



*The mission of CTK Healthcare and Career Institute is to offer quality professional trainings in Healthcare, Information Technology and Business related disciplines.*

### **Plan for Job Placement Policy**

*(Note: CTK does not guarantee job placement)*

CTK has developed a plan to assist its students for their placement in the job market. The purpose of this plan is to ensure to assist its student ready from preparation to place in job market.

**Responsible person:** The student service Coordinator is responsible for implementing the plan.

**Outlines of the activities:** Following are the outlines of activities to achieve the objectives of the plan

1. Resume preparation class and help
2. Career counseling and job search tips including assist in resume preparation
3. Inform the students for the job fair/Availability in healthcare facility
4. Connect students with job placement agencies and counseling as needed
5. Establish social media, communication network with former graduates in the job market including staff and instructors to find the avenues to grab the opportunity for its students.
6. Be proactive to find the job fairs, hiring through direct communication or by electronic means and post the opportunity in the campus for the student access and/or call, text, email them.
7. Track of employment, license pass rate records and employer information of the completers. Discuss about the measure of institutional success during the advisory meeting.
8. Compute the total number of placements, license and completers annually to figure out the threshold level and to measure the student success in all the programs in every year.
9. Interview preparation skills

**Review, Evaluation & Revision of the Plan:** The plan will be reviewed at least once a year in the staff meeting and/or to the Institutional Advisory Board. The plan once revised will be made public and to the staff, through SSC.

