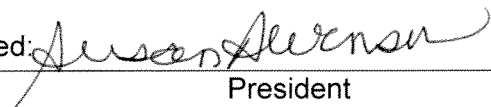
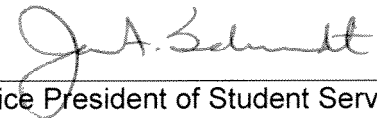


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

| | | | |
|------------------------------------|------------------------------------|-------------------|-----------|
| Procedure Title: | JOB PLACEMENT | Procedure Number: | 5-5-101.1 |
| Institutional Authority: | Vice President of Student Services | | |
| Associated SBTCE Policy/Procedure: | | | |
| Governing ATC Policy: | 5-5-101 | | |

Approved:  President  Vice President of Student Services

Date Adopted: 07/01/2004
Date Revised:

I. Services

As a Federally supported One-Stop Center, the Placement Services available at Aiken Technical College are open to the public. All current and former students desiring placement assistance should have up-to-date credentials on file. A file of all job listings will be maintained in the office of the One-Stop Center. Periodic reports of placement will be submitted by the Vice President of Student Services to faculty/staff, President, and Area Commission members.

II. Graduate Placement Evaluation

In cooperation with the Office of Planning and Technology, the One-Stop Center will provide follow-up statistics on graduates and will make this data available to the Executive Staff, faculty/staff, and Area Commission members.

| Procedure Review | | |
|------------------|-------------|----------------|
| Review Date | Reviewed By | Date Completed |
| 07/01/2007 | | |
| 05/12/2013 | | |