

DIN: DIN 2150-1-01
Title of Policy: Placement

Policy

Northwest Technical College assists graduates with placement services for one year following graduation, or until they secure their first job in related employment, whichever occurs first. Services include a variety of resources to assist in career planning and job search and notification of job openings within their field of study. All job openings are published on the College web site.

The College does not accept responsibility for securing employment. Learners have the primary responsibility for preparing their employment applications, employment history, and related information and for obtaining employment in training related fields. The College provides services and resources which may assist learners in securing employment. Learners are advised that their academic performance, interview skills, and willingness to accept entry level employment are crucial to their acceptability to potential employers.

Purpose

To assist graduates with securing employment.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Faculty	Forward all job announcements to the receptionist for posting on the web site
Counselor	Develop, promote, and provide placement services
Receptionist	Receive and distribute job opening announcements
IT Director	Develop and maintain web-based system for receiving and posting job announcements.

Supporting References

Listed below are college document(s) that support this policy:

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 06/07/06 4:56 PM
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Approved: Dr. Quistgaard	Date: 8/16/05	Check here if policy should appear in campus handbook:	<input checked="" type="checkbox"/>