



## **IOAH STUDENT FOLLOW-UP PLAN**

The student follow-up plan is used to assist completers in finding employment in their field of study. The follow-up plan also includes the institutes follow-up process for obtaining employment information from completers.

### **Personnel that Implement the Plan**

Administration personnel implement the IOAH Student Follow-Up Plan under the direction of the School Director. The administration personnel include:

Career Services

Assistant Director

Administrative Assistant

Career Services and the School Director obtain and submit all follow up activities to TWC and COE.

The institute utilizes Texas Workforce Commission (TWC) form CSC-072A for collection of data on completion and placement of prior students. Prior students are contacted on or before 30 days after graduation for data.

Texas Workforce Commission form CSC-072A contains the following information:

- Student's Name
- Social Security Number
- Student's Graduation Date
- School official conducting the phone interview
- Date of phone interview
- Verification if completer is enrolled in higher education or enlisted in military)
- Job Information
  - Employer
  - Start Date
  - Job Title
  - Starting Hourly Wage
  - Job Duties
  - Employer's Address
  - Employer's Phone Number

Documentation on completers who have yet to be placed is kept in file. Administration personnel tracks communication with completers by emails, text messages, and telephone call messages. All communication is documented and kept in the student file for follow up. Administrative personnel continue to reach out to the student and assists in placement.

### **Methods for Surveying Completers and Employers of Completers**

#### Student Surveys

Upon completion of a program, nurse aide and medical assistant students complete a program and instructor survey anonymously. The surveys are titled IOAH Form-004 (NA) and IOAH Form-004 (MA). The survey allows students to give instructor feedback, rate program effectiveness, and suggest areas of improvement for the program. Information is gathered and submitted to the School Director for review.



### Employer Surveys

Communication with employers is maintained to ensure completers are prepared for employment in their career field. An employer survey is issued to employers for information on graduate preparedness, program effectiveness, and suggestions from the employer. The survey is titled NA Employer Survey and MA Employer Survey. Information is gathered and submitted to the School Director for review to ensure satisfaction of education received.

### **Program and Instructor Evaluation**

All information collected by student and employer evaluations is used for the purpose of ensuring satisfaction of education received. Findings are shared with instructors at quarterly review. All information is further discussed at annual meetings with both the occupational and advisory committee.