

Davis Applied Technology College Student Placement and Follow-up Plan

Effective Date: 15 June 2017

Introduction

Davis Applied Technology College provides placement services for program graduates and other students as resources allow. Students are informed of services available on the College website, in a placement brochure, and in program orientations. Students are encouraged to register, submit their resume, a cover letter, and create a portfolio with the Job Placement Office to be used in searching for employment opportunities that provide a good fit for the student and employer.

Placement and follow-up includes the collection of data from graduates and non-graduates, as well as employers of graduates, to evaluate the impact and resulting quality of programs and training. The following plan outlines College placement and follow-up services.

Responsibility

The Job Placement Specialist is responsible for all placement and follow-up activities, including coordination and communication with faculty, employers, students, and the Job Placement Services advisory committee. The Specialist maintains student resumes, the electronic Job Board, and enters and evaluates reporting of placement and follow-up data.

The Job Placement Specialist coordinates placement services between faculty, students, and regional businesses and industries by meeting on a regular basis. In addition, the Job Placement Specialist discusses employment opportunities, provides notification of students available for employment, and offers guidance to students who are looking for employment. The collection of placement and follow-up data is a collective effort between students (both graduates and non-graduates), faculty, employers of graduates, and College staff members. The evaluations and resulting reports provide valuable information that can be used to improve quality in each program as well as student outcomes.

Job Placement Services Committee

The Job Placement Services advisory committee meets at least once annually to revise follow-up surveys, review survey results, create and maintain Placement and Follow-up Plans, and discuss the development and improvement of professional development courses relating to outcomes. The committee also develops objectives for improving placement and follow-up services.

A secondary committee exists to evaluate reporting requirements and to develop institutional policy, processes, and strategy supporting accurate data collection and reporting.

Job Board

Detailed information about employment opportunities is available to students on the College Job Board (www.datc.edu/jobs). This information is maintained by the Job Placement Specialist and students are encouraged to use this site to find available openings.

Student Advisement

Job Placement services are available Monday – Friday 8am to 5pm. While appointments with the Job Placement Specialist are encouraged due to the time the Placement Specialist spends connecting with employers off campus, walk-ins are accepted when the Job Placement Specialist is on campus. Students are encouraged to register with the Job Placement Office as they near completion of their program and can submit their resume and cover letter to the Job Placement Specialist. The Specialist uses this information to assess the student’s training, skills, and background in an effort to match employment opportunities with the skills of the student. The Specialist advises the student on job search, interview and presentation strategy.

Additional follow-up with each student occurs one to two weeks after the initial advisement appointment, if needed. If further assistance is needed, the Job Placement Specialist meets with the student to discuss other options, including registration with the Utah Department of Workforce Services or LDS Employment Resource Services.

Follow-up Data Collection and Reporting

The following system is used to ensure the collection of follow-up information from graduates and non-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 entered in the Student Information System. Reports are generated from this system and made available to College faculty and administrators.

During the College enrollment process, Student Services personnel collect placement information from incoming students. Program orientations inform new students of the importance and value of student outcomes as an indication of the quality and relevance of our programs. Students are asked to share changes in their employment status by going online and completing the Student Follow-up Survey, which includes questions to determine whether the placement is related or unrelated to the training program the student is enrolled in as well as qualitative questions used to assess the effectiveness of training. During program advisement, 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.

Students receive a letter when they graduate with information about job placement services. The letter restates the importance of successful outcomes and requesting that the student complete the Follow-up Survey.

Students who withdraw or graduate from the College with no evidence of follow-up information are considered “negative outcomes.” The Job Placement Specialist oversees the process outlined in the Student Placement and Follow-up Policy and Procedure to attempt to collect follow-up information from former students.

Employers of program graduates receive follow-up contact within the first year of student employment. Employers are asked to complete an Employer Follow-up Survey. The survey includes questions about the performance of the student in job-related skills, soft skills, and the quality of the student as an employee.

Placement and follow-up data is reported to, and evaluated by, Training Division Directors and instructors on a regular basis. Program Reviews, conducted by the Director of Institutional Effectiveness,

are used to provide qualitative feedback to instructors and directors on program compliance with defined standards of performance, including outcomes. Professional development courses on outcomes are available to ensure instructors have information and resources needed to be successful. Instructors also learn about strategies to improve outcomes.

Placement and Follow-up Goals

In Fiscal Year 2018, the following improvements will be made in Placement and Follow-up Services:

1. Refine and improve the student and employer follow up survey process.
 - a. The efficient administration and distribution of the survey will increase survey participation.
 - b. Increased participation of the survey will be necessary to improve processes and programs.
2. Enhance coordination with Student Services for the collection of placement data.
 - a. Collaboration between Student Services and Career Services in the distribution of placement survey will increase participation.
 - b. Student Services Advisors may be able to assist in the collection of placement data to their daily processes.
3. Continue to research and develop the best methods for students to upload resumes onto the college website.
 - a. In an effort to streamline employment opportunities for students, we would like to look at how students can add their resumes to a searchable data base for employers.
 - b. This process will need to coincide with FERPA regulations and this will take collaboration between multiple departments.

Fiscal Year 2017 Accomplishments

1. Coordinated Employer and Continuing Education, Faculty and other departments that deal with employer relations and outreach, to improve communication and coordination. This resulted in more efficient and united outreach and a reduction of unnecessary duplication of employer contact.
2. Revised and improved college job board.
 - a. The job board graphics were added to match the main website.
 - b. Glitches within the employer registration section were fixed.
3. Improved relations with instructors and all Directors of Programs regarding survey findings.
 - a. Met with and presented survey findings with the Business Continuity Committee.
 - b. Discussed survey processes with instructors and reviewed any duplication that might be taking place with our survey's.
4. Continually developed key employer partnership in industry.
 - a. Facilitated the CR England partnership with the college diesel program.
 - b. Worked with Weber and Davis Chamber of Commerce to network further with those attending employers.

5. Organized and recruited employers for the annual college career fair for student employment opportunities.
 - a. 72 employers attend the career fair.

6. Expanded Placement Services responsibilities to include Occupational Advisory Committee relations.
 - a. Attended committee meetings to build deeper employer relations with employers by offering additional placement services.