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ABSTRACT

The establishment and maintenance of a successful placement program necessitates the establishment of a smooth flowing record-keeping system. The materials comprising the document were prepared as a supplementary handout for a career placement workshop; they are forms and materials used by one community college and are offered as samples. The purpose of the collection is to serve as a reference material for establishing a placement record-keeping system or for revising existing forms. The forms which the document contains are: (1) job vacancy form, (2) job vacancy bulletin board card, (3) student interview form, (4) placement registration card, (5) monthly placement planning schedule, (6) monthly placement report, (7) resume, (8) student survey, (9) placement summarization, and (10) interview schedule. (Author/AJ)

MISSOURI PLACEMENT SPECIALIST'S WORKSHOP

SAMPLE MATERIALS  
PREPARED BY SFCC PLACEMENT OFFICE

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STATE FAIR COMMUNITY COLLEGE  
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## Introduction

The establishment and maintenance of a successful placement program necessitates the establishment of a smooth flowing record keeping system.

The enclosed materials have been prepared as a supplementary handout for the APGA workshop "Career Placement, Whose Responsibility?" Forms and materials which are utilized by SFCC's Placement Office have been included as samples only. Each individual placement operation is unique and consequently will necessitate the development of a record keeping system to meet their individual needs. Forms and materials included within this handout should serve as excellent reference material for establishing a placement record keeping system, or possibly revising existing forms.

## Job Vacancy Form

The Job Vacancy Form (Appendix A) is utilized to gather information on job vacancies. Forms are completed during interviews with employers by phone or in person. Data is typed and filed by programs in a three-ring binder notebook, which is always available for students use in the Placement Office.

## Job Vacancy Bulletin Board Card

A Job Vacancy Bulletin Board (Appendix B) is maintained in the Student Union. Job vacancies are condensed from the Job Vacancy Form and transcribed to the Job Vacancy Bulletin Board Card which is placed on the Job Vacancy Bulletin Board for students access. Only basic information is transcribed to the Job Vacancy Bulletin Board Card. Students are asked to contact the Placement Office for more information or to schedule interviews, if interested in openings.

Full-time vacancies are announced via memos to staff and the Job Vacancy Bulletin Board.

## Student Interview Form

The "Student Interview Form" (Appendix C) has been designed to gather information when students initially visit the Placement Office seeking full-time or part-time jobs. Space is available on the interview form to make comments regarding the interview and what transpired. Space is available at the bottom of the form to indicate where the students were sent for interviews. The "Student Interview Form" is utilized by the placement secretary when the placement director is off campus.

## Placement Registration Card

All students and alumni utilizing the placement services complete a Placement Registration Card (Appendix D). The Placement Registration Card contains basic data about students which can be filed permanently and updated when necessary.

## Monthly Placement Planning Schedule

Three placement programs housed on the SFCC campus necessitate planning ahead to prevent overlap of job development and placement activities. The "Monthly Placement Planning Schedule Form" (Appendix E) is filed the first of the month by each placement coordinator.

## Monthly Placement Report

The "Monthly Placement Report" (Appendix F) is completed at the end of each month and results of what happened can be compared to the "Monthly Placement Planning Schedule".

## Resume

All vocational-technical students complete Resumes to be included in the Resume Book. Copies of resumes (Appendix G) are included in individual placement folders.

## Student Survey

All vocational-technical students complete a Student Placement Survey (Appendix H) during the Job Placement Seminar. Results of the Survey are tabulated and summarized (Appendix I) which presents a very good view of what students have been doing regarding job hunting, what information students would like covered during seminar sessions, who is actively seeking employment, areas of concentration for job development activities and geographical areas to concentrate on job development activities.

## Placement Summarization

After follow-up surveys have been completed, placement activities are summarized annually. An overall summarization (Appendix J) is included as well as a summarization by individual programs. An example of an individual program summarization has been included in Appendix K.

## On-Campus Interviews

Employers are actively recruited to interview on-campus whenever feasible. Interview schedules are posted on the Job Placement Bulletin Board and sent to staff in memo form. Students are asked to sign up for interviews either in the Placement Office or with the department chairmen. Interview Schedule Forms (Appendix L) with definite time slots are utilized to prevent confusion.

## Interviews at Company Offices

Job interviews at company offices are coordinated through the Placement Office when it is impossible for company representatives to interview on-campus.

## Sample Materials

### College Placement Annual

"Knowledge Needed to Obtain Work", SRA

"Job Attitude", Guidance Associates

"Selling Yourself at Your Job Interview", Personnel Publications

"How to Hire People", Mid-America Lumbermen's Association

"Guide for Preparing a Resume", Division of Employment Security

"Making the Most of Your Job Interview", New York Life Insurance Co.

## Additional Information

Additional information on SFCC's Job Placement Program may be obtained by contacting:

Jack R. Fowler  
Director of Placement  
State Fair Community College  
Sedalia, Missouri 65301  
Phone: A.C. 816/826-7100

## Selected Job Development Activities

1. Job development is selling! Know your school, programs offered and students well.
2. Utilize want ads, especially local and major metropolitan newspapers. Professional and trade magazines are additional resources to utilize. Most want ads will give the name of the Personnel Manager and address of the company.

Select job descriptions from the want ads which require skills that graduates from your school will possess.

4. Get involved with professional and trade organizations. Many of these organizations will have journals, newsletters, etc. where articles on related programs and graduates can be published. Key personnel in professional and trade organizations can give a big boost to your placement program.
5. Local service and civic clubs offer a wealth of business contacts. Contacts established through these organizations will be valuable for both part-time and full-time placement. Try to present programs to service and civic organizations as often as possible.
6. Most vocational-technical training programs utilize advisory committees. Participate in advisory committees. Go to advisory committees for help. They offer a wealth of information on potential employers.
7. Visit all local major employers. Select major employers throughout your area and schedule appointments to tour the business or plant. Get to know personnel staff or whoever is in charge of interviewing and hiring. Try to get on a first name basis.
8. Establish a good public relations system. Send thank you letters to employers who visit or interview on campus. Feed information on the Placement Program to all news media. Keep the school staff and students aware of what is going on in Job Placement.

A P P E N D I X    A

OFFICE USE ONLY
NO. INTERVIEWED _____
DATE FILLED _____
HIRED: _____
_____

JOB VACANCY FORM

STATE FAIR COMMUNITY COLLEGE  
Placement Office

JOB VACANCY FORM \_\_\_\_\_ DATE \_\_\_\_\_

FIRM NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE

TELEPHONE NUMBER \_\_\_\_\_

TITLE OF JOB AVAILABLE \_\_\_\_\_

Part or full-time \_\_\_\_\_

SPECIFICATIONS (Age, Height, Weight, Experience, Education) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PERFORMANCE (Skills needed to perform assigned duties) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE NEEDED \_\_\_\_\_ SALARY \_\_\_\_\_  
(Range-Beginning)

CLOSING DATE FOR JOB OPENING \_\_\_\_\_

NUMBER OF VACANCIES \_\_\_\_\_

TO WHOM WOULD THE PROSPECTIVE EMPLOYEE BE REFERRED \_\_\_\_\_

\_\_\_\_\_



A P P E N D I X    B

SFCC PLACEMENT OFFICE  
JOB VACANCY  
ALL INTERVIEWS MUST BE SCHEDULED THROUGH  
SFCC PLACEMENT OFFICE

DATE \_\_\_\_\_  
FIRM NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
TITLE OF JOB AVAILABLE \_\_\_\_\_  
DEGREE OR SKILLS REQUIRED \_\_\_\_\_  
PART OR FULL-TIME \_\_\_\_\_  
SALARY \_\_\_\_\_  
DATE NEEDED \_\_\_\_\_

If interested, contact SFCC Placement Office! \_\_\_\_\_

A P P E N D I X   C

SFCC JOB PLACEMENT OFFICE

Student Interview Form

NAME OF STUDENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

Local

ADDRESS \_\_\_\_\_

Permanent

PHONE \_\_\_\_\_

PROGRAM OF STUDY \_\_\_\_\_

DATE \_\_\_\_\_

JOB SEEKING: Full-Time  Part-Time

POSITION DESIRED \_\_\_\_\_

LOCATION DESIRED \_\_\_\_\_

COMMENTS:

PLACEMENT OFFICE INTERVIEWS:

Date

JOB INTERVIEWS:

Date

Company

City

Results

A P P E N D I X    D

**STATE FAIR COMMUNITY COLLEGE PLACEMENT OFFICE  
REGISTRATION FORM**

**BEST COPY AVAILABLE**

(Type or print in black ink)

NAME: LAST FIRST M.I.					PHONE								
ADDRESS STREET CITY STATE ZIP					SOCIAL SECURITY NO.								
MARRIAGE STATUS		NO. OF CHILDREN		AGES		U.S. CITIZEN		OWN CAR		OTHER		ARE YOU BONDABLE?	
SINGLE SEP W						YES NO		USE BUS				YES NO	
AGE		GENERAL HEALTH		SERIOUS ILLNESS		IF SO, EXPLAIN							
		GOOD FAIR		YES NO									
MILITARY STATUS IF DEFERRED, EXPLAIN.					PLAN TO TRANSFER TO FOUR YEAR SCHOOL?								
					YES NO								
CIRCLE GRADE COMPLETED		NAME, ADDRESS OF SCHOOL				DATE ATTENDED		MAJOR COURSE OR DEGREE					
HIGH SCHOOL						FROM TO							
9 10 11 12 GED													
COLLEGE													
1 2 3 4													
SPECIAL COURSES													
DATE AVAILABLE FOR EMPLOYMENT				POSITION DESIRED				TEMPORARY FULL-TIME					
SALARY DESIRED				HOURS DESIRED				TRAVEL PER CENT					
INTEREST OR HOBBIES				SPECIAL SKILLS									

**Employment History** Starting with the most recent employment

	business	Address	Salary	Reason for Leaving
From				
To				
	Nature of work:			
From				
To				
	Nature of work:			
From				
To				
	Nature of work:			

Reference		No Relatives or Employers	
Name	Address	Occupation	Phone
Signature			Date

A P P E N D I X   E





A P P E N D I X   F



A P P E N D I X    G

ARDEN JOHNSON

1642 Holloway Avenue  
San Francisco, California 94132

Telephone 460-1761

Personal Married 5'11" 170 Pounds 26 Years Old

Professional Objective Retail Sales Manager. Ultimate goal--manager of major retail outlet for large national chain.

Education B.A., 1966, San Francisco State University  
Major: Marketing  
Special emphasis on Retail Sales and Merchandising  
considerable work in Accounting and Data Processing

Experience HARTMANS, INC., San Jose, California  
1970 Assistant Manager. In charge of all advertising and copy  
to layout for this large department store. Work closely  
1972 with all buyers in planning sales campaigns. Materially  
assist Manager in working out modernization plans for  
basement floor. Have taken two trips to Dallas, Texas  
to assist in selection of men's suits and shoes. This  
is excellent experience, but I wish to become affiliated  
with a large chain.

1969 J.C. WHITE & COMPANY, San Jose, Watsonville, California  
to Retail Shoe Sales. Started as clerk in San Jose store  
1970 After six months, moved to Watsonville outlet as  
Assistant Manager. Responsible for all display work,  
newspaper advertising, and sales promotion. The store had  
an annual volume of \$250,000.00.

Summer and Part-Time Work Earned 50% of total college expenses selling vacuum  
cleaners and cooking ware on commission for four summers.

Military Service United States Army, 1966 to 1968  
Communications Specialist  
After graduation from college, drafted into the service  
Spent most of the time in Vietnam working as a communications  
and pacification relations officer.  
. . . Present Draft Status--IC (Reserves)

Background Brought up in San Francisco and Peninsula area. Active  
in community affairs such as San Francisco Junior Chamber  
of Commerce and active alumnus of San Francisco State  
University. Member of social fraternity. Wife is a Doctor's  
Aide in a local clinic. No children. Have traveled extensively  
throughout the Western part of the United States.

Interests Primarily interested in hiking--outdoor activities and  
conservation societies, e.g. Sierra Club, Save the Redwoods  
Foundation.

References (List 3)

A P P E N D I X   H

STATE FAIR COMMUNITY COLLEGE JOB PLACEMENT SURVEY

1. Name \_\_\_\_\_  
(Please print)

Address \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

2. Program of study \_\_\_\_\_

3. Post-Graduation employment plans:

- \_\_\_\_\_ A. Have full-time employment
- \_\_\_\_\_ B. Seeking full-time employment
- \_\_\_\_\_ C. Transferring to four-year school
- \_\_\_\_\_ D. Not seeking employment
- \_\_\_\_\_ E. Military
- \_\_\_\_\_ F. Other \_\_\_\_\_

4. If you have accepted full-time employment for after graduation, please complete the following information:

Name of employer \_\_\_\_\_

Address \_\_\_\_\_

Date employment begins \_\_\_\_\_

Supervisor \_\_\_\_\_

Your job title \_\_\_\_\_

Salary \_\_\_\_\_

5. Are you willing to relocate for employment?

Yes \_\_\_\_\_ No \_\_\_\_\_

6. If you are willing to relocate for employment, how far are you willing to move?

- \_\_\_\_\_ A. Within 50 miles of Sedalia
- \_\_\_\_\_ B. Within the state of Missouri
- \_\_\_\_\_ C. Within the midwest
- \_\_\_\_\_ D. Anywhere in the U.S.
- \_\_\_\_\_ E. Would prefer to work \_\_\_\_\_

City

State

7. What salary do you expect to start full-time?

- A. \$250 - \$350 per month
- B. \$351 - \$450 per month
- C. \$451 - \$550 per month
- D. \$551 - \$650 per month
- E. \$651 - up per month

8. List three companies you are interested in working for.

A. Company \_\_\_\_\_

Address \_\_\_\_\_

B. Company \_\_\_\_\_

Address \_\_\_\_\_

C. Company \_\_\_\_\_

Address \_\_\_\_\_

9. Are you working now?

Yes  No

10. If yes, complete the following information.

Name of business \_\_\_\_\_

Address \_\_\_\_\_

Your supervisor \_\_\_\_\_

Number of hours per week \_\_\_\_\_

Hourly wage \_\_\_\_\_

11. If you are working now, how did you find out about the job?

- A. SFCC Placement Office
- B. Newspaper
- C. Missouri employment security
- D. On own
- E. Family or friends
- F. SFCC Staff
- G. Other \_\_\_\_\_

12. Have you started contacting companies regarding full-time employment?

Yes  No

13. Please check the following areas where you feel you need more information.

- A. SFCC Placement Office
- B. Private placement agencies
- C. Missouri employment security
- D. Resume
- E. Job interview
- F. Communication on the job
- G. Letter of inquiry
- H. Thank you letter
- I. Letter of application
- J. Completing application forms



A P P E N D I X   I

SFCC Vocational-Technical  
Job Placement Survey Summary 1973-74

All SFCC vocational-technical students enrolled in the job placement seminar plus LPN students were asked to complete a job placement survey form (appendix A). The basic objective of the survey was to identify SFCC vocational-technical spring and summer 1974 graduates possibly needing full-time job placement assistance. The SFCC placement office is accountable for all SFCC vocational-technical graduates, so the questionnaire was designed to gather data on those graduates who had already accepted full-time employment and those graduates not desiring full-time employment. The survey was also designed to gather data on those students completing a program in 1974, who would be seeking full-time employment. Data gathered will be utilized in 1973-74 job development and placement efforts.

Survey Summarization

Question # 2

Program of Study:

# responding	Program
25	Agri-Business
34	Secretarial Science
13	Clerical
6	Business Mid-Management
17	Accounting
8	Electronics
5	Welding
6	Building Materials Merchandising
3	Automotive Technology
31	L.P.N.

N=148

Question # 3

Post-graduation employment plans:

# responding	%	
38	26.2	A. Have full-time employment
91	62.8	B. Seeking full-time employment
7	48.0	C. Transferring to four-year school
3	2.1	D. Not seeking employment
0	0	E. Military
6	4.1	F. Other (list)
0	0	No answer

Thirty-eight (26.2%) of SFCC's vocational-technical students indicated in question # 3 that they had already accepted full-time employment after graduation. Several of the thirty-eight students are working part-time in positions they will simply move into full-time after graduation.

Ninety-one (62.8%) of SFCC vocational-technical students are actively seeking full-time employment to begin after graduation May 1974.

Sixteen (11%) of SFCC vocational-technical students are not employed full-time and will not be seeking full-time employment.

Question # 5

Are you willing to relocate for employment?

	#	%
Yes	88	60.7
No	50	34.5
No answer	7	4.8

Question # 6

If you are willing to relocate for employment, how far are you willing to move?

# responding *	%	
16	11.0	A. Within 50 miles of Sedalia
24	16.5	B. Within the state of Missouri
25	17.2	C. Within the Midwest
23	15.9	D. Anywhere in the U.S.
16	11.0	E. City preference (list cities)
—	—	
—	—	
48	33.1	No answer

\*Some responded more than once.

Eighty-eight (60.7%) of SFCC's vocational-technical students are willing to relocate for employment. Fifty (34.5%) have indicated that they will not relocate for full-time employment.

Sixty-five students will relocate, but only within the state of Missouri or within a fifty mile radius of Sedalia. Twenty-three (15.9%) of the students are willing to go anywhere within the continental U.S. for employment.

Question # 7

What salary do you expect to start full-time?

# responding	%	
22	15.0	A. \$250 - \$350 per month
51	34.0	B. \$351 - \$450 per month
34	23.0	C. \$451 - \$550 per month
10	6.7	D. \$551 - \$650 per month
12	8.0	E. \$651 - up per month
19	10.3	F. No answer

Students responding to anticipated starting salary indicated realistic understanding of what can be expected for beginning salaries. Nineteen (10.3%) did not respond to the question, but in a previous question 11% had indicated they were not employed full-time and would not be seeking full-time employment, which probably accounts for most of the 10.3% not responding.

Question # 9

Are you working now?

	# responding	%
Yes	86	58.1
No	59	39.9
No answer	3	2.0

Question # 11

If you are working now, how did you find out about the job?

# responding	%	
9	6.2	A. SFCC Placement Office
6	4.1	B. Newspaper
2	1.5	C. Missouri employment security
21	14.5	D. On own
15	10.4	E. Family or friends
18	12.4	F. SFCC Staff
7	4.8	G. Other (list)
		_____
		_____
67	46.1	No answer

Question # 12

Have you started contacting companies regarding full-time employment?

# responding	%	
10	6.8	Yes
130	89.9	No
5	3.3	No answer

Eighty-six (58.1%) of the vocational-technical students are either working part-time or full-time presently.

Fifty-nine (39.9%) are not working part-time or full-time during the 1973-74 school year.

Twenty-seven (18.6%) of those vocational-technical students completing program requirements 1973-74 working full-time or part-time obtained their jobs either through SFCC placement office or SFCC staff.

Forty-two (34%) obtained present jobs basically on their own initiative.

Only ten (6.8%) have started contacting companies for full-time positions.

Question # 13

Please check the following areas where you feel you need more information.

# responding	
41	A. SFCC Placement office
32	B. Private placement agencies
35	C. Missouri Employment Security
7	D. Resume
49	E. Job interview
11	F. Communication on the job
37	G. Letter of inquiry
13	H. Thank you letter
30	I. Letter of application
21	J. Completing application forms

SFCC vocational-technical students completing program requirements 1973-74 and theoretically are ready to enter the world of work full-time were asked to indicate which of the above areas they felt they needed more information prior to actively seeking full-time employment.

Many students indicated a desire to know more about the job interview (49), SFCC placement office (41) and the Mo. Division of Employment Security (35).

A P P E N D I X J



**1972-73 JOB PLACEMENT OVERALL SUMMARY**

**Available for Employment:**

A.S. Degree . . . . .	83
Professional Certificate + L.P.N. . . . .	40
A.A. Degree . . . . .	5
Drops with Saleable Skills . . . . .	1
Previous Students Desiring Change of Position . . .	3
Students Desiring Part-Time or Summer (Exclusive of those contacting S70) . . . . .	30
Students From Night Classes + Other Schools . . . . .	5
<b>TOTAL AVAILABLE FOR EMPLOYMENT . . . . .</b>	<b>187</b>
Job Opportunities Listed Sedalia Area . . . . .	132
Job Opportunities Listed Missouri (Outside Sedalia). . .	108
Job Opportunities Listed Out-of-State . . . . .	55
<b>TOTAL JOBS LISTED . . . . .</b>	<b>295</b>
Number Students Seeking Employment Placed . . . . .	150
Percentage Students Placed Seeking Employment . . . . .	38.6%

A P P E N D I X    K

**1972-73 JOB PLACEMENT SUMMARY**

**SECRETARIAL SCIENCE**

Number Graduates . . . . .	14
Number Graduates Unavailable for Employment . . . . .	1
<b>TOTAL NUMBER GRADUATES AVAILABLE FOR EMPLOYMENT . . . . .</b>	<b>13</b>
Drops With Saleable Skills . . . . .	4
Drops With Saleable Skills Available for Employment . . . . .	4
<b>TOTAL AVAILABLE FOR EMPLOYMENT (Graduates + Drops With Saleable Skills) . . . . .</b>	<b>18</b>

**Employment Opportunities**

<u><b>Company</b></u>	<u><b>Address</b></u>
REA Electric Coop	Sedalia, Mo.
Bothwell Hospital	Sedalia, Mo.
State Fair Community College	Sedalia, Mo.
First Bank of Commerce	Columbia, Mo.
Bonnslick Regional Library	Sedalia, Mo.
Lamm, Barnett, Crawford & Fritz	Sedalia, Mo.
Production Credit	Sedalia, Mo.
Columbia National Bank	Columbia, Mo.
First National Bank & Trust Co.	Columbia, Mo.
Mo. State Vocational Rehabilitation	Sedalia, Mo.
Shryack-Wright	Sedalia, Mo.
Veteran Hospital	Columbia, Mo.

**SECRET. SOCIAL SCIENCE**

**Employment Opportunities (Cont.)**

<u>Company</u>	<u>Address</u>
University of Missouri Personnel Service	Columbia, Mo.
NFA, Inc.	Columbia, Mo.
Bob Liston	Sedalia, Mo.
Jim Newland	Sedalia, Mo.
Missouri State Bank	Sedalia, Mo.
Social Security Administration	Sedalia, Mo.
University of Missouri Medical Center	Columbia, Mo.
University of Missouri	Columbia, Mo.
Bob Gardner	Sedalia, Mo.
Hallmark Cards	Kansas City, Mo.

A P P E N D I X   L

