



Placement Plan	Plans
	Effective Date: September 24, 2019
	Review Date: September 24, 2019

1. Introduction

Dixie Technical College has a written plan for placement services which includes the collection of data from students and employers to evaluate the impact and resulting quality of programs and training. Instructors and instructional support personnel play a key role in the placement and follow-up of program completers.

2. Responsibility for Coordination of Services

Job placement assistance and follow-up activities for all program completers are the direct responsibility of the instructors and instructional support personnel. Student Services assists by maintaining and processing job placement data. Once a student has completed or left a program, the following procedures are implemented:

- 2.1 Instructors or instructional support personnel submit a Program Exit Form at the time of a student's completion or withdrawal from a program indicating the current employment status of the student. Instructors enter verified outcome data into the student information system.
- 2.2 Students whose employment is unknown when they exit a program are contacted by their instructor or instructional support in order to obtain employment data. A list of these students is provided to program personnel regularly to improve outcome accuracy.

Program instructors track their students to participate in the placement process, and are responsible for completing the Program Exit Form. Completed forms are submitted to the Registrar for processing.

3. Communication Network

The following system is used to ensure that the communication and collection of follow-up information from program students, as well as their employers, is collected, reported, and used to evaluate program effectiveness in meeting employer and industry needs.

Responsibility for placement coordination rests with the instructors and instructional support personnel who work together to maintain communication with the following groups:

- 3.1 **Students**, by informing them when local employment opportunities become available.

3.2 Employers in the service area, through Occupational Advisory Committees, student externships, and industry visits.

4. File/Listing of Employers and Employment Opportunities

Employers of students are recorded in the Employer Management screens in the Northstar Student Information System for reference and contact. Local employment opportunities are listed on the Employment Opportunities page on Dixie Tech's website.

5. Counseling of Students

Instructors and instructional support personnel are available to meet with students regarding employment seeking practices, which may include: resume review, interview skills, and assistance with job placement. Students are encouraged to register with Utah Department of Workforce Services for employment counseling and to explore available local career opportunities.

6. Maintenance of Records and Use of Information

Placement records for completers are maintained in the student information system as a means of measuring the success of the institution in achieving its mission. Programs with completion, placement, and/or licensure rates below the accreditation benchmarks undergo a review to identify issues impacting successful student outcomes. Improvement plans are created and implemented, when applicable, in an effort to meet accreditation requirements.