

**ARNOLD'S BEAUTY SCHOOL
PLACEMENT AND FOLLOW-UP PLAN**

PLACEMENT PLAN

Placement counseling procedures will begin during enrollment interviews conducted by the Financial Aid Officer and be continued by instructors and Assistant Director. Students will be questioned as to what their plans are upon graduation. This will give the staff members a general idea of expectations and begin communication with the student about their employment future.

As a student progresses in the course, his or her goals become more definite. As job openings are announced and skill factors are developed, job decisions can be made. Employers and employment opportunities are posted in the break room, on our Facebook page and Arnold's Beauty School Students Facebook group. The jobs are continuously updated as the school is informed of openings. The Director and/or Administrative Assistant will assist the student in securing interviews, completing resumes, preparing portfolios and conducting follow ups after graduation.

Periodically, guests from area salons will visit and students will also have salon days to shadow prospective employers after 1000 hours. Communication with employers will be maintained to ensure quality instruction.

FOLLOW UP PLAN

An Exit Interview will be conducted at the time of graduation to update contact information and receive feedback on the curriculum. After graduation, licensure and placement, and/or withdrawal, a Follow Up website address will be given to previous students to evaluate the effectiveness of the programs and relevance to job requirements. Due to previous lack of responses from email and through the mail, the school decided to reach previous students through their Facebook pages, which have led to an increase in responses. There may also be communication from the previous students to instructors and/or administration in the form of phone calls, visits to the school, etc. Based upon the response from the previous student, an employer will attempt to be contacted through email.

Data from the Follow Up program is gathered in an online database and a hard copy is available in the Office to staff and students. Follow Ups are discussed annually during staff and Advisory Board meetings and used to improve the Cosmetology program. If students have any suggestions, they are encouraged to write them down in the Policy and Procedure Notebook at the Front Desk and Office.

The Administrative Assistant will be responsible for coordination of all follow up activities with assistance from the Director, and Financial Aid Officer.