

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

Section II - Academic/Student

SUBJECT: PLACEMENT PROCESS

REVIEWER(S): Dean of Student *Affairs* and Enrollment Management*
Student Success Coordinator

I. POLICY

The College will offer placement services to students enrolled in for-credit health care programs and to alumni of those programs.

II. PROCEDURE

The placement process is a service offered to graduating students from programs of at least one year in length to assist in their entry to and growth within their chosen healthcare profession. The placement process consists of facilitation of the placement process in cooperation with the Carolinas HealthCare System (CHS) New Graduate Placement Center and the coordination of seminars and workshops to prepare the student for the job search process.

- A. Facilitation of placement process and role of CHS New Graduate Placement Center
 1. Application for employment: If the student is applying to CHS, he/she submits either an application for employment or a transfer request form.
 2. Early in the final semester, a representative of the New Graduate Placement Center conducts individual interviews with students.
 - a) During interview, students submit a resume and sealed clinical references.
 - b) Students identify a limited number of units to which they would like their application sent for review.
 3. *Students may sign waivers to authorize release of FERPA-protected information (transcript) and waiving the right to review references completed by faculty.*
 4. Representatives of the New Graduate Placement Center facilitate student interviews at CHS facilities.
 5. Student success coordinator acts as a liaison with the New Graduate Placement Center facilitating activities and communication with students.
- B. Placement-related workshops/seminars may vary depending upon the needs of the graduating students, but the following are typically offered each year:
 1. Job placement orientation, resume-writing, and interviewing workshops.
 - a) Job placement orientation (including discussion of resources and interviewing) conducted by a representative from the New Graduate Placement Center.
 - b) Nursing interviewing workshop consists of panel discussion and small-group interviewing practice facilitated by nurse managers from Carolinas Medical Center or other experienced interviewers.
 2. Education Fair: The fair may be held in conjunction with other area colleges, particularly Cabarrus College of Health Sciences, and will provide a forum for students to meet admission or program representatives of local or regional baccalaureate or master's programs.
- C. Increased job placement support, such as job fairs, will be offered by the student success coordinator when deemed appropriate due to job market conditions.
- D. Graduates may request placement assistance for up to five years following graduation.
- E. Carolinas College of Health Sciences does not guarantee job placement.

F. The Placement Process policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____