

# Texas Healthtech Institute Placement and Follow-up Plan

**2018-2020**

**9615 College Street, Beaumont, Texas 77707**

Texas Healthtech Institute gives high priority to placement services to its graduates. The quality of instructional training is important and equally important area is the institute's effort in placing those graduates in gainful employment. The goal of the Institute is to place 70% of graduates in a gainful career position.

The Institute's Placement and Follow-up Plan ensures that follow-up is systematic and continuous. The plan includes:

- Identification of responsibility for coordination of all follow-up activities.
- Collection of information from completers and employers of completers.

The information collected from completers and employers are used for several purposes, particularly:

- ✓ To focus on program effectiveness for various modes of delivery and relevance to job requirements;
- ✓ To evaluate and improve the quality of program outcomes;
- ✓ To make information available, at least on annual basis, to all instruction personnel and administrative staff.

**Evaluation and Standard:** Previous year's data are used to set goals for the upcoming year. The Institute's goal is 70% job placement in all programs. Students' performances at jobs are recorded through an employer survey. Any program that falls short of the goals, the Program Coordinator is required to submit a plan for the future to achieve the goal and/or find the market standard.

**Timetable for Data Gathering:** Job performance data is collected on a continuous basis. Placement Officer is responsible for graduates' job data collection.

**Evaluation:** Findings are evaluated every six months, and on final evaluation each year, a plan is developed to improve the program.

**Implementation:** Market research will be conducted in order to determine the demand of the market and the Institute's competitiveness in the market. Efforts will be made to determine the Institute's accordance with the ever-changing modern technology.

All THTI graduates are given a Job Placement/Follow-up survey form.

Graduates who are not currently employed will be directed to the Placement Officer, who will help with job opening, resume-building workshops, and interview-training sessions, etc. The graduates will also be offered the opportunity to enroll in the MS Office training and CPR training courses.

**Responsibility:**

Kendra Haines – Record Keeping

Ratna Mandal (Director of Education) – Employer relation.