



Placement Services Plan

Purpose: Spartan College of Aeronautics of Technology provides guidance and job training for students and alumni with the emphasis on obtaining employment. The Students Services Department has a Career Services team that assist with the placement process. The placement process is designed to help students in locating a job in the aviation, aerospace industry or any jobs that utilize skills that is learned in the program. A detailed process is necessary for effective placement results and the details regarding student placement is essential in evaluating the success and performance of Spartan College.

1. The Career Services departments conducts a Graduate Workshop for all graduating students. During this workshop, the students are required to complete a resume, provide employment history, and complete their graduation packet. The Career Services department will review material and make any corrections. The student's resume is then kept on file electronically.
2. The Career Services department uses different methods for tracking students. When a student completes the program, he or she is added to the Graduates Tracker. The Career Service department check in with the alumni via phone, email and text every six weeks for a status update. Are alumni still studying for FAA Airframe & Powerplant certification? Are alumni actively looking for employment?
3. The Career Services department assist with alumni job search by sending out weekly job leads and sending out job alerts. When a graduate acquires a job in the industry, the Career Services department verify the employment with the alumni and the employer. All verified placements are then sent to a third-party agency to verify that all placements that are on file are valid and accurate.
4. The Career Services department develops and maintain relationships with recruiters in the industry to get job leads and encourage them to participate in on-campus recruitment activities. These include on-campus recruitment events, on-campus interview sessions, job fairs and connecting graduates with industry related companies that are seeking candidates.
5. The Career Services department follows-up with employers to obtain information on the graduates they have hired and general feedback on the graduates they did not hire. The Career Services department will use feedback from both the employers and graduates to improve placement outcomes. Spartan College keep a list of industry employers and continue to add new companies to improve placements outcomes.
6. The placement services plan is evaluated on an annual basis via townhall meetings with faculty, staff, administration, and students.
7. The results of the placement services plan are discussed when each townhall meeting is held and the townhall meeting is used to get feedback and hear responses from faculty, staff, administration, and students.

