

**DIN:**                   **DIN 3170-1-01**  
**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. To be eligible, learners must register for placement services in the last semester prior to graduation, have enrolled in or completed all required courses, and have paid all tuition, fees and any other financial responsibilities. Services include a variety of resources to assist in career planning and job search and notification of job openings within their field of study.

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:

<b>Group/Individual</b>	<b>Responsibility</b>
Counselor	Develop, promote, and provide placement services
Receptionist	Receive and distribute job opening announcements
Counselor	Ensure compliance with this policy

**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: 09/27/05 12:22 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"/>