

CAROLINAS COLLEGE OF HEALTH SCIENCES

POLICY AND PROCEDURE

ACADEMIC

SUBJECT: JOB PLACEMENT PROCESS

REVIEWER(S): Provost*
Director of Teaching, Learning and Technology
Institutional Research
Student Success Coordinator

POLICY

While job placement for graduates is not guaranteed, Carolinas College will help graduates find employment in their field of healthcare training and will consider placement in the field of training as one aspect of success in accomplishing the college mission. The College will work closely with the Atrium Health Human Resources Division and the Atrium Health New Graduate Placement Center to maximize the number of graduates who can be employed within Atrium Health but will also assist graduates seeking employment outside the system.

PROCEDURE

A. Placement Activities

1. The student success coordinator assists appropriate program chairs who will serve as liaisons between students and Atrium Health Human Resources, the New Graduate Placement Center, and work to offer employment opportunity events. Various leaders within Academic Affairs, such as program chairs and the institutional researcher, will coordinate the collection and reporting of job placement data.
2. "Placement" is defined as those students beginning work in an eligible position within six months of graduation.
3. "Eligible position" will be defined using guidance from the specific programmatic accrediting agency or if not available, as any position for which the graduate's program provided specific preparation, regardless of the number of hours worked.
4. The College tracks both overall placement and placement within Atrium Health (including leased and managed facilities). Placement is calculated per program and as an overall college calculation. The placement percentage is derived by dividing the following numerator by denominator:
 - a) Denominator
 - List the total graduating students in a program (or college-wide)
 - Subtract students "not eligible for placement" (those who haven't passed a required certification or registry exam or are otherwise unable to work in the field of training).
 - Subtract students who are pursuing further education on a full-time basis and are thus not seeking placement.
 - b) Numerator
 - Six months beyond graduation, count the number of graduates working in a permanent eligible position for which their Carolinas College program prepared them.
 - Dividing the numerator by the denominator yields the placement percentage.
5. Placement within Atrium Health (the percentage of placed graduates working within Atrium Health) is calculated as follows:
 - The denominator will be the numerator defined above; that is, the total number of students placed.
 - The numerator will be the number of students placed in eligible positions at an Atrium Health owned, managed, or leased facility.
6. The formulas above are for reporting placement rates for college-wide use (annual reports, accreditation, etc.). Individual programs may calculate placement rates differently depending on the standards established by accrediting bodies or other approving agencies.

B. The Job Placement policy and procedure will be reviewed bi-annually.

REFERENCES

Related 2018 SACSCOC Standard

12.1 Student support services