follow-up data is collected by, and evaluated by Program Faculty on a yearly basis. Program Reviews, conducted by the Adult Education Director, are used to provide qualitative feedback to instructors and program coordinators.