

## Written Plan for Placement

Placement services are available to all students, not just completers. The primary responsibility of securing employment belongs to the student. However, instructors and staff assist in the process.

1. Student Services coordinates exit interview, placement information and follow-up services. The Student Services Coordinator and instructor assist as needed.

2. Students are required to use the Winn Learn software as part of their Tech Foundations training. Students may also meet with the Tech Foundations personnel on an individual basis to design their employment package including writing a resume and cover letter. Students are encouraged to sign up on the [jobs4tn.gov](http://jobs4tn.gov) website during career and resource fairs and throughout the term. Contacts from the American Job Center are invited to campus periodically to assist students with placement services. Each new student is given a resource packet during orientation that includes adult job training contacts. The TCAT website also has a “sources of help” pdf under the Quick Links tab. This list includes employment resources. Instructors are also emailed employment resource contacts periodically to assist students. Students are encouraged to participate in EWAP (Exit With A Plan).

3. Computers with internet access are available for students’ seeking information about employment of continuing education. The Student Services Coordinator and/or Marketing Coordinator communicates any program related job to the instructor via email. Jobs and employment resources may also be posted on the college social media site and website. The Student Services Coordinator and/or Marketing Coordinator assist students by inviting employers to campus and by coordinating career fairs during the year.

4. Instructors are aware of job opportunities and requirements in the related field and evaluate the abilities of their students. The Student Services Coordinator works with instructors as requested if a student might need additional assistance.

5. The Student Services Coordinator may contact employment agencies including the American Job Centers, temporary services, general advisory members on behalf of a student or faculty.

6. The Student Services staff screens calls from perspective employers seeking employees. Information is emailed to the instructor and/or posted to assist with placement. Instructors will recommend a student if he/she meets the required skill set the employer is seeking.

7. During the Exit Interview and Placement Information process, students are asked to complete the Placement Information Section (III). If a student departs without submitting the form, the Student Services staff will mail the form and attempt to obtain placement information from the student. If a student departs the program seeking employment or no exit interview and placement form is on file, the Student Services Staff mails a placement status report form within 90 days to obtain placement information.

8. Placement records are available for instructors to review at their convenience. The Student Services Staff works with faculty throughout the year to share names of any student seeking to make sure every attempt was made to assist and locate a student if needed.