

PLAN FOR PLACEMENT SERVICES

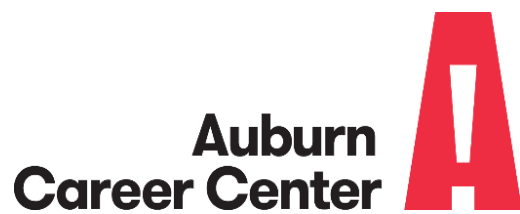
Purpose

Auburn Career Center provides job search assistance and career development services to all students enrolled in adult training programs.

Guidance and Services Available

- **Connect to Community Resources**
 - **Career Placement & OMJ Liaison** will connect prospective students, incoming students & grads to the appropriate Ohio Means Jobs office depending on their county of residence and services needed. **Career Placement & OMJ Liaison** will assist students with completing OMJ registration forms and serve as the Liaison with the student and OMJ Lake & Geauga County offices. Refer students and Grads to community services as needed.
- **Employability Skills Training**
 - Job searching techniques, effective communication, work-ethic employability, interviewing skills, body language, personal appearance
- **Resume Development**
 - Opportunity for students to work with **Career Placement & OMJ Liaison** to develop a personalized resume defining career skills, career goals, and work history
- **Job Searching**
 - Job leads generated for students through the Auburn electronic job site Symplicity. **Instructors & Dept. Directors will have students create a Simplicity account. Students will create an account and upload their resume** for employers and who are then able to identify potential viable candidate employees. Students may search jobs available for their prospective career. The students also have the opportunity to work with the Business Partnership office to interview with Auburn Career Center's business partners. In some cases, depending on their skills/trade, there are opportunities for internships to strengthen skills and employability with the internship site.
 - The students and alumni have access to the Career **Placement & OMJ Liaison** throughout their training program and post-graduation for career development services including the Symplicity Job search tool.

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.



- Additional Job Skills Training for Job Search
 - Resume writing/cover letters, job searching, effective communication, work-ethics for employability, interviewing skills, body language, personal appearance,
- Mock Interviews/career specific Job fairs

Responsible Personnel

The **Career Placement & OMJ Liaison** and Business Partnership office is responsible for the job-related services under the oversight of the Adult Workforce Education Director. Weekly staff meetings with program directors, adult staff members facilitate ongoing communication about the **Student Services** and **Career Services** office. Faculty and students are visited on a rotating basis to ensure students have access for questions and problem resolutions.

The Career Services office also maintains an open-door policy or by appointment to facilitate continual communication with all students.

Employment Opportunities and Employers

Many employment opportunities are readily available to all students during their training at Auburn Career Center by the postings the ACC Symplicity site. The Business Partnership office also maintains a database of community employers willing to engage in apprenticeship/internship opportunities and direct hire post completion of their training programs. An alternate data base of employers is maintained by the Business Partnership office, managed by the Business Partnership Director. Student recommendations for job placement are made by the Business Partnership, Director, Instructors and the **Career**

Placement & OMJ Liaison

Maintenance of Student Placement Records

The Student/Career Services Coordinator will track placement records from students at the end of the course module along with the Directors of Industrial Trades, Public Safety Education, Nursing, and the Business Partnership Director. Directors & Instructors will maintain program binders of each students employment/ placement information. **(Placement folders will be maintained by Placement & OMJ Liaison) and kept in Career Services office.**

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Auburn Career Center Basis

Evaluation-Annual

The Director of Adult Workforce Education, Career Services, and Instructors will evaluate Placement Service Plan on an annual basis. (Updated & Evaluated 12/01/2023)

Results of the Annual Evaluation

After the annual report is submitted to COE, the Completion, Placement, and Licensure (CPL) results will be shared with the faculty and staff at an annual staff meeting. The CPL data is presented to community business partner and industry at the annual advisory committee meeting for review and evaluation. The minutes, comments, and suggestions from the advisory committee meeting will also be record. All data, comments, meeting minutes and resolutions will be filed and available for future will be available for future review in the Student/Career Services office

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