



Institutional Placement Services Plan

Objective

The objective of the institutional placement services plan is to assist students in securing part-time or full-time employment in their specific field of training. Graduates of the Institute have lifetime placement assistance.

Our main purpose is to enable our students to find jobs and to provide support services enabling them to keep their jobs and to continue their overall professional development. To that end, we will provide this assistance through a job referral service: this is maintained by the constant update of job banks for our students.

This complete support and development service for our graduates and active students seeking employment is augmented by our systematic and attentive interaction with potential employers in our local communities. We meet our overall TPI educational mission by first providing the training, and then providing the tools to effectively use the training in the work environment.

Our entire emphasis has been and will continue to be to enable students to build on their ability to work, survive and become productive members of their local communities.

Responsibility

The responsibility for collection of completer employment data and the follow-up of employment data is in the hands of the Placement Officer. However, the expertise and career connection each instructor has with the business community is vital in both placement and cooperative education. It is the responsibility of the Placement Officer to make all students aware of TPI'S Placement Assistance according to the procedures noted in this plan. Furthermore, it is the responsibility of the placement team to provide the support skills and the supportive environment to allow students to feel free to ask for additional information, and to gain confidence in their skills, improve their professional interactions, and utilize the overall services that our team can provide to our graduates. The key individuals who are held responsible for the effective implementation of these procedures are the School Director, the Placement officer, and faculty in general.

The Placement Officer will prepare in advance a list of how many students will graduate each month. The instructor must be part of the network between the Placement Department and employers in our community.

It is the responsibility of the placement officer responsibility to begin thorough monitoring of the students list in order to ensure that these prospective graduates are maintaining satisfactory progress in both attendance and academics. Placement Officer should begin building rapport with each of the prospective graduates.

For each of the students listed, a folder will be created to begin monitoring each interaction with these students.

The procedures to be used to build an appropriate Graduate's Placement file are as follows:

1. Prepare and/or review the files for all documentation needed.
2. Call the student and verify the phone number, address, and set up an appointment with the student to explain to him/her the procedures for the State License Application or National Board Exam Application.
3. For those students scheduled to take the National Board Exam, contact them, to obtain the results of the exam.
4. For Massage Program students once they pass the Exam, set up an appointment to apply for the State License.
5. PTA and OTA students must apply for State License concurrently with National Board Exam Application.
6. After the graduate received the State License is ready for his first job interview.

Placement Department Guide

The complete support and development service for the graduates and active students seeking employment is augmented by the systematic and attentive interaction with potential employers in the local communities. The organization meets its educational mission by first providing the training, and then providing the tools to effectively use the training in the work environment.

The entire emphasis has been, and will continue to be, to enable students to build on their ability to work, survive, and become productive members of their communities. For those who are immigrants, this will eventually afford them the opportunity to become citizens of the United States.

The placement personnel prepares seminars about interviews, preparation of resumes, be ready for appointments, and how to keep a job.

The instructors communicate with the placement officer about students that are ready to graduate.

Job Lead Referral Procedures

The placement officer, based on employer information and request, will prepare the job leads. The placement officer's responsibility includes directing student to each interview and helping him/her to build support and confidence.

Each time a student is officially prepared for a job lead, he or she will be given a copy of the job lead referral form for ready reference. A copy of this form must also be placed in the student placement file; the form must contain the student's signature.

If, for example, a student goes to ten different interviews, the file would show that the student signed for each interview. Also the contact information about the interview will be recorded on the Placement Record Card as part of the placement activity for that student.

Job Placement Plan Outline

Essential elements of the communication network will be:

- Institution communication with potential employees.
- Posting employment opportunities on the bulletin boards.
- Instructors' communication with the placement department about students ready to graduate.
- Employment opportunities information provided directly to instructor for dissemination to the students.
- Reference of graduates to employers seeking candidates for employment.
- Follow-up of students that have been placed.

Placement data is separated into categories that include:

- Placement in-field of study
- Placement out-of-field of study
- Military
- Continuing education in-field of study
- Continuing education out-of-field of study
- Seeking employment

Employment Opportunities

Placement department staff will monitor available job openings opportunities and document those using the Labor Market Survey Form. Form will be used to create job opportunities bank data.

THE PRAXIS INSTITUTE

LABOR MARKET SURVEY

Job Openings/Job Bank

Date: ____/____/____

Company Name: _____

Address: _____

Telephone Number: () _____ - _____

Fax Number: () _____ - _____

1. Are there any positions available at this moment?

Yes () How many? _____ No ()

2. Do you anticipate any future openings?

Yes () How many? _____ When? _____

3. Do the potential candidates have to meet any specific requirements?

Please list:

4. What salary range does the company offer?

\$ _____ [] Salary [] Hourly [] Bi-weekly [] Weekly [] Commission

5. Work Schedule: Monday through Friday ___ P/T ___ F/T ___ W/E ___

6. Would one of our students be considered employable at your company?

Yes () No ()

7. Do they have to take any type of tests? _____

8. Would you call us when you need a graduate? Yes () No ()

REMARKS: _____

Survey conducted by: _____

Through employer contacts, an employer calling the institution requesting a student to fill a position, job fairs, open houses, and our advisory committee network, TPI strives to provide both placement and follow-up to all current and former students.