Tri-County Career Center Placement and Follow-up Services plan

To provide placement services for all completers of full-time career development programs. Identification of responsibility for coordination of services

The Director is ultimately responsible for the coordination of placement. The Student Services Coordinator and Instructor provides full time career development program completers with placement assistance in regard to cover letters, resumes, job search skills, interviewing skills, and employment leads. We also have job support agencies such as Jobs and Family Services. One further support is an academic support through our ASPIRE lab. We have a TV system in both buildings that post jobs and hiring events. Twice a year we have advisory meetings and institutional/stakeholder meetings. We hold an annual Employment Extravaganza to allow students to speak with potential employers. We post job openings on our social media pages.

Objective	**Strategies**	**Evidence of completion**	**Target Completion Date Person(s) Responsible**
Advisory Meeting Twice a Year	Fall advisory committee and stakeholders meeting	Sample advisory committee minutes	December yearly Director / K. Smith
	Spring banquet for all advisory committees	Sample advisory committee minutes	April yearly Director
Career Counseling and job placement opportunities	Update the website and social media with job opportunities	Examples of post	Ongoing Carolyn Peters Marketing Coordinator Emily Boyer
	Make industry contacts to continue to offer job postings to students	Job Bulletin Board	Ongoing Carolyn Peters
	Promote Ohio Means Jobs with all students	Lesson on Ohio Means Jobs	Ongoing Carolyn Peters
	Promote Job Fairs	We participated in several job fairs during the year.	Ongoing Carolyn Peters Carrie Arnold

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Give opportunities to talk to employers and experts in the trade	Collaboration between instructors and employers	Use guest speakers, visits to businesses and work with students to gain internships	Ongoing Lab instructors
Maintain and keep all follow-up records	Collect all paper copies of records. Record the follow-up in both HEI and GradPro Compile data Evaluate the data and distribute to staff	Complete records in HEI for reimbursement	Ongoing Operations Manager - Amy
Plan will be reviewed annually by the Director			

COE Standards: 10.26.33

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