

Policy: Placement and Follow-Up Procedures	Number: 900.04
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Job placement services are available to all students. Job placement services are provided under the supervision of the Dean of Students, while the Director of Reentry Services will supervise day-to-day operations. Reentry Services personnel will have primary responsibility for job placement and follow-up of students leaving the college.

Reentry Services personnel will initiate and maintain contact with current and past students, current and prospective employers, will maintain appropriate placement and follow-up files, and will collect and report job placement data on a monthly basis.

Reentry Services personnel will maintain regular communication with CTE instructors in order to evaluate students as potential employees, to remain knowledgeable about skill sets taught in each trade, to document contact between CTE instructors and former students, and to garner leads into potential employers and job openings.

While Reentry Services personnel make every effort to track all current and former students in need of employment, job placement is the work of all college employees. Any CTE instructor or other college employee should inform Reentry Services personnel of any students in need of placement or of employers in need of employees.