PURPOSE

The purpose of this procedure is to outline how the Technical College of the Lowcountry assists students and alumni with employment opportunities.

PROCEDURE

1. **Federal Guidelines**: Career and Transfer Services complies with all federal guidelines established under Title VI of the Civil Rights Act of 1964 and the Rehabilitation Act of 1973, Section 504, in regards to discrimination in employment practices based on race, creed, sex, age or handicap.

2. **Introduction**: Provides assistance with employability skills, resume development, job search strategies, interviewing skills and networking techniques.

3. **Career and Transfer Services Bulletin Boards**: Partners with the Bluffton Hilton Head Chambers of Commerce to advertise job opportunities and post resumes for employer to review at [www.lowcountryjobs.org](http://www.lowcountryjobs.org). Jobs posting are placed on student’s TCL email account.
4. **Career Expo**: Annually sponsors a College Expo for students and alumni to meet and discuss hiring criteria and employment needs.

5. **Workshops**: The Career and Transfer Services Office will conduct quarterly workshops on resume writing, job search techniques, interviewing skills, and personal image projection.

6. **Referral Introduction**: All students referred by the Placement Office to full-time or part-time jobs are given a Card of Introduction from the Placement Office to present to the employer. This card includes the following: the date of the referral, the name of the student/graduate referred, the position for which the student is referred, and the signature of the Job Placement Director.

7. **Placement Bulletin Boards**: Students who are seeking part-time jobs are encouraged to consult the placement bulletin board or the job listings in the Student Success Center for all pertinent information.

8. **Active Files**: Student Information Cards are kept in the active file for a period of six months unless otherwise requested by the student/graduate.