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TITLE: The Career Center Employment Data Collection Policy

EFFECTIVE DATE: October 1, 2014

LAST REVISION: October 8, 2014

Policy No.5.597c

Policy Statement

Purpose

This policy is to establish and define the role of the Career Center in supporting the data collection efforts of the College.

Scope

This policy applies to the Career Center staff and its constituents.

Background

In order to support the college in gathering pertinent data on the employment outcomes of graduates up to 6 months after graduation, the Career Center conducts an annual survey during the Spring Graduation checkout process.

Definitions

IR – Institutional Research

One Stop – student information system

Policy

The Career Center will conduct surveys of graduating students during the graduation checkout process and conduct follow up calls at 3 and 6 month intervals to those graduates to obtain employment data that can be shared with the IR leaders and contributes to the overall data collection efforts taking place across the College.



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Procedure

The Career Center provides graduating students with a comprehensive survey during the graduation checkout process. The employment data is entered into the One Stop Shop student information system and is entered into Excel spreadsheets and forwarded to IR for review. At 3 and 6 months, efforts are made through emails and phone calls to gather additional employment information from those students who indicated that they were still seeking employment in their career field. That information is compiled and entered into One Stop Shop and forwarded to IR.

Source of Policy: Career Center Office

Related Policy: _____

Approved by: 
Chancellor Andrea Lewis Miller

Responsible Administrator: Career Services Director

LCTCS Policy Reference: _____

LCTCS Guideline Reference: _____

Date: 10/08/14