



Suggested Follow-up Phone Call Narrative to Students:

This is _____, Program Advisor for _____ at Ogeechee Technical College. I'm in the process of closing out our annual placement data and wanted to find out if you had found employment in the _____ field you graduated from?

Yes (employed)...obtain the following "Employment Information"...**No**, inform graduate of services provided to alumni through Career Services:

EMPLOYMENT INFORMATION (MUST HAVE FULL MAILING ADDRESS)

Employment Code: _____ Where Employed: _____
(01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12)

Job Title: _____ Work Phone: _____

Employer Mailing Address: _____

City: _____ State: _____ Supervisor: _____

Not Employed...Have you worked anywhere since graduation (yes, complete Emp. Info above)?

Were you seeking employment "Full-Time" upon graduation? Yes _____ or No _____

Do you plan to obtain additional training or education, or attend any other colleges, schools, etc. in the near future or have you attended school since graduation?: Yes...where _____ and when do you plan to begin _____?

Note: If the graduate/leaver is **not seeking employment or can't work**...find out why: medical reasons, taking care of children or someone else, etc.—see below:

Notes for gathering information and coding—**consider these suggestions:**

(Keep in mind that after the "best" placement status has been obtained and follow-up time has been exhausted for gathering placement data what you have..."is what it is". In other words always use accurate codes—we never "fudge" on our data to make our stats look better.)

- First of all, always ask...**“were you “seeking full-time employment upon graduation?”—**a simple Yes or No will do. We now have to track this for all graduates to satisfy Perkins requirements
- Still a high school student: use code “08” for employment—unless the student is employed in field “01” (never use a Cont. Education code 06, 10, 11, or 12 for a HS student—only “08” or “01” may be used)
- Staying home to take care of children or a sick one: code “08”
- Refused to move or accept a job offered in field or in a related field: use code “09”—however; this code counts against your placement stats—press for additional information...if graduate plans to attend school in the near future for example use “06”
- Always attempt to move Codes a better status—in other words if a code “01” has been established we do not change it to “04” if the student become unemployed. Also, if a code “03” has been established and you can’t contact the student for additional follow-ups we don’t change the code to “05” it will stay “03”
- Attending another school or OTC: use code “06”
- Working in field “01” and you discover they are also attending school: change code to “10”
- Military: use code “07”—however; working in field “01” or related field “02” in the military would allow you to use “01” or “02” rather than “07”. In other word, coding “01” instead of “07” would be better
- Can’t contact a student for any status: use code “05”—try contacting the student during “non” normal duty hours (weekend, after 6:00 p.m., etc.). Other tricks: try Banner’s emergency contact number, e-mail, mail them, or try Facebook
- Continuing Education (going to school): use code “06”—don’t just ask...“are you going to school?” follow-up with...“...or do you plan to attend any school anywhere in the near future?” Just asking “are you going to school?” may get a “no” answer when in fact they may be starting somewhere in six months
- Employment: don’t just ask are you employed? Ask...are you currently employed or have you worked anywhere since graduation or leaving OTC? We get to take credit for any employment during or after graduation or leaving a program (leavers). In other words, working for two weeks in field after graduating then being laid-off still allows us to “get credit” for the in field employment
- Not looking for employment?: use code “08”—they are not available for employment because they have removed their self from the employment market. This is different from using code “09” (refused employment)—they are not refusing employment or a job offer they are simply not looking for or seeking employment