

Mitchell's Academy

Placement Services and
Follow-Up Plan

Career Services Philosophy

Mitchell's Academy provides entry-level training with a goal to prepare its graduates for licensure and employment. The institution accomplishes this goal by providing hands-on training that utilizes a variety of delivery methods designed to meet the learning styles of the students. Competent, qualified faculty, engaged management, and relevant curriculum all contribute to producing graduates who are prepared to seek employment in their areas of expertise. This plan will be reviewed with all staff and faculty, and evaluated annually.

Mission and Goals of Career Services

The mission of Career Services is to provide training, support and assistance to students that will enable them to accomplish the following:

- Complete a successful job search with confidence
- Secure employment commensurate with the skills learned in their programs
- Successfully obtain employment and grow professionally

Goals of Career Services that support the mission include the following:

- Proactive communication and career advising with all students as they become eligible for services and/or upon graduation
- Providing career advising throughout the job search process including help with resume writing, developing job leads, interviewing and follow-up techniques, networking for job development, and other areas as necessary to help students secure and retain employment and upward mobility in their field
- Conducting routine follow-up with students and employers, and soliciting feedback provides the institution with information it needs to strengthen its overall programs/services.
- Maintaining a current list of employers and job opportunities available to students

Responsible Person for Coordination of Services

The School Director is responsible for overseeing all aspects of the placement services of Mitchell's Academy. This includes but is not limited to the following activities.

Orientation: Participating in initial orientation of new students to explain the nature of the placement services provided.

Classroom Training: Providing quality programs of instruction to prepare students for success in their new careers. Classroom instruction also includes resume writing and interviewing technique training which assist student with seeking employment.

Placement Assistance: Promoting open communications and exchanges of relevant information between students, staff and employers.

Job Counseling: When a Cosmetology student reaches 1200 clock hours, or an Esthetics student reaches 400 clock hours the Director will individually meet with each student to begin the placement process. At this time, the Director will review any resumes provided or assist in the writing of the student's resume. During this process, the Director will review and give recommendations of job placement based on the student's current performance and progress. This process will continue as needed until the student is placed in a job position in their career field up to and including after the student's graduation date.

Maintenance of Records

The Director will regularly report to the corporate office updated records that support the outcomes reported throughout the year to school associates and in its annual report to COE. These records will be maintained electronically in the Student Manager program. The records maintained will be used to verify if the school is meeting the minimum COE benchmarks as well as the objectives stated in the Strategic Plan which supports the mission of the institution.

Current List of Employers and Job Opportunities for Students

Running lists of current employers and job opportunities will be posted on a regularly-updated bulletin board in the student break room. These lists are updated as employers and job opportunities change.

Collection of Graduate Placement Data

The Director, or designee, is responsible for handling phone calls to potential employers. They are also responsible for collecting and maintaining accurate and verifiable information to support the placement of all graduates as defined by COE.

The following information will be collected for all graduates who are placed in a position:

- Name of student
- Home address
- Telephone number
- Program name and enrollment dates
- Name of employer
- Address of employer
- Name of contact person verifying employment at employment site
- Contact telephone number
- Date employment verified
- Job title and nature of duties

Collection of Follow-up Satisfaction Data

The institution collects satisfaction data via a survey process from graduates and their employers. The surveys contain questions relating to the job performance of the graduates, their ability to perform skills relating to their positions and their overall preparedness. By evaluating this information the institution can determine if students are meeting the performance standards their programs require, if the contents of the curriculum are providing the training that is relevant to the various career areas, and if there are areas within the training programs that need strengthening. The Director will in turn share this information with their instructional staff. Together they will review the data to determine if there are curriculum weaknesses or if the modes of delivery of the material is lacking in the detail needed to effectively train students. Once determinations are finalized, either curriculum adjustments are made or alternate methods of delivery are utilized. The Director will monitor subsequent surveys to determine if the strategies for improvement are effective.

In a collaborative effort with students, the Director maintains frequent contact with students with having them complete an exit interview form when completing school.

Annual Evaluation of Services

At Mitchell's Academy we strive to provide an excellent experience for our students, our graduates and our employment partners. We solicit feedback via surveys which help us identify and evaluate areas of improvement and areas of success. Information from the surveys is also shared with faculty and staff, and is used to evaluate and/or improve the quality of program outcomes. Feedback made by faculty and advisory committees is also considered when reviewing the curriculum and student services offered by the institution. We share results of our surveys at least annually with the advisory committees.