

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

7.53

CAMPUS:	Marshall	Page 1 of 3
TITLE:	Functions and Responsibilities of Placement Office	
OFFICE OF RESPONSIBILITY:	Student Learning	
APPROVED BY:	Dr. J. Gary Hendricks	
TITLE:	President	Date: February 22, 2006

STATUS: New COP: 07/12/02
Revised: 07/17/02 for TSTC Marshall
Revised: 02/22/06

PRACTICE:

It is the practice of Texas State Technical College Marshall to have a Placement Office that assists students, alumni and employers with career development services that will lead to gainful employment in the student's occupational field.

PURPOSE:

The purpose of Texas State Technical College Marshall Placement Office is to further the mission of the institution by responsibly maximizing employment prospects for graduates and current students in their chosen occupational field.

GLOSSARY OF TERMS:

- A. Graduate Exit Surveys - Students are asked to complete a survey form prior to graduation. This form asks for information on student employment and satisfaction with quality of education and services provided at TSTC, including placement.

- B. Employer Satisfaction Survey - Survey developed to solicit input from employers who have hired TSTC graduates. Employers are asked to rate the quality of education and skill level demonstrated by students after they are hired. Employers are given the opportunity to discuss specific areas needing improvement.

PERTINENT INFORMATION:

- A. The Placement Office will coordinate communications between industry and TSTC Marshall; assisting current students and graduates who are seeking gainful employment; both part-time and full-time.
- B. The Placement Officer may initiate and maintain business and industry contacts to improve employer relationships or act as liaison and point of contact between industry and faculty when referring students.
- C. All students are encouraged to visit the Placement Office to become acquainted with the available services. Students should make extensive use of career information available through the Placement Office in order to find the right part-time or full-time job.
- D. The Placement Officer is responsible for providing comprehensive career planning services utilizing appropriate technology and other resources to aid students and graduates in developing resumes and cover letters, and learning job search and interview skills.
- E. The Placement Officer documents placement statistics and tracks graduates' outcomes by conducting follow-up surveys with the intent of identifying graduates who are still seeking employment and requiring job assistance. Visits with industry representatives and follow-up surveys may be conducted to help determine the effectiveness of job skills training and placement efforts.

PROCEDURES:

- A. Industry Career Day - Twice annually, the Placement Office will host industry representatives seeking to interview and hire graduates.
- C. Advertising Job Opportunities - Placement Officer will maintain a job-posting bulletin board for full and part-time job opportunities. Job opportunities may also be posted on the TSTC Marshall web-site.

- D. Placement Officer will schedule time to present Career Search information during regularly scheduled classes upon request from TSTC instructors.
- E. Placement Officer will coordinate Seminars and Workshops for students. These events may be conducted utilizing TSTC faculty and staff as guest speakers, or outside presenters may be invited to participate. These events will cover areas of interest to job-seeking students. Topics may include Resume and Cover Letter Writing, Job Search Techniques, Job Interview Skills, etc.
- F. Placement Officer will provide individual assistance to students wishing to develop their resumes and/or job search plans. Assistance may include resume preparation, web-site search assistance, mock interview sessions, wardrobe counseling, etc.
- G. Placement office will maintain a Career Resource Center with up-to-date information of interest to TSTC job-seekers. Resource Center will include information on Internet job-sites, developing and posting on-line resumes, employer literature, industry contact information, resume and cover letter examples, reference materials on job interviews and job searches, etc. Placement Officer will also provide resource materials for the TSTC Library to assist students in their job search efforts.
- H. Placement Officer will collect placement statistics through student surveys and follow-up telephone calls. Placement data will be entered on colleague and reported to System Office as required. Placement office will also maintain a database of graduate information that can be used to generate placement reports.
- I. Placement Officer will conduct annual employer satisfaction surveys to determine level of industry satisfaction with graduates' training and skill levels.
- J. Placement Officer will develop an advisory committee that meets on a regular basis, at least once each year. Advisory Committee should include local and regional human resource and industry representatives who can offer and provide current information about industry expectations and hiring trends.



NAME: _____
 MAJOR: _____
 TERM: _____
 ID NO: _____
 SSN: _____
 Address: _____

 Phone No. _____

Can you be reached through the above address and phone number in 6 mo?
 Yes
 No

If no, please complete below so we may contact you:

What was your PRIMARY objective in attending our college?
 Improvement of existing job skills
 Preparation for job to be obtained
 University transfer credit
 Personal interest
 Other _____

Please check all of the following that apply:
 Continuing education
 Texas State Technical College
 Other college
 Unemployed
 Actively seeking employment
 Physically unable to accept employment
 Personal reasons not to accept employment
 Foreign student returning home
 Employed
 Employment related to major
 Employment unrelated to major
 Military
 Foreign student returning home

If employed, please complete the following:
 Company name: _____
 Company address: _____

 Company phone no: (_____) _____
 Salary: \$ _____ hourly
 Or \$ _____ monthly
 Or \$ _____ yearly
 Job title: _____
 Date began employment: _____
 Job duties: _____

We periodically conduct surveys of employers to help us evaluate the courses we offer and to advise up on other courses and programs which are needed. If we may contact your immediate supervisor so he/she can have the opportunity to participate in such a survey, please supply the information below:

Supervisor's name: _____
 Supervisor's job title: _____

If you have completed courses in your MAJOR FIELD OF STUDY, please rate them according to how well they fulfilled your educational needs. Students with Undecided/Undeclared majors should skip this question.

	Very Good	Good	Average	Poor	Very Poor
a. quality of instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. grading/testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. instructor interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. content of course(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. instructional media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. class size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have used any of the college services below, please rate them according to how well they fulfilled your individual needs.

	Very Good	Good	Average	Poor	Very Poor
a. Financial Aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Job placement serv.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Course advisement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Tutoring services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Veterans services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Learning lab/packages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Student activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Library services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have enrolled at another college since your enrollment at TSTC, please answer the following:

Your current (or most recently attended) college:
 Name of college: _____
 Address: _____

Current major field of study: _____

Did you have problems transferring to the college indicated above?
 Yes
 No

If yes, please check any that apply:
 Transferring credit hours
 Transcript problems
 Admissions problems
 Other _____

PLEASE COMPLETE OTHER SIDE

How many credit hours at TSTC were not accepted at the college indicated above?

- All credit hours
- Lost 1-3 credit hours
- Lost 4-6 credit hours
- Lost 7-12 credit hours
- Lost 13-21 credit hours
- Lost more than 21 credit hours

If you are currently enrolled in college, please indicate your current status classification at the college:

- | | |
|------------------------------------|---|
| STATUS | CLASSIFICATION |
| <input type="checkbox"/> Part-time | <input type="checkbox"/> Junior |
| <input type="checkbox"/> Full-time | <input type="checkbox"/> Senior |
| | <input type="checkbox"/> Graduate student |

How well did the courses at TSTC prepare you for continuing your education?

- My preparation was excellent
- My preparation was satisfactory
- Good in some areas only
- Fair, but all areas could have been better
- My preparation was inadequate

How would you rate the training you received at TSTC in relation to its usefulness to you in performing your job?

- Very good
- Good
- Average
- Poor
- Very poor

Please check below if the course(s) you took at TSTC helped you in your occupational area in any of the following ways:

- Helped to obtain job
- Helped performance on present job
- Helped advance on present job
- None of the above
- Other _____

Were you employed in your occupational area PRIOR to enrolling in the course(s) completed at TSTC?

- Yes
- No

How would you rate the availability of jobs in your occupational area?

- Very good
- Good
- Average
- Poor
- Very poor

If your occupational area is NOT related to the courses you have completed at TSTC, please check each reason that applies. If occupational area is related to courses completed, skip to the next question.

- Transferred to a four-year college
- Not sufficiently qualified for a job in my field of college preparation
- Preferred to work in another field

- Found better paying job in another field
- Could not find a job in field of preparation
- Worked previously in field of preparation, but changed
- Other _____

How do you see the course(s) completed at our college in terms of your career plans?

- Of immediate, direct benefit
- Of long term, direct benefit
- Of indirect benefit
- Of no benefit

Are you interested in taking other courses with TSTC? You may include courses not presently offered.

- No
- Yes, what course(s) _____

We would appreciate any comments regarding how we could improve the course(s) you have completed and-or services we have provided. Please use the space below for your comments. If needed, please use an additional sheet.

Signature _____

Date _____

EMPLOYER SATISFACTION SURVEY TSTC MARSHALL

If you have hired TSTC graduates on more than one occasion, please rate them as a group in general terms for their training and preparation for employment. You will find space in the survey for comments relating to specific issues you would like to address.

1. Approximately how many TSTC graduates have you hired in the past 5 years? _____

2. What positions have you filled (or attempted to fill) with TSTC graduates in the past 5 years?
(example: Computer Network Technician, Maintenance Technician, Welder, Process Technician, etc.)

3. Please rate the skill level of the employee(s) you hired from TSTC:

Poor	Fair	Good	Very Good	Exceptional

Comments: _____

4. Did employee(s) need additional training? Yes _____ No _____ What specific skills (if any) were lacking?

5. Would you contact TSTC again to fill job openings at your business/industry? Yes _____ No _____

If not, please explain: _____

Date Survey Completed _____

Company Name _____

Address _____

Phone _____ Fax _____

Survey Respondent _____ Title _____

Email _____