The establishment and maintenance of a successful placement program necessitates the establishment of a smooth flowing record-keeping system. The materials comprising the document were prepared as a supplementary handout for a career placement workshop; they are forms and materials used by one community college and are offered as samples. The purpose of the collection is to serve as a reference material for establishing a placement record-keeping system or for revising existing forms. The forms which the document contains are: (1) job vacancy form, (2) job vacancy bulletin board card, (3) student interview form, (4) placement registration card, (5) monthly placement planning schedule, (6) monthly placement report, (7) resume, (8) student survey, (9) placement summarization, and (10) interview schedule. (Author/AJ)
MISSOURI PLACEMENT SPECIALIST'S WORKSHOP

SAMPLE MATERIALS
PREPARED BY SFCC PLACEMENT OFFICE

Jack R. Fowler
Director of Placement
State Fair Community College
Sedalia, Missouri 65301
Introduction

The establishment and maintenance of a successful placement program necessitates the establishment of a smooth flowing record keeping system.

The enclosed materials have been prepared as a supplementary handout for the APCA workshop "Career Placement, Whose Responsibility?" Forms and materials which are utilized by SFCC's Placement Office have been included as samples only. Each individual placement operation is unique and consequently will necessitate the development of a record keeping system to meet their individual needs. Forms and materials included within this handout should serve as excellent reference material for establishing a placement record keeping system, or possibly revising existing forms.

Job Vacancy Form

The Job Vacancy Form (Appendix A) is utilized to gather information on job vacancies. Forms are completed during interviews with employers by phone or in person. Data is typed and filed by programs in a three-ring binder notebook, which is always available for students use in the Placement Office.

Job Vacancy Bulletin Board Card

A Job Vacancy Bulletin Board (Appendix B) is maintained in the Student Union. Job vacancies are condensed from the Job Vacancy Form and transcribed to the Job Vacancy Bulletin Board Card which is placed on the Job Vacancy Bulletin Board for students access. Only basic information is transcribed to the Job Vacancy Bulletin Board Card. Students are asked to contact the Placement Office for more information or to schedule interviews, if interested in openings.

Full-time vacancies are announced via memos to staff and the Job Vacancy Bulletin Board.

Student Interview Form

The "Student Interview Form" (Appendix C) has been designed to gather information when students initially visit the Placement Office seeking full-time or part-time jobs. Space is available on the interview form to make comments regarding the interview and what transpired. Space is available at the bottom of the form to indicate where the students were sent for interviews. The "Student Interview Form" is utilized by the placement secretary when the placement director is off campus.
Placement Registration Card

All students and alumni utilizing the placement services complete a Placement Registration Card (Appendix D). The Placement Registration Card contains basic data about students which can be filed permanently and updated when necessary.

Monthly Placement Planning Schedule

Three placement programs housed on the SFCC campus necessitate planning ahead to prevent overlap of job development and placement activities. The "Monthly Placement Planning Schedule Form" (Appendix E) is filed the first of the month by each placement coordinator.

Monthly Placement Report

The "Monthly Placement Report" (Appendix F) is completed at the end of each month and results of what happened can be compared to the "Monthly Placement Planning Schedule".

Resume

All vocational-technical students complete Resumes to be included in the Resume Book. Copies of resumes (Appendix G) are included in individual placement folders.

Student Survey

All vocational-technical students complete a Student Placement Survey (Appendix H) during the Job Placement Seminar. Results of the Survey are tabulated and summarized (Appendix I) which presents a very good view of what students have been doing regarding job hunting, what information students would like covered during seminar sessions, who is actively seeking employment, areas of concentration for job development activities and geographical areas to concentrate on job development activities.

Placement Summarization

After follow-up surveys have been completed, placement activities are summarized annually. An overall summarization (Appendix J) is included as well as a summarization by individual programs. An example of an individual program summarization has been included in Appendix K.
On-Campus Interviews

Employers are actively recruited to interview on-campus whenever feasible. Interview schedules are posted on the Job Placement Bulletin Board and sent to staff in memo form. Students are asked to sign up for interviews either in the Placement Office or with the department chairmen. Interview Schedule Forms (Appendix L) with definite time slots are utilized to prevent confusion.

Interviews at Company Offices

Job interviews at company offices are coordinated through the Placement Office when it is impossible for company representatives to interview on-campus.

Sample Materials

College Placement Annual
"Knowledge Needed to Obtain Work", SRA
"Job Attitude", Guidance Associates
"Selling Yourself at Your Job Interview", Personnel Publications
"How to Hire People", Mid-America Lumbermen's Association
"Guide for Preparing a Resume", Division of Employment Security
"Making the Most of Your Job Interview", New York Life Insurance Co.

Additional Information

Additional information on SFCC's Job Placement Program may be obtained by contacting:

Jack R. Fowler
Director of Placement
State Fair Community College
Sedalia, Missouri 65301
Phone: A.C. 816/826-7100
Selected Job Development Activities

1. Job development is selling! Know your school, programs offered and students well.

2. Utilize want ads, especially local and major metropolitan newspapers. Professional and trade magazines are additional resources to utilize. Most want ads will give the name of the Personnel Manager and address of the company.

Select job descriptions from the want ads which require skills that graduates from your school will possess.

3. Get involved with professional and trade organizations. Many of these organizations will have journals, newsletters, etc. where articles on related programs and graduates can be published. Key personnel in professional and trade organizations can give a big boost to your placement program.

4. Local service and civic clubs offer a wealth of business contacts. Contacts established through these organizations will be valuable for both part-time and full-time placement. Try to present programs to service and civic organizations as often as possible.

5. Most vocational-technical training programs utilize advisory committees. Participate in advisory committees. Go to advisory committees for help. They offer a wealth of information on potential employers.

6. Visit all local major employers. Select major employers throughout your area and schedule appointments to tour the business or plant. Get to know personnel staff or whoever is in charge of interviewing and hiring. Try to get on a first name basis.

7. Establish a good public relations system. Send thank you letters to employers who visit or interview on campus. Feed information on the Placement Program to all news media. Keep the school staff and students aware of what is going on in Job Placement.
STATE FAIR COMMUNITY COLLEGE
Placement Office

JOB VACANCY FORM

FIRM NAME

ADDRESS

STREET

CITY

STATE

TELEPHONE NUMBER

TITLE OF JOB AVAILABLE

Part or full-time

SPECIFICATIONS (Age, Height, Weight, Experience, Education)

PERFORMANCE (Skills needed to perform assigned duties)

DATE NEEDED

SALARY (Range-Beginning)

CLOSING DATE FOR JOB OPENING

NUMBER OF VACANCIES

TO WHOM WOULD THE PROSPECTIVE EMPLOYEE BE REFERRED
SFCC PLACEMENT OFFICE
JOB VACANCY
ALL INTERVIEWS MUST BE SCHEDULED THROUGH
SFCC PLACEMENT OFFICE

DATE
FIRM NAME _____________________________________________
ADDRESS _______________________________________________
TELEPHONE _____________________________________________
TITLE OF JOB AVAILABLE __________________________________
DEGREE OR SKILLS REQUIRED ________________________________
PART OR FULL-TIME _________________________________________
SALARY __________________________________________________
DATE NEEDED _____________________________________________

If interested, contact SFCC Placement Office!
SFCC JOB PLACEMENT OFFICE
Student Interview Form

NAME OF STUDENT

ADDRESS

ADDRESS

PHONE

PROGRAM OF STUDY

DATE

JOB SEEKING:  Full-Time □  Part-Time □

POSITION DESIRED

LOCATION DESIRED

COMMENTS:

PLACEMENT OFFICE INTERVIEWS:

Date

JOB INTERVIEWS:

Date  Company  City  Results
STATE FAIR COMMUNITY COLLEGE PLACEMENT OFFICE
REGISTRATION FORM

(Type or print in black ink)

NAME FIRST M.I. PHONE

ADDRESS CITY STATE ZIP SOCIAL SECURITY NO.

SEX MALE FEMALE AGE

NO. OF CHILDREN AGES U.S. CITIZEN OWN CAR OTHER

ARE YOU ELIGIBLE?

YES NO USE BUS

GENERAL HEALTH SEVERE ILLNESS IF SO, EXPLAIN

GOOD FAIR YES NO

VETERAN STATUS IF DEFENDED, EXPLAIN

PLAN TO TRANSFER TO FOUR YEAR SCHOOL?

YES NO

HIGH SCHOOL COMPLETED NAME, ADDRESS OF SCHOOL DATE ATTENDED MAJOR COURSE OR DEGREE

FROM TO

COLLEGE 1 2 3 4 SPECIAL COURSES

DATE AVAILABLE FOR EMPLOYMENT

POSITION DESIRED TEMPORARY FULL-TIME

SALARY DESIRED HOURS DESIRED TRAVEL PER CENT

INTEREST OR HOBBIES SPECIAL SKILLS


Employment History

Business Address Starting with the most recent employment Salary Reason for Leaving

From To

Nature of work:

From To

Nature of work:

From To

Nature of work:

From To

Nature of work:

Reference

Name Address No Relatives or Employers

Occupation Phone

Signature Date
APPENDIX E
JOB DEVELOPMENT BUSINESS AND INDUSTRIAL VISITATION SCHEDULE

MONTH

Project (Circle One): D & H; Career Ed.; SFCC

Please complete all data and return to SFCC placement office by the last working day of the month.

<table>
<thead>
<tr>
<th>Date visit scheduled</th>
<th>Co. or Industry to visit</th>
<th>Address</th>
<th>Contact Person</th>
<th>Title of job or jobs being developed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
SUMMARIZATION OF JOB DEVELOPMENT VISITATIONS

MONTH

PROJECT (Circle One): D & H; Career Ed.; SFCC

Please complete all data and return to SFCC placement office the last working day of the month. This form can be returned with the next month's "Job Development and Industrial Visitation Schedule."

<table>
<thead>
<tr>
<th>Date</th>
<th>Company Visited</th>
<th>Address</th>
<th>Contact Person</th>
<th>Result of visit (if will hire, what are job openings, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

18
ARDEN JOHNSON
1642 Holloway Avenue
San Francisco, California 94132
Telephone 465-1761

Personal
Married
5'11"
170 Pounds
26 Years Old

Professional Objective
Retail Sales Manager. Ultimate goal--manager of major retail outlet for large national chain.

Education
B.A., 1966, San Francisco State University
Major: Marketing
Special emphasis on Retail Sales and Merchandising
considerable work in Accounting and Data Processing

Experience
HARTMANS, INC., San Jose, California
1970 to 1972
Assistant Manager. In charge of all advertising and copy layout for this large department store. Work closely with all buyers in planning sales campaigns. Materially assist Manager in working out modernization plans for basement floor. Have taken two trips to Dallas, Texas to assist in selection of men's suits and shoes. This is excellent experience, but I wish to become affiliated with a large chain.

1969 to 1970
J.C. WHITE & COMPANY, San Jose, Watsonville, California
Retail Shoe Sales. Started as clerk in San Jose store After six months, moved to Watsonville outlet as Assistant Manager. Responsible for all display work, newspaper advertising, and sales promotion. The store had an annual volume of $250,000.00.

Summer and Part-Time Work
Earned 50% of total college expenses selling vacuum cleaners and cooking ware on commission for four summers.

Military Service
United States Army, 1966 to 1968
Communications Specialist
After graduation from college, drafted into the service. Spent most of the time in Vietnam working as a communications and pacification relations officer.
... Present Draft Status--IC (Reserves)

Background
Brought up in San Francisco and Peninsula area. Active in community affairs such as San Francisco Junior Chamber of Commerce and active alumnus of San Francisco State University. Member of social fraternity. Wife is a Doctor's Aide in a local clinic. No children. Have traveled extensively throughout the Western part of the United States.

Interests
Primarily interested in hiking--outdoor activities and conservation societies, e.g. Sierra Club, Save the Redwoods Foundation.

References (List 3)
STATE FAIR COMMUNITY COLLEGE JOB PLACEMENT SURVEY

1. Name__________________________________________________________
   (Please print)

   Address________________________________________________________

   Phone_________________________________________________________

   Date___________________________________________________________

2. Program of study_______________________________________________

3. Post-Graduation employment plans:

   _____A. Have full-time employment
   _____B. Seeking full-time employment
   _____C. Transferring to four-year school
   _____D. Not seeking employment
   _____E. Military
   _____F. Other __________________________

4. If you have accepted full-time employment for after graduation, please complete the following information:

   Name of employer______________________________________________

   Address________________________________________________________

   Date employment begins_________________________________________

   Supervisor_____________________________________________________

   Your job title___________________________________________________

   Salary_________________________________________________________

5. Are you willing to relocate for employment?

   Yes_____ No_____

6. If you are willing to relocate for employment, how far are you willing to move?

   _____A. Within 50 miles of Sedalia
   _____B. Within the state of Missouri
   _____C. Within the midwest
   _____D. Anywhere in the U.S.
   _____E. Would prefer to work _________________________________

   City________________________ State____________
7. What salary do you expect to start full-time?
   ___ A. $250 - $350 per month
   ___ B. $351 - $450 per month
   ___ C. $451 - $550 per month
   ___ D. $551 - $650 per month
   ___ E. $651 - up per month

8. List three companies you are interested in working for.
   A. Company_____________________________________________________
      Address_____________________________________________________
   B. Company_____________________________________________________
      Address_____________________________________________________
   C. Company_____________________________________________________
      Address_____________________________________________________

9. Are you working now?
   ___ Yes   ___ No

10. If yes, complete the following information.
    Name of business_______________________________________________
    Address_______________________________________________________
    Your supervisor________________________________________________
    Number of hours per week_______________________________________
    Hourly wage____________________________________________________

11. If you are working now, how did you find out about the job?
    ___ A. SFCC Placement Office
    ___ B. Newspaper
    ___ C. Missouri employment security
    ___ D. On own
    ___ E. Family or friends
    ___ F. SFCC Staff
    ___ G. Other___________________________________________________

12. Have you started contacting companies regarding full-time employment?
    ___ Yes   ___ No
13. Please check the following areas where you feel you need more information.

A. SFCC Placement Office
B. Private placement agencies
C. Missouri employment security
D. Resume
E. Job interview
F. Communication on the job
G. Letter of inquiry
H. Thank you letter
I. Letter of application
J. Completing application forms
All SFCC vocational-technical students enrolled in the job placement seminar plus LPN students were asked to complete a job placement survey form (appendix A). The basic objective of the survey was to identify SFCC vocational-technical spring and summer 1974 graduates possibly needing full-time job placement assistance. The SFCC placement office is accountable for all SFCC vocational-technical graduates, so the questionnaire was designed to gather data on those graduates who had already accepted full-time employment and those graduates not desiring full-time employment. The survey was also designed to gather data on those students completing a program in 1974, who would be seeking full-time employment. Data gathered will be utilized in 1973-74 job development and placement efforts.

Survey Summarization

Question #2

<table>
<thead>
<tr>
<th>Program of Study</th>
<th># responding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agri-Business</td>
<td>25</td>
</tr>
<tr>
<td>Secretarial Science</td>
<td>34</td>
</tr>
<tr>
<td>Clerical</td>
<td>13</td>
</tr>
<tr>
<td>Business Mid-Management</td>
<td>6</td>
</tr>
<tr>
<td>Accounting</td>
<td>17</td>
</tr>
<tr>
<td>Electronics</td>
<td>8</td>
</tr>
<tr>
<td>Welding</td>
<td>5</td>
</tr>
<tr>
<td>Building Materials Merchandising</td>
<td>6</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>L.P.N.</td>
<td>31</td>
</tr>
</tbody>
</table>

N=148
Question # 3

Post-graduation employment plans:

<table>
<thead>
<tr>
<th># responding</th>
<th>%</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>26.2</td>
<td>A. Have full-time employment</td>
</tr>
<tr>
<td>91</td>
<td>62.8</td>
<td>B. Seeking full-time employment</td>
</tr>
<tr>
<td>7</td>
<td>48.0</td>
<td>C. Transferring to four-year school</td>
</tr>
<tr>
<td>3</td>
<td>2.1</td>
<td>D. Not seeking employment</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>E. Military</td>
</tr>
<tr>
<td>6</td>
<td>4.1</td>
<td>F. Other (list)</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>No answer</td>
</tr>
</tbody>
</table>

Thirty-eight (26.2%) of SFCC's vocational-technical students indicated in question # 3 that they had already accepted full-time employment after graduation. Several of the thirty-eight students are working part-time in positions they will simply move into full-time after graduation.

Ninety-one (62.8%) of SFCC vocational-technical students are actively seeking full-time employment to begin after graduation May 1974.

Sixteen (11%) of SFCC vocational-technical students are not employed full-time and will not be seeking full-time employment.

Question # 5

Are you willing to relocate for employment?

<table>
<thead>
<tr>
<th></th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>60.7</td>
</tr>
<tr>
<td>No</td>
<td>34.5</td>
</tr>
<tr>
<td>No answer</td>
<td>4.8</td>
</tr>
</tbody>
</table>
Question # 6

If you are willing to relocate for employment, how far are you willing to move?

<table>
<thead>
<tr>
<th># responding</th>
<th>%</th>
<th>A. Within 50 miles of Sedalia</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>11.0</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>16.5</td>
<td>B. Within the state of Missouri</td>
</tr>
<tr>
<td>25</td>
<td>17.2</td>
<td>C. Within the Midwest</td>
</tr>
<tr>
<td>23</td>
<td>15.9</td>
<td>D. Anywhere in the U.S.</td>
</tr>
<tr>
<td>16</td>
<td>11.0</td>
<td>E. City preference (list cities)</td>
</tr>
</tbody>
</table>

48 33.1 No answer

*Some responded more than once.

Eighty-eight (60.7%) of SFCC's vocational-technical students are willing to relocate for employment. Fifty (34.5%) have indicated that they will not relocate for full-time employment.

Sixty-five students will relocate, but only within the state of Missouri or within a fifty mile radius of Sedalia. Twenty-three (15.9%) of the students are willing to go anywhere within the continental U.S. for employment.

Question # 7

What salary do you expect to start full-time?

<table>
<thead>
<tr>
<th># responding</th>
<th>%</th>
<th>A. $250 - $350 per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>15.0</td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>34.0</td>
<td>B. $351 - $450 per month</td>
</tr>
<tr>
<td>34</td>
<td>23.0</td>
<td>C. $451 - $550 per month</td>
</tr>
<tr>
<td>10</td>
<td>6.7</td>
<td>D. $551 - $650 per month</td>
</tr>
<tr>
<td>12</td>
<td>8.0</td>
<td>E. $651 - up per month</td>
</tr>
</tbody>
</table>

19 10.3 F. No answer
Students responding to anticipated starting salary indicated realistic understanding of what can be expected for beginning salaries. Nineteen (10.3%) did not respond to the question, but in a previous question 11% had indicated they were not employed full-time and would not be seeking full-time employment, which probably accounts for most of the 10.3% not responding.

Question # 9

Are you working now?

<table>
<thead>
<tr>
<th># responding</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>86</td>
</tr>
<tr>
<td>No</td>
<td>59</td>
</tr>
<tr>
<td>No answer</td>
<td>3</td>
</tr>
</tbody>
</table>

Question # 11

If you are working now, how did you find out about the job?

<table>
<thead>
<tr>
<th># responding</th>
<th>%</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>6.2</td>
<td>A. SFCC Placement Office</td>
</tr>
<tr>
<td>6</td>
<td>4.1</td>
<td>B. Newspaper</td>
</tr>
<tr>
<td>2</td>
<td>1.5</td>
<td>C. Missouri employment security</td>
</tr>
<tr>
<td>21</td>
<td>14.5</td>
<td>D. On own</td>
</tr>
<tr>
<td>15</td>
<td>10.4</td>
<td>E. Family or friends</td>
</tr>
<tr>
<td>18</td>
<td>12.4</td>
<td>F. SFCC Staff</td>
</tr>
<tr>
<td>7</td>
<td>4.8</td>
<td>G. Other (list)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>67</td>
<td>46.1</td>
<td>No answer</td>
</tr>
</tbody>
</table>
Question # 12

Have you started contacting companies regarding full-time employment?

<table>
<thead>
<tr>
<th># responding</th>
<th>%</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>6.8</td>
<td>Yes</td>
</tr>
<tr>
<td>130</td>
<td>89.9</td>
<td>No</td>
</tr>
<tr>
<td>5</td>
<td>3.3</td>
<td>No answer</td>
</tr>
</tbody>
</table>

Eighty-six (58.1%) of the vocational-technical students are either working part-time or full-time presently.

Fifty-nine (39.9%) are not working part-time or full-time during the 1973-74 school year.

Twenty-seven (18.6%) of those vocational-technical students completing program requirements 1973-74 working full-time or part-time obtained their jobs either through SFCC placement office or SFCC staff.

Forty-two (34%) obtained present jobs basically on their own initiative.

Only ten (6.8%) have started contacting companies for full-time positions.

Question # 13

Please check the following areas where you feel you need more information.

<table>
<thead>
<tr>
<th># responding</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td>A. SFCC Placement office</td>
</tr>
<tr>
<td>32</td>
<td>B. Private placement agencies</td>
</tr>
<tr>
<td>35</td>
<td>C. Missouri Employment Security</td>
</tr>
<tr>
<td>7</td>
<td>D. Resume</td>
</tr>
<tr>
<td>49</td>
<td>E. Job interview</td>
</tr>
<tr>
<td>11</td>
<td>F. Communication on the job</td>
</tr>
<tr>
<td>37</td>
<td>G. Letter of inquiry</td>
</tr>
<tr>
<td>13</td>
<td>H. Thank you letter</td>
</tr>
<tr>
<td>30</td>
<td>I. Letter of application</td>
</tr>
<tr>
<td>21</td>
<td>J. Completing application forms</td>
</tr>
</tbody>
</table>
SFCC vocational-technical students completing program requirements 1973-74 and theoretically are ready to enter the world of work full-time were asked to indicate which of the above areas they felt they needed more information prior to actively seeking full-time employment.

Many students indicated a desire to know more about the job interview (49), SFCC placement office (41) and the Mo. Division of Employment Security (35).
1972-73 JOB PLACEMENT OVERALL SUMMARY

Available for Employment:

- A.S. Degree .................. 33
- Professional Certificate + L.P.N. .......... 40
- M.A. Degree .................. 5
- Drones with Saleable Skills ............. 1
- Previous Students Desiring Change of Position ... 3
- Students Desiring Part-Time or Summer
  (Exclusive of those contacting S'0) ....... 30
- Students From Night Classes + Other Schools .... 5

TOTAL AVAILABLE FOR EMPLOYMENT ............. 167

- Job Opportunities Listed Sedalia Area ........ 132
- Job Opportunities Listed Missouri (Outside Sedalia) ... 108
- Job Opportunities Listed Out-of-State ........... 55

TOTAL JOBS LISTED .................. 295

- Number Students Seeking Employment Placed .......... 150
- Percentage Students Placed Seeking Employment ...... 93.6%
1972-73 JOB PLACEMENT SURVEY

SECRETARIAL SCIENCE

Number Graduates ............................................. 14
Number Graduates Unavailable for Employment ................. 1
TOTAL NUMBER GRADUATES AVAILABLE FOR EMPLOYMENT ........ 13
Drops With Saleable Skills .................................... 4
Drops With Saleable Skills Available for Employment ......... 4
TOTAL AVAILABLE FOR EMPLOYMENT
(Graduates + Drops With Saleable Skills) ..................... 18

Employment Opportunities

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
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<tbody>
<tr>
<td>REA Electric Corp</td>
<td>Sedalia, Mo.</td>
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<tr>
<td>Bothwell Hospital</td>
<td>Sedalia, Mo.</td>
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<tr>
<td>State Fair Community College</td>
<td>Sedalia, Mo.</td>
</tr>
<tr>
<td>First Bank of Commerce</td>
<td>Columbia, Mo.</td>
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<tr>
<td>Bonnslack Regional Library</td>
<td>Sedalia, Mo.</td>
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<tr>
<td>Lamm, Barnett, Crawford &amp; Fritz</td>
<td>Sedalia, Mo.</td>
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<tr>
<td>Production Credit</td>
<td>Sedalia, Mo.</td>
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<tr>
<td>Columbia National Bank</td>
<td>Columbia, Mo.</td>
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<tr>
<td>First National Bank &amp; Trust Co.</td>
<td>Columbia, Mo.</td>
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<tr>
<td>Mo. State Vocational Rehabilitation</td>
<td>Sedalia, Mo.</td>
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<tr>
<td>Shryack-Wright</td>
<td>Sedalia, Mo.</td>
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<tr>
<td>Veteran Hospital</td>
<td>Columbia, Mo.</td>
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- 20 -
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<thead>
<tr>
<th>Company</th>
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<tr>
<td>University of Missouri Personnel Service</td>
<td>Columbia, Mo.</td>
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<td>MFA, Inc.</td>
<td>Columbia, Mo.</td>
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<td>Bob Liston</td>
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<td>Jim Newland</td>
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<td>Missouri State Bank</td>
<td>Sedalia, Mo.</td>
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<tr>
<td>Social Security Administration</td>
<td>Sedalia, Mo.</td>
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<tr>
<td>University of Missouri Medical Center</td>
<td>Columbia, Mo.</td>
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<tr>
<td>University of Missouri</td>
<td>Columbia, Mo.</td>
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<tr>
<td>Bob Gardner</td>
<td>Sedalia, Mo.</td>
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<tr>
<td>Hallmark Cards</td>
<td>Kansas City, Mo.</td>
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</tbody>
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APPENDIX L
INTERVIEW SCHEDULES

Company or college name__________________________________________________________

Representative_______________________________________________________________

Room assigned_______________________________________________________________

<table>
<thead>
<tr>
<th>Student</th>
<th>Time Assigned</th>
<th>Program of Study</th>
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