

Placement Services

The Institute of Allied Healthcare provides placement services to all students. The coordination of services is directed by Career Services and Administrative Staff assigned to each program.

Coordination of Placement Services

The Institute of Allied Healthcare provides placement services for all program completers. Career Services and Administrative Staff work in unison to provide placement assistance to students during and upon program completion. Career Services personnel introduce placement services to students and completes all follow up employment for Nurse Aide and Medical Assistant students. Assistance includes but is not limited to; resume building, interview readiness coaching, and job skill search with Career Services. Job openings are posted in the media service computer lab and on the employment board located on campus.

Staff and Community Partners

Career Services, faculty, and staff have built rapport with community employers for student placement. Employers reach out to Career Services and staff to request graduates for employment opportunities for both programs. Such community partners are invited to Career Days to speak to students about employment opportunities, complete on-site interviews, and notify students of best ways to apply for available positions.

Employment Information and Opportunities

Networking and building relationships with area employers provide Career Services personnel with information on job openings and the ability to direct qualified students to prospective employment opportunities.

Such relationships allow the student and Institute personnel to collaborate and determine which employment opportunities are available to the student. Communications with various businesses allow Career Services to offer a range of opportunity to students in the healthcare industry. Employment opportunities are posted inside the Computer Lab. Immediate openings are addressed to the class by Career Services or individually by counseling. Immediate opening information is also posted inside the classroom.

Counseling of Students

Placement Services for students begin with the student services provided. Student services include but is not limited to; resume building, job search, preparation for interview questions, on-site interview scheduling and job readiness. Students meet with Career Services to review appropriate interview attire, research of facility prior to interview and other best practice preparation for success. Follow-up with students is requested by Career Services.

Maintenance of Placement Records

Maintenance of all placement records are placed inside a locked fireproof cabinet inside the file room. Placement records are further separated by reporting period for the Texas Workforce Commission (TWC) and Council on Occupational Education (COE). Completer information is documented on TWC form CSC-072A. This form contains student name, social security number, program completion date, and employer information. Separate documentation by Career Services

and email, phone call, or in person contact on placement information such as employment leads, and student follow-up is placed in student file by Career Services and administrative staff. Routine verification and follow up on job placement records is completed every 30, 60, and 90 days to ensure success. Success is measured by completion of documentation for each student verifying employment within their field of study.

Evaluation of Placement Services

Evaluation of placement services is determined by TWC and COE to remain in compliance for each reporting period.

Student Services Surveys are evaluated to determine the effectiveness of services provided to students. All completed surveys are submitted to the School Director.

Evaluation Results

Results from the Student Services Survey is reviewed and presented to faculty and staff at faculty meetings. Changes or updates are made as needed and are based on student and staff feedback