



## WRITTEN PLAN FOR EMPLOYMENT ASSISTANCE

Genesis Career College is committed to assisting in the placement of every graduate student seeking employment, not only upon graduation, but also during their entire career. Genesis will not guarantee students a job, but staff and faculty are always willing to assist in placement.

The Student Services Coordinator and Campus Director are responsible for developing relationships within the community with potential employers. The Student Services Coordinator keeps a file in digital and hard copy format of potential employers within the applicable market.

The Campus Director will act as a liaison between the campus and the employer. Employer needs are communicated to the Campus Director who will then educate the Student Services Coordinator and faculty on employment needs, hiring schedules, etc. The Student Services Coordinator will coordinate with staff and faculty on best practices to informing the student body about opportunities.

Genesis will monitor employment opportunities such as employer contacts and job openings through Diamond, Genesis' student management software.

Students are counseled on employment opportunities during the final 20% of the enrollment. For beauty and wellness programs that occurs during the mock state board portion. For allied health graduates that will occur during or immediately before externship. Students are encouraged to attend presentations by potential employers on campus regardless of enrollment progress.

Placement documentation is kept as a part of the graduate file in both hard copy and digital format.

This plan is reviewed at least annually. Results of the review are shared with staff and faculty during regular staff and faculty meetings.