WRITTEN PLAN

For Providing Placement Services for All Program Completers

Approved by Accreditation Steering Committee: August 26, 2025

PURPOSE OF THIS PLAN

The Ogden-Weber Technical College provides placement services for all program completers. The plan is reviewed and updated annually. Preparation for seeking a job and getting hired is provided by the Student Success Center (SSC). Information about SSC services are accessible through the College website, Student Handbook, Student Resource Portal, and New Student Orientation. Collection, reporting, and maintenance of placement records for completers is provided by the Student Outcomes Specialist.

BUDGETARY RESOURCES

The placement of students' activities are funded through direct state appropriations.

RESPONSIBILITY FOR COORDINATION OF PLACEMENT SERVICES

The SSC staff includes three Career Services Specialist who manage the online job board, bulletin boards, and social media platforms. They also provide direct career services to students from all the programs, both individually and in group settings.

Services include, but are not limited to resume development, reference page, cover letter, thank you letter, portfolio development, interview preparation, career advising, soft skills mentoring, specialized workshops, meetings with employers, company research and job applications.

Students and graduates have access to miscellaneous services in the SSC such as computers for job searches and applications, applying for federal grants or scholarships, writing thank you letters to scholarship donors, sending a fax, using the telephone, making copies, and the food pantry and hygiene kits.

The SSC supports placement of completers by maintaining good relationships with employers and connecting them with students, preparing them to market themselves to get the job they want, celebrating their success, fostering continuing relationships with graduates, conducting follow-up efforts, and providing hire information to the Student Outcomes Specialist for verification.

COMMUNICATION NETWORK

Students are made aware of placement services in the new student orientation, and the SSC link is

available in the Student Resource portal on the webpage. Students have access to the online community job board, which lists current job openings at the College and throughout Northern Utah. Job boards displaying current job opportunities are in the program training areas. Job opportunities are posted on the SSC social media sites. Employers are encouraged to send their job information   directly through email to the SSC. Whenever a student indicates they have been hired, the student's information and employment details are sent to the Student Outcomes Specialist. This information is sent by faculty on the Student Outcome Reporting form on the college employee resource site, via email directly to the Student Outcomes Specialist, or by the student via the online BPLogix Student Outcome Survey Form.

LISTING OF EMPLOYERS AND EMPLOYMENT OPPORTUNITIES

Employers who contact the College to recruit students for their job openings are logged into an Excel spreadsheet sorted by occupational category for future reference and contact. The SSC has listings of employers with contact information for each program. If students do not know where to begin a job search, the handouts are available for students in the SSC.

Employers are also listed along with their job postings on the community job board located on the College's web site.

Information about job openings are posted on social media channels with links to applications.

COUNSELING OF STUDENTS

The SSC staff make every attempt to provide direct career services to all students and graduates who visit. This includes working with them to research the job outlook for their program of choice, connecting them with employers and job listings related to their training and coaching them through the application and interview process.

Most of the training programs include resume writing, cover letter/thank you letter, and mock interviews skills that are coordinated with the SSC staff. The skills are accessed through the OTECH Learning Management System (Canvas). Students can meet with SSC staff virtually, through a phone call, or in person.

In the SSC, students and graduates may consult with the job coaches while conducting job searches and have access to a computer and printer to help with their job search.

Students can access the student online job board which lists current job openings at the college and throughout the Northern Utah area.

Most of the visitor traffic to the SSC is tracked through Northstar (SIS) and service activities and reports are generated using reporting writing software (Tableau).

Students with personal issues that could affect their retention, completion, and placement may be

referred to a Student Support Specialist for assistance and Student Support Specialists may make additional referrals to outside agencies and organizations.

MAINTENANCE OF PLACEMENT RECORDS FOR COMPLETERS AS A MEANS OF MEASURING THE SUCCESS OF THE INSTITUTION IN ACHIEVING ITS MISSION

The College's Student Outcomes Specialist coordinates with the SSC, program faculty and other departments to collect outcome data. Faculty can access student outcomes in Northstar (SIS), the College's student information system, and in the reporting software Tableau. Placements and other student outcome data is also publicly available via the Annual Report published on the college's website.

Real-time placement dashboards in Tableau support program level tracking, continuous improvement, and mission alignment by measuring student success and strengthening responsiveness to industry needs.

EVALUATION ON AN ANNUAL BASIS (AND REVISED AS NECESSARY)

The written plan is evaluated annually, with feedback solicited from all faculty and staff via email. The Vice President for Student Services is responsible to distribute the email to faculty and staff, to use feedback to revise the plan as necessary, and to retain the feedback emails. The results from this review are used for the continuous improvement of this plan. The written plan is approved by the Accreditation Steering Committee.

A DESCRIPTION OF HOW EVALUATION RESULTS ARE SHARED WITH FACULTY AND STAFF AND USED FOR CONTINUOUS IMPROVEMENT

Placement results are updated daily and available to all college staff through Northstar (SIS). Results are also available to instructional faculty, staff, and administration through each program's dashboard in Tableau (reporting software). This just-in-time feedback can help faculty, staff, and administration determine immediate solutions for continuous improvement versus waiting for an annual report.