



Placement Services Plan

Placement of students with employers with which they will be successful is our ultimate goal. Therefore, our organization must work as a team place our students. Instructors are the first point of contact for assistance with placement. Instructors requiring assistance with placing a student should reach out to their program's coordinator.

In the classroom, instructors should

1. Include the following activities and incorporate related skills into daily lessons:

a. Mock Interviews

• Related skills:

- ✓ Verbal communication and listening
- ✓ Body Language
- ✓ Stress management
- ✓ Punctuality
- ✓ Analytical
- ✓ Problem-solving
- ✓ Professional boundaries
- ✓ Emotional Intelligence

b. Resume Writing

• Related skills:

- ✓ Written communication
- ✓ Organizational
- ✓ Computer

c. Job Search Skills Practice

• Related Skills

- ✓ Written communication
- ✓ Verbal communication
- ✓ Creativity
- ✓ Teamwork
- ✓ Flexibility
- ✓ Emotional Intelligence
- ✓ Problem-solving
- ✓ Analytical

d. Professional Etiquette and Soft Skills Instruction

2. Maintain a bulletin board of job openings for students to review and apply for. The bulletin board may include businesses that have reached out to CiTi regarding staffing needs. Include positions that are outside the box; for example, a welding student may find placement at an auto body shop.
3. Ensure students are aware of other resources such as the career centers at Cayuga Community College and Oswego County Workforce.

Instructors, Coordinators, and the Workforce Liaison should maintain and grow contacts within community support agencies and industry. Staff should assist students with contacting these resources, as well as, advisory committee members and encourage students to schedule interviews.

Coordinators and office staff who receive inquiries from local industries for staffing needs should request student recommendations via email from instructors. Instructors should encourage students to apply for the job opening.

Student placements should be recorded in XenDirect under case notes.

CiTi's Follow-Up Plan explains post-graduation procedures for tracking and recording student placements.

Review of the Placement Plan and Its Effectiveness

At the end of each program, students will be asked to review the placement plan and provide feedback via a survey provided by CiTi.

Annually, instructors and office staff will also be asked to review the Placement Plan and review via a survey. The Placement Plan and the corresponding surveys will then be reviewed by administration and updates to the plan will be made for the upcoming school year.

The Placement Plan will be provided to staff, students and public via the citiboces.org Adult Offerings webpage. Instructors will also be emailed a copy of the updated Placement Plan.