



# The Learning Bridge Career Institute

---

## Student Placement and Follow-up Plan

### Introduction

The Learning Bridge Career Institute provides placement services for program graduates and other students as a resource. Students are informed of services available at the time of enrollment, during orientation, on the website, and throughout the duration of their enrollment. Students are encouraged to meet with the Placement Coordinator during their enrollment to discuss their career goals and to ensure an easy transition into the work force.

Placement and follow-up include the collection of data from graduates and non-graduates to evaluate the impact and resulting quality of our programs and training. The following plan outlines the plan for placement and follow-up services.

---

### Responsibility

The Placement Coordinator is responsible for all placement and follow-up activities, including coordination and communication with faculty, employers, and students. The Placement Coordinator maintains student resumes the campus Job Board and enters and assists in reporting of placement and follow-up data.

The Placement Coordinator coordinates placement services between faculty, students and local industry by meeting by hosting job fairs for our students, keeping an open line of communication through phone calls, emails, social media, and fax. The collection of placement and follow-up data is a collective effort between students (both graduates and non-graduates), faculty, employers of graduates and LBCI staff members.

### CAMPUS JOB BOARD

Detailed information about employment opportunities is available to students on the Campus job board located throughout the campus.

This information is maintained by the Placement Coordinator and students are encouraged to view the board for available openings. The board is updated as job are available. Students are welcomed to view the board and apply using the media center for the jobs listed. The Placement Coordinator is available by appointment for assistance with resume writing and mock interviews.

## STUDENT ASSISTANCE

The Placement Coordinator is available during business hours and by appointments if necessary. Students are encouraged to meet the Placement Coordinator to discuss their career goals after enrollment and as they are near the completion of their program. Students can meet to prepare or submit a resume and cover letter. The Placement Coordinator advises the student on job search, interview and presentation strategy. The Placement Coordinator is required to meet with students on a regular basis as outlined below:

**Initial Meeting-** This meeting is scheduled with the Placement Coordinator after the initial enrollment, by the 10<sup>th</sup> class date. During this meeting the students will meet with the Placement Coordinator to discuss career goals and objectives documenting answers to specific questions in Questionnaire in Diamond. This meeting is documented in the Diamond Placement Events Tab.

**Second Meeting-** This meeting is scheduled with the Placement Coordinator during the halfway point in their program. This meeting reviews their previous goals and objects and updates new information as needed in the questions and answer in the Questionnaire Placement Tab.

**Third Meeting-** During this time students will meet with the Placement Coordinator in a seminar or course setting to search for specific jobs, finalize resumes, and review job goals. This meeting is scheduled at the end of their program.

**NOTE:** All completed resumes must be uploaded in Diamond on the Student Information Tab in Diamond. All meetings are documented in the Placement Event tabs in the LMS, Diamond.

---

## Follow-Up Data, Collection, and Reporting

Student placement follow up data is compiled and is impute in the LMS. The data is used for professional development and improvement of programs.

After graduation, if the student is not employed the Placement Coordinator will continue to follow up with the graduate for in 30-day increments until employment is secured. During this time the Placement Coordinator will offer services such as mock interviews, reformatting the resume, job coaching, etc. to assist in strengthening the student's ability to obtain employment.

Once the student is employed, the Placement Coordinator verifies this information by obtaining basic information (if obtainable) such as job title, supervisor's name, wage, and company name. This can be retrieved from the student, employee of LBCI, the employer, relatives, or social media. This information is entered into the Diamond placement site under Student Information as well as in the Placement Events tab. After documentation, the employed face sheet as well as their Placement Event documentation is placed in the student's academic file. Student's academic folder is tagged with a red star for easy visibility of an employed graduate or non- graduate. Student placement follow up data is compiled and is impute in the LMS. The data is used for professional development and improvement of programs.

---

## Steps for Maintaining Placement Records

The Placement Coordinator maintains the following placement records as identified below:

All placement communication between the Placement Coordinator and the student is documented in the Placement Tab under Student Info in the Diamond system. It is listed via the Placement Event tabs.

As a student is placed in an employable, related, or continued employment field, the data is documented in Placement Tab under Student Info. The following information is required to verify employment.

### **Data Collected:**

- Placement Status
- Student Placement Advisor entering the information

Placement Coordinator should also enter data under Student Jobs

### **Data Collected:**

- Enter the new job
- Choose the company
- Name of Job
- Start Date
- Full Time/ Part Time
- Pay Amount
- Weekly Hours
- Verification Source/ Verification Date

---

## Follow Up For Program Effectiveness

LBCI uses employer and student surveys for program effectiveness, evaluate, and to improve the quality of program outcomes. Employers are asked to complete an Employer Follow up Survey. The survey includes questions about the performance of the student in job-related skills, soft skills, and the quality of the student as an employee. If student(s) are in need of skill remediation, the Placement Coordinator may set up a 1:1 or small group session to enhance a certain skill set.

---