



CTK HEALTHCARE AND CARRIER INSTITUTE

Placement and Follow-up Plan

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Plan for Job Placement Policy

(Note: CTK does not guarantee job placement)

CTK has developed a plan to assist its students for their placement in the job market. The purpose of this plan is to ensure to assist its student ready from preparation to place in job market.

Responsible person: The student service Coordinator is responsible for implementing the plan.

Outlines of the activities: Following are the outlines of activities to achieve the objectives of the plan

1. Resume preparation class and help
2. Career counseling and job search tips including assist in resume preparation
3. Inform the students for the job fair/Availability in healthcare facility
4. Connect students with job placement agencies and counseling as needed
5. Establish social media, communication network with former graduates in the job market including staff and instructors to find the avenues to grab the opportunity for its students.
6. Be proactive to find the job fairs, hiring through direct communication or by electronic means and post the opportunity in the campus for the student access and/or call, text, email them.
7. Track of employment, license pass rate records and employer information of the completers. Discuss about the measure of institutional success during the advisory meeting.
8. Compute the total number of placements, license and completers annually to figure out the threshold level and to measure the student success in all the programs in every year.
9. Interview preparation skills

Review, Evaluation & Revision of the Plan: The plan will be reviewed at least once a year in the staff meeting and/or to the Institutional Advisory Board. The plan once revised will be made public and to the staff, through SSC.

Follow-Up Plan

CTK provides continuous and systematic plan for follow up its student's activity for quality program and career training to all students, and assists with job placement prior to and upon completion of their program. To ensure the outcome of training in the job and the growth of program, it also collects feedback about the program including the instructor's evaluation and the method of delivery right after the program completion, from its former graduates and from the employers.

Coordination of Services

CTK student services coordinator (SSC) conducts an exit interview with students before they leave the institution. All activities related to the program they are graduating, job placement and follow-up with them and their employers are coordinated through the student services department. The activities are outlined as below

1. Collection of Information

Students are asked to complete a program review survey, student evaluation of Instructor's Survey and Exit Survey prior to exiting the institution. Students are given an employment verification letter to be completed by their employer upon securing employment. The completed form is then returned to via e-mail, fax or postal service and the information is used to calculate the placement rate for programs. SSC systematically calls former graduates for their job status if they missed to inform CTK about their job status. The Employment Verification Form is made a part of the student permanent folder. SSC also plans to collect the former graduates' survey form to hear about the knowledge they received from their program in the job.

Purpose and Use of Information Collected

Information is collected from students, former graduates, and employers of graduates to determine the effectiveness of the training provided. A good indicator of the effectiveness of the training is whether the student passed the state board requirements and secured employment. It is important for the institution to gain information on what improvements can be made to better prepare students for employment.

From time to time, student services staff contacts former students to update information on the students regarding whether they are still employed, the starting salaries, advancement opportunities, if the training they received prepared them to be competitive in the job market and were the placement services beneficial.

Employers of those students who are employed after leaving. CTK are asked to complete an Employer Survey to assess the effectiveness of the training the students received. This information is

beneficial in future planning for employment sites that are critical to the placement of students upon completion of their program. It is also beneficial in making program changes that can better prepare students for the job market.

If students leave the area or change address locations and do not notify the institution of the change, the institution will have no way of contacting the students, thus limiting the amount of follow-up data that is available for program improvement. Information on students who leave and later contact the school will be entered into the student record for future data collection.

2. Placement Data Distribution

At least once annually during a formal staff meeting, follow-up information collected from former students and employers of former students is shared with the instructional personnel and administrative staff. This information is discussed and used for planning procedural changes in the student services department that will impact the methods used to gain information on former students and from employers.

Elements of Program Outcome/Attached Survey Forms

1. Program Evaluation/Grievances by Student
 2. Student Follow-up Survey/Exit Survey from TWC
 3. Employer Survey of Former Student
 4. Follow up survey from former graduates
3. **Annual Review**
This plan is revised and reviewed annually by institutional advisory board and revised as necessary. The revised plan has been made public by SSC through emails or placing the plans in the lobby.

Program Evaluation/Grievances by Student

Name of the Program: _____ Date: _____

1	Course facilities including technology/media are adequate for the success of this course	1	2	3	4	5
2	Does the course able to train you in all the activities necessary to work you in a health care industry of your filed	1	2	3	4	5
3	Were the contents and the method of delivery is relevant to the objectives	1	2	3	4	5
4	Means of assessing my ability by CTK personnel during enrollment time for my chosen occupations were appropriate	1	2	3	4	5
5	Were there information/counseling available for jobs and placement	1	2	3	4	5
5	CTK staff are courteous, professional and helpful	1	2	3	4	5
6	Overall, how is your personal judgement of your program & School	1	2	3	4	5
6	<u>Any Comments/complain about Program:</u>					
7	<p><u>Need to talk to the School Director in any issues: or email to ctkhealthcare@gmail.com, Ph # 940-594-8910</u></p> <p><u>Action by director to resolve the Grievances: Yes/ No</u></p> <p><u>If Yes: Write the resolution met & Date:</u></p>					

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FORMER STUDENT FOLLOW-UP SURVEY/ OR TWC exit Form

Student _____

Address _____

Program _____ **Enrollment Period** _____

This survey is requesting information to see how your training program relates to your present work situation. Please answer the questions below and return this form by (Date) _____

Information you provide will not be reported on an individual basis but will be used only to provide statewide statistical information.

Please call if you have questions about this survey. Thank you.

Program Instructor

Date

1. What is your current employment status? (Please check one)

____ Employed in a field related to training

____ Employed in a field not related to training

____ Not Employed, Not Seeking Employment

____ Unemployed, Seeking Employment

____ Continuing Education

2. Please provide the following information about your present job.

Name of Company/Employer _____

Address _____

Immediate Supervisor _____

Job Title _____

Job Duties _____

Beginning Salary before deductions _____

Current Salary before deductions _____

The salary is based on how many hours per week of employment? _____

- 3. Are there advancement opportunities in your current position? ____ Yes ____ No
- 4. Was your training at CTK beneficial to you in your current position? ____ Yes ____ No
- 5. Were you satisfied with the placement services you received? ____ Yes ____ No

Please return completed survey to

CTK Healthcare & Career Services
 3455 N. Beltline Rd #203, Irving, TX, 75062

EMPLOYER SURVEY OF FORMER STUDENTS

Please rate the technical training received by the following individual in the areas below by placing a check in the appropriate column.

Student: _____

Program: _____

A. Technical Knowledge

Acceptable OR Needs Improvement

- 1. Employee possesses specific job related knowledge for success on the job. _____
- 2. Employee is able to operate equipment used on the job. _____
- 3. Employee possesses basic reading, verbal and math skills. _____

4. Overall rating of technical knowledge

Very Good Good Neutral Poor Very Poor

B. Work Attitude

- 1. Willingness to accept responsibility _____

- 2. Punctuality _____
- 3. Ability to work without supervision _____
- 4. Willingness to learn and improve _____
- 5. Cooperation with co-workers _____
- 6. Compliance with policies and procedures _____
- 7. Work attendance _____

8. Overall rating of work attitude _____
 Very Good Good Neutral Poor Very Poor

C. Overall rating of work quality _____
 Very Good Good Neutral Poor Very Poor

D. Overall rating of work quantity _____
 Very Good Good Neutral Poor Very Poor

OVERALL RATING

What is your overall rating of the training received by this individual as it relates to the requirements of his/her job?

_____ _____ _____ _____ _____
 Very Good Good Neutral Poor Very Poor

You may make additional comments on the back of this form.

EMPLOYER DATA

Employer Name:

Phone Number

Address:

Supervisor:

Please return completed survey to

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