PURPOSE

The purpose of this procedure is to provide guidelines for employer visits to the campus.

PROCEDURE

1. **Scheduling**: All employer visits to campus will be scheduled by appointment. The Placement Office will coordinate the date and time of employers’ visits, giving consideration for faculty schedules, student schedules and the academic calendar.

2. **Meeting Location**: The Career Services Office will make the necessary facility arrangements with the Business Office.

3. **Publicity**: The Career Services Office will coordinate with the Public Information Office to generate effective methods of publicity to promote the employer’s visit to all interested students and faculty/staff.

4. **Information Packets**: When all arrangements are complete, the employer will be mailed a packet of information, which includes the following information:

   a. A notice confirming the date, time, location (room assignment) and equipment availability for the proposed campus visit.
b. A map of the campus with designated parking areas and meeting locations.

c. A schedule of planned activities, which may include student interviews, faculty discussions and/or a tour of the facilities.

5. **Introductions:** Guests will be introduced to appropriate campus administrative staff, when possible while they are on campus.

6. **Follow Up:** The Career and Transfer Services Office will provide each visiting employer a packet of materials which will include information on curricular offerings and placement services provided by the Technical College of the Lowcountry. A follow-up letter will be sent to each visiting employer thanking him/her for the interest in the college’s students and graduates.