



## **CAREER AND PLACEMENT SERVICES**

Students and graduates are entitled to the benefit of the College's Career Development/Placement Assistance Services. The Career Development staff serves as a liaison between the graduates and the business/medical community. Information on job search techniques is provided to students and graduates based on the current needs of local businesses and industry. However, no employment information or placement assistance provided by the College should be considered, either expressly or implied, as a guarantee or promise of employment, a likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types or job titles of positions for which students or graduates may qualify.

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the College's assistance will, in all probability and likelihood, be an entry-level position.

Throughout their program, students receive instruction on résumé preparation, market research techniques and interviewing skills. While in training, students are constantly advised regarding opportunities for job interviews, how to prepare and appear at job interviews, and how to conduct themselves during job interviews. Students compose résumés and letters of introduction. The College offers helpful reference sources to assist students in locating firms and geographic areas offering employment opportunities related to their training.

As students get closer to graduation, their job search activities generally intensify. Since the Career Development Department maintains job information on local and nationwide businesses and industries, students are encouraged to maintain close contact with that department to utilize this information.

The Career Development staff is also available to assist in future years when a former graduate contemplates a change in position or employment.

Graduates must have the legal right to accept employment in the United States.

Graduates who are not citizens must produce current proof of ability to accept employment, i.e., green card, work permit or letter from INS showing valid "A" number or permanent residency.