

# **Employment Preparation and Assistance Policy**

**Effective Date: February 26, 2008**

## **1. Policy Statements:**

- 1.1. This policy establishes the guidelines for providing employment preparation and assistance to Ashton College students and alumni in order to help them find employment;
- 1.2. Ashton College is committed to providing its students and alumni with free career services to enable them to fully prepare for employment and to assist them to find suitable employment that will utilize the skills, which they have learned in the classroom;
- 1.3. Assisting our students and alumni to find employment is an investment in the future of Ashton College, as they will value the time and effort taken to help them in their employment endeavours;
- 1.4. The employment preparation and assistance services provided by Ashton College must be of a high standard and coordinated by a career services professional who is suitably qualified in this field and who maintains membership in relevant career services associations;
- 1.5. Alumni are able to use these services for up to 2 years after graduation at no charge.

## **2. Services to be Provided:**

These services will be provided under the name, Ashton College Career Services. Services to be provided:

- 2.1. Individual Coaching: one-on-one sessions including resume writing, networking, interview skills, labour market research and career options;
- 2.2. Workshops: cover a variety of topics including resume and cover letter writing, interviewing skills, networking etc.;
- 2.3. Website containing useful tips and answering basic questions regarding employment searches. Also employment database;
- 2.4. Career Resource Library: containing books, magazines, reports, newspapers;
- 2.5. Internet resources: web-based databases to assist with employment searches;
- 2.6. Bulletin Board: Job announcements.