

# Career and Employer Engagement Guiding Principles for Implementation

Updated: 11/20/2019 8:27 AM

## Overview

- See Related Process Maps
- This document specifies regional guiding principles of the career and employer engagement model while recognizing college variations.
- Assumes that all colleges agree with and will adopt all guiding principles and high-level process maps developed by the region.

## Overarching Principles

1. Defined processes (see related maps and descriptions) will apply across the region and colleges will have flexibility at the campus level to implement based on their respective contexts.
2. The goals of the employer and career engagement model are to minimize the burden on employers (e.g., duplicative contacts and confusing communication), while also minimizing internal bureaucracy (e.g., rigid rules) and increasing the number of connections/relationships with employers and increasing job and work-based learning (WBL) opportunities for students.
3. There are systematic feedback and communication processes in place between Regional Directors and college faculty/staff to ensure that all follow-ups with employers have been completed and placement data are up to date.
4. The CoP engagement will be the venue for internal collaboration (campus-specific) and collaboration across colleges (regional).

## At the Regional Level

5. Regional Directors will enter employers and opportunities into the regional database per agreed upon protocols.\*
6. New relationships with employers will be tracked in the regional CRM until they have been vetted and the employer is ready to work with colleges, at which time the employer information will be moved into the regional database.
7. Unless otherwise designated (per protocol), employer information is posted to all colleges after vetting (even before opportunities are developed).
8. Unless otherwise designated (per protocol), opportunities posted are available to all colleges.

## At the Campus Level

9. Colleges will define and document their WBL and job placement processes that includes technology and communication connections to other processes on their campus and the region.
10. These processes will be guided by the high-level WBL and job placement processes defined by the region.

11. Colleges will actively participate in the CoP to ensure consistent communication, collaborative decision-making, and process management.
12. Each college designates a point of contact for employers.
13. Each college designates a point of contact for Regional Directors.
14. Work-based Learning Coordinators (WBLC) and Job Placement Case Managers (JPCM) at each campus will communicate actively and coordinate their employer contacts and responses.
15. All WBLCs and JPCMs will have access to the regional database. Beyond these roles, individual colleges will decide who from their college has access to the regional database.
16. WBLCs, JPCMs, and other job developers will enter employers and opportunities into the regional database per agreed upon protocols and processes.\*

\*A process will be put in place to develop and agree upon protocols.