

# HFCC JOB PLACEMENT OFFICE

## Policies and Procedures

HFCC has assigned a member of the faculty to provide job search assistance to:

**Students** (enrolled for at least three credit hours for the current or subsequent semester)

**Recent Graduates** (graduation date on transcript within the past year)

**Alumni** (graduation date on transcript of more than one year)

Services for **students** and **recent graduates** may include:

- 1 Assistance with employment applications, resumes, and cover letters.
2. Helping prepare you for the job interview.
3. Teaching you about sources of employer information, literature, lists, directories, etc.
4. The Placement Officer, at his discretion, sending your résumé to potential employers.
5. Being able to request job referral information from the list of jobs posted on bulletin boards or on our web site: [hfcc.edu/careers](http://hfcc.edu/careers)

Alumni are entitled to services 1, 2, 3, and 4 listed above. In addition, as an alumnus, you may submit a "Request for Job Information" slip provided you write "Alumnus" on it. You may specify up to three job per day for which you would like consideration. While you will not be provided further information on the jobs, your request will be handled in accordance with statement #4 above.

The Placement Office is normally open for the **Fall and Winter Semesters on Monday - Friday from 8:30 a.m. until 4:00 p.m.** The Placement Officer is usually available Monday - Friday from 9:00 a.m. until 11:00 a.m. without an appointment, and evenings and other times by appointment. Appointments may be scheduled by calling 313-845-9618.

The Placement Office is normally open for the **Spring and Summer terms Monday - Thursday from 8:30 a.m. until 6:00 p.m.** .

To register for job placement assistance, you must:

1. Sign an agreement for job placement assistance; and,
2. **Submit a current resume that is acceptable to the HFCC Placement Office staff in style, format and content.** This means a resume (one page preferred) that follows the style and format of the attached sample resume and does not contain spelling or grammatical errors. Since your resume may be scanned by perspective employers, you will need to use plain fonts (i.e., Arial or Times Roman) and exclude using underlining, bullets, italics, bold, or other special effects.

**Your resume will be kept in our system for approximately four months.**

Students and recent graduates may request job referral information from jobs listed on the job boards or on our web site. These job lists are updated on a regular basis with the most recent jobs having the highest number. The lists are organized by:

1. Jobs related to HFCC career education programs or majors; and,
2. Jobs available to help pay your expenses while attending HFCC.

**Applicants requesting job information related to HFCC career education programs or majors are expected to be enrolled in that program. The Placement Officer, at his discretion, may consider applicants that have related work experience.**

Once you have submitted an electronic version of your resume and have signed an agreement for job search assistance, a file with your information will be created. This process may take approximately **three business days**. Once the process is complete, you may begin to request up to **three jobs per day** by filling out a **job request form**, which can be obtained at the Job Placement Office or on our web site.

**After you submit the job request form, your job referral information should be available for pick up at the Job Placement Office on the next business day after 10:30 a.m.** If in the opinion of the Job Placement Officer, you meet the requirements for the job, you may be given the job information that may include the name and location of the employer, and instructions on how to apply for the job, i.e., in person, by phone, by mail/e-mail, or by faxing your resume.

**If you do not pick up your job referral information within three business days, the information will be discarded.** However, if you would like your job referral slips mailed to you, you must leave a stamped, self-addressed envelope with your job request form.

PLEASE LET US KNOW IMMEDIATELY if a job for which you have been given referral information is: 1) No longer available; 2) Different from the information provided to you; i.e., in job duties, responsibilities, or wages; 3) From a personnel, contract, or similar agency.

Additional job leads are available in the Job Placement Office for the following categories:

Jobs requiring a bachelor's or higher degree, domestic situations (babysitting, care of the sick/elderly), summer employment, positions with personnel agencies, jobs located outside our service area, jobs with federal, state, county, or city governments, jobs for independent contractors, and volunteer positions.

You may use these binders during regular business hours, as stated above. We may ask to see your Michigan driver's license or other photo I.D.

While the responsibility for finding employment is up to each individual and the HFCC Job Placement Office cannot guarantee employment, the resources of HFCC's Job Placement Office are available to assist our students, recent graduates, and alumni.

**We wish you success in your search for employment!**