



HFCC JOB PLACEMENT OFFICE

Policies and Procedures

Updated 9/08

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)

Certificate of Achievement Recipients (Basic, Complex, and Advanced)

Our goal is to assist and prepare students and graduates in all aspects of the job search process. Our services include:

1. Assistance with employment applications, resumes, and cover letters.
2. Preparation for the job interview.
3. Increase awareness of professional job search techniques and tools including sources of employer information, literature, lists, directories, etc.
4. The Placement Officer, at his or her discretion, sending your resume to potential employers.
5. Provide employment opportunities through campus job postings and college internet site (www.hfcc.edu/careers).

Placement Office Hours:

The Placement Office is open for the **fall and winter semesters Monday - Friday from 8:00 a.m. until 4:30 p.m. The computer lab is open from 8:30 a.m. - 4:00 p.m.** Wednesday and Friday evening appointments may be scheduled by calling 313-845-9618.

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

Requirements:

To receive assistance from for job placement, 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. **NOTE: Your resume will be kept in our system for approximately four months.**

Background:

Persons registered may request job referral information from jobs listed on the job boards or on our website. The jobs lists are updated weekly if there are changes (additions or deletions) to the specific category with the most recent jobs having the highest number. The lists are organized by:

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

IMPORTANT INFORMATION

Applicants requesting job information related to HFCC programs or majors are expected to be enrolled in that program and/or have related work experience.

Application Process:

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

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 2:00 p.m. You will be given the job information that was posted on the job board plus 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. You must follow through with the application process as indicated on the job referral information before submitting additional job request forms.

If you do not pick up your job referral information within seven business days, the information will be discarded. If you are an alumni and are not presently taking additional classes, arrangements may be made to e-mail referral information.

PLEASE LET US KNOW IMMEDIATELY if a job for which you have been given referral information:

1. No longer available.
2. Different from the information provided to you; i.e., in job duties, responsibilities, or wages.

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 (out-of-state, camps, recreation centers)
- Positions with personnel agencies
- Jobs located outside our service area
- Jobs with federal, state, county, or city governments
- Jobs with independent contractors
- Volunteer positions

You may use this resource 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, the HFCC Job Placement Office cannot guarantee employment.

We wish you success in your search for employment!