

# New Horizons

## 7 Step Placement Assistance Program



### THE SITUATION:

Corporations are looking for trained and professional candidates who will enhance their company and bring innovation.

### THE PROBLEM:

Many individuals do not understand the value of obtaining a certification and how it helps boost their marketability. Nor do they realize the importance of having an effective resume.

### THE SOLUTION:

The Job Placement Assistance Program prepares you for your next career. This program will give you the tools to market yourself effectively and give you the confidence you need during your job search. You are now making the commitment to obtain the right tools to compete in today's demanding job market.

Steps	Description	Stage
<b>Career Assessment</b>	Students will discuss long term and short term career goals.	Start of Training
<b>Career Meetings</b>	Periodic meetings with the Student Services Coordinator to discuss classes' progression and certifications goals.	During Program
<b>Job Placement Workshops</b>	<p><b>Resumes &amp; Cover Letters</b> Students will learn how to build professional resumes and cover letters that will help them lead successful job searches in today's competitive job market.</p> <p><b>Professional Development</b> They will learn the following to ensure a successful interview:</p> <ul style="list-style-type: none"> <li>• Mock interviews (learning skills to use before, during, and after the interview and answer frequency asked interview questions)</li> <li>• Negotiating Skills, Offer Letters, and Time Management</li> <li>• Business Professional Attire</li> <li>• Thank you letters and Follow Up Inquires</li> <li>• Social Networking and Job Searching</li> </ul> <p><b>Customer Service</b> Guidelines and best practices will be given to lead associates and service staff in back-up support roles to ensure exceptional customer service. These skills will help build, maintain, and increase a loyal customer base.</p>	50% of Program Completed
<b>Update Resume</b>	Student Services will assist students with the tools they need on how to build a professional resume and cover letter.	50% Through Graduation
<b>Job Leads</b>	Once Student Services receives your final resume they will send you job leads based upon your program.	75% of Program Completed
<b>Company Contacts</b>	Send final resume to staffing companies and corporate companies for potential employment.	75% of Program Completed
<b>Mock Interviews</b>	Students will participate in a simulated interview and receive graduation feedback you would hear from a hiring manager.	Graduation

