



Pennsylvania Institute of Technology

CAREER AND JOB PLACEMENT SERVICES

The Office of Career Placement is committed to assisting students and alumni in the successful realization of challenging, meaningful, and rewarding careers. We provide a wide array of cutting edge career-related services; including career counseling and workshops, career library resources, full-time job search assistance, and job fairs.

The College's role in the graduate's job search effort is to provide job search assistance for each graduate, and the graduate's role is to make substantial, good faith efforts to find employment. The College's services assist graduates in obtaining positions commensurate with their skill development. **The service is provided to assist in the job search; the graduate is still responsible to seek job openings, send resumes, prepare for job interviews and do all those things suggested by the College and/or customarily done to aggressively obtain employment. Students are advised that the goal of the College's Career Services Program is to provide assistance; it does not obtain jobs for the graduate for a very simple reason. Only the graduate can properly prepare his/her resume, conduct a job search, attend a job interview, impress the prospective employer, etc. The College's role is to assist the graduate in accomplishing these activities.**

As with anyone who enters a new career field, graduates can generally expect entry-level positions; however, the level of employment obtained and the likelihood of obtaining employment are heavily dependent on the student's job search efforts and the record the student makes for himself/herself while in school. Students are advised that their transcripts may be requested by future employers.

Degree Placement and Transfer to 4-Year Institutions

Career Planning and Placement for Degree Students

Life-long placement services are available to each graduate upon completion of their degree program. Many prominent Delaware Valley companies such as Boeing, Exelon Energy, State Farm Insurance, PENNDOT, Crozer Chester Medical

Center, Elwyn Institute and Southco, as well as many others have employed P.I.T. graduates.

Students and alumni are encouraged to use the resource and reference materials available in the Office of Career Placement and the Library. Job-hunting books, periodicals, directories, brochures, job postings and other sources of information about careers and specific companies are available. Self-directed resume software, videotapes and DVDs of job search methods, as well as additional printed materials concerning career development, can be utilized. Computer terminals for previewing job postings are located in the Library and the Student Resource Center.

Career Planning for Degree Students

Career planning is a process through which students learn to evaluate their interests, values and skills to determine how these relate to an occupational choice. Upon enrolling and during the first semester, it is imperative that students make an initial one-on-one career planning appointment with the Director of Job Placement and Transfer. Before completion of the student's third semester, students should again make a one-on-one career planning appointment to assess what the student will need to accomplish before graduating to reach their career goals.

Degree Job Placement

The Office of Career Placement is committed to supporting every student's goal of launching a satisfying career upon graduation or transferring to a four-year institution. **All students who complete their associate degrees have lifetime placement assistance.** While at P.I.T., students have numerous opportunities to attend workshops strictly geared to securing a career in their field of study. Students can also elect to take a course that will prepare them to successfully market their skills and training in a competitive job market. Career Planning sessions with the Director of Job Placement and Transfer, are available by appointment, each semester for prospective graduates to outline placement services such as resume writing, cover letter writing, interviewing skills, and dressing for success.

On-Campus Recruiting

Business and industry representatives, along with employers and technical recruiters, have the opportunity to participate in Career Fairs, which will be held once, during both the fall and spring semesters. In addition, college transfer fairs are held every semester, which are designed to assist our graduates with providing opportunities for continuing their education.

Career and Job Placement Services for All Students

The College takes pride in offering our graduates' services and resources that give them an advantage in a competitive job market and global economy. Our students directly

benefit from the College's years of working with employers in the local community, and from the knowledge in job search techniques that the College staff has developed. Despite those advantages, no reputable college or other postsecondary institution can or would guarantee the success of any graduate or that the graduate will achieve his/her specific career, financial, or other goals. The reason for this is that no educational institution can guarantee a student's future! **A student's career success will depend largely on that student's attitude, determination, and the effort put into school work, the job search, and the job. For that reason, the college strictly prohibits its employees from making any promises regarding the student's success. In the end, only the student can guarantee his/her success.** The individual graduate is properly responsible for and should receive full credit for his/her job and career success.

Upon graduation, students who are not employed are responsible to continue their job search, on a full-time basis, by contacting potential employers, searching out job leads, making applications for available job openings, etc. Students/graduates are also expected to stay in contact with the Director of Job Placement and Transfer at least monthly for suggestions, updates, to receive available job leads, etc., and to work full-time to find the job the graduate wants.

The College reviews job leads that it receives and attempts to "fit" available graduates to specific job leads. It will determine which graduate's strengths and weaknesses most closely approximate the requirements of a specific job lead and then provide that lead to those graduates or (students about to graduate). It is the graduate's responsibility to contact the employer, use the skills he/she learned, set a job interview and ultimately receive the job offer. The College reserves the right to withhold assistance from students/graduates who do not follow the techniques they have been taught, or who are not making a dedicated job search effort. The career services/assistance described above is available to students in their final year preparing to graduate as well as to Alumni. As students prepare to graduate in their last term, they are required to meet with the Director of Job Placement and Transfer in charge of career services and begin their job search on a part-time basis. The Director of Job Placement and Transfer will review job search readiness and give suggestions as the student begins the job search.

Transferring to Four-Year Institutions to Achieve Higher Education

The Director of Job Placement and Transfer can also assist students who are looking to further their education and transfer into a four year college or university. It is important for students to schedule an initial one-on-one meeting at least one year prior to graduation, especially if students are not certain where they would like to transfer, in order to meet all four-year institutions application deadlines.