

**Garnet Career Center
Placement Services Plan
Program and Institutional Outcomes**

Identification of responsibilities for coordination of placement services

The goal and objective is to aid completers/graduates of Garnet Career Center in finding placement in their field. The plan is written to ensure that follow-up is systematic and continuous, and adheres to the requirements of the West Virginia Department of Education, and Council on Occupational Education's policy and reporting requirements. The follow up data is collected then evaluated to determine what, if any changes are needed to help in graduate/completer placements. These changes are then implemented prior to the start of the next program session.

Coordination of Services

Department chairs are responsible for providing placement opportunities for all students in their respective departments. The staff networks with potential employers during advisory committee meetings, during the annual job fair, and other social events throughout the school year. A list of available job opportunities is posted in each department. Students are provided with job leads by individual instructors, department chairs, advisory members, and former students.

Follow-up files are kept on all completers by the department chairs. The placement rate for Garnet Career Center completers is made available to students and is a positive testament to the effectiveness of the services provided by Garnet Career Center.

Activities to Achieve Objective

All students are required to submit a Career and Technical Education Portfolio before being granted a Career and Technical Education Certificate. The portfolios are used for job interviews and other pre-employment activities.

All students may:

- Participate in Employability Skills Sessions that focuses on soft skills, work ethic and communication skills necessary to be successful in the workplace
- Participate in resume building workshops
- Participate in job search techniques
- Have access to job leads posted in program areas
- Work with the Workforce WV Center on job opportunities

Instructors will:

- Maintain a database of industry-specific employers and employment opportunities (A list is available upon request).
- Meet with potential employers at least twice annually at occupational advisory committee meetings to keep up-to-date employment needs and training requirements.
- Counsel students on job search and interviewing strategies.
- Recommend students for employment by matching the qualifications requested by the employer with student competencies in the job training program.

- Assist in gathering placement information and provide the information to the programs secretary or department chair to maintain placement records.

Personnel Responsible for Overseeing the Plan

Garnet Career Center employs a full-time guidance counselor to assist current and former students with career counseling and employment referrals. The counselor provides academic advisement services for prospective and current students in planning and completing their occupational education program goals. The department chairs are also responsible in assisting students with discovering possible placements after graduation. Throughout the program's length, the instructors, department chairs, and school guidance counselor are available to the students regarding the possibilities of job placement in their respective fields.

Review/Evaluation/Revision

Evaluation of all placement services, records, communication services are completed on an annual basis by the department chairs, school counselor, and principal. This evaluation may be discussed at Faculty Senate meetings and department meetings. The department chairs or department secretary, where available, may have documentation to share with other faculty and staff regarding the placement of students. Individual placement information may be placed in the students' personal files in each department.