

Placement Methodology:

General

1. On a monthly basis, Career Services (CS) will verify employment of graduates.
2. If employment verification requires a third party verifier, i.e.; TheWorkNumber, CS will gather appropriate graduate information, verify employment through TheWorkNumber, and place the **appropriate printed verification form in the graduate's file.**
3. The minimum information required to verify employment includes the following:
 - a) Name of student
 - b) Completion date
 - c) Program name
 - d) Employer information:
 - i. Employment start date
 - ii. Job title and/or description of placement
 - iii. Name of employer, mailing address, telephone number and email address
 - iv. Employer contact
 - v. Method of verification (e.g. employer signature, telephone verification with employer, telephone verification with student, email with student or employer)
 - vi. Starting wage, if provided by graduate
1. Graduates with Full-Time employment must have a minimum of 30 continuous days of Full Time employment prior to verifying employment after program completion.

Self Employed

Graduates with Self-Employment Students seeking self-employment with their field of training must inform and acknowledge their vocational objectives in writing, as follows:

- a. At the time of enrollment, students must acknowledge their understanding in writing that self-employment is their vocational objective of the program.
- b. In addition to an employment verification, a student signs a Self-Employment attestation. No sooner than 30 days following graduation, a graduate must acknowledge in writing that he/she is satisfied with Self Employment and making training related income.
 - i. Students in any program for which self-employment is not a common vocational objective and who at the conclusion of the program seeks self-employment related to the program must meet the above requirements noted in # b above.

Temporary/Part-Time Employment

Graduates with Part-Time or Temporary employment After 30 days of employment on a part-time basis (as defined by the employer or graduate) or a temporary basis (working multiple sites through a temporary agency), the graduate must acknowledge in writing that he/she is satisfied with part-time or temporary employment by signing the Part Time / Temporary Attestation, no sooner than 30 days following program completion stating they are making training related income

Continuing Employment

Graduates with Continuing Employment In addition to an employment verification, a student signed attestation is required. No sooner than 30 days following graduation, after which a graduate communicates his/her intention to continue employment at the same company in a training-related position, the graduate must attest that he/she is satisfied with continuing employment by signing the Continuing Employment Attestation stating they are making training related income.

When where the former students Employed?

Rates are based upon program completes employed within 180 days of completion and were employed for at least 30 consecutive days.

Tracked:

WorkNumber, Employer verification, Alumni Survey