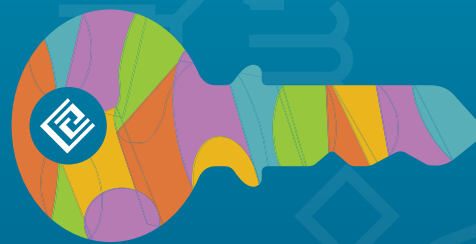


CALHOUN CAREER SERVICES

# EMPLOYER GUIDE

CALHOUN COMMUNITY COLLEGE'S  
CAREER RESOURCES AND SERVICES



CALHOUN  
Career Services

REVISED MAY, 2023



# WELCOME

*Thank you for your interest in recruiting Calhoun Community College talent! With over 8,000 students and 30+ career pathways, you are sure to find qualified candidates to fit your employment needs. There are several ways that your company can partner with Calhoun's Career Services department to engage, encourage, educate, and employ our students and alumni. At Calhoun Community College, we prepare our students for competitive careers. Our goal is for our students to earn the credentials that match or exceed industry expectations and are prepared to be productive employees.*



*On behalf of the Career Services department, I would like to thank you for choosing to conduct business in the Tennessee Valley and for partnering with Calhoun!*

*Sincerely,*

A handwritten signature in blue ink that reads "Kelli Morris".

*Kelli Morris*

*Director of Career Services & Cooperative Learning*

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CUTTING-EDGE CURRICULUM. PAID WORK EXPERIENCE.



# PAID APPRENTICESHIP PROGRAMS

Calhoun provides the unique opportunity to start working in your field of study while still attending classes. These selective programs partner students with local sponsor companies who provide on-the-job training that expands upon what they are already learning in the classroom. These apprenticeships help to offset the cost of education, while students work towards their Associate of Applied Science (AAS) degree in high-demand technical fields.



The Alabama F.A.M.E. (Federation for Advanced Manufacturing Education) Advanced Manufacturing Technician Program (AMT) includes a two-year technical Associate degree that combines cutting-edge curriculum that supports advanced manufacturing technology, paid working experience, along with learning highly sought after business principles and best practices of a world class manufacturer.



The Excellence in Process Industrial Controls (EPIC) program at Calhoun combines an Associate of Applied Science degree in Process Technology with two years of paid, related co-op work experience with a sponsor company. Students accepted in this competitive program typically attend class at Calhoun Community College two days per week and work on-site with a local employer three days per week.



The Alliance for Machining Professionals (AMP) program at Calhoun combines an Associate of Applied Science degree in Machine Tool Technology with two years of paid, on-the-job training with a sponsor company. Students attend class two days a week for an average of 8 hours per day, and get paid to work for one of our industry partners three days per week.

LEARN MORE TODAY

[calhoun.edu/fame](http://calhoun.edu/fame)

[calhoun.edu/epic](http://calhoun.edu/epic)

[calhoun.edu/amp](http://calhoun.edu/amp)

# THE ALABAMA OFFICE OF APPRENTICESHIP

*Registered Apprenticeships (RAs) are workforce training models that combine paid, on-the-job training and related instruction. RAs are industry-driven and flexible in design with employers at the foundation of every program. As a State Apprenticeship Agency, the Alabama Office of Apprenticeship (AOA) is committed to expanding the use of these programs to enhance the quality of our workforce and provide individuals with access to education and career advancement opportunities. AOA provides technical assistance to support the creation and growth of Registered Apprenticeship programs across various industries.*

## Building Your Registered Apprenticeship Program

*Registered Apprenticeships are innovative training programs that have been significantly modernized to match our ever-changing workforce climate and can encompass various industries and participants. Modern apprenticeship programs can be seen in healthcare, IT, and hospitality and include college credit towards an Associate degree.*

### AVAILABLE OCCUPATIONS

*Nationally recognized apprenticeships are available in over 1,000 occupations. In addition, as a State Apprenticeship Agency, the AOA has the flexibility to create specialized state occupations to fit unique employer needs. AOA will work with the Sponsor of the program to develop work processes that define the apprenticeship training, providing consistency and ensuring the integrity of the program. These work processes include On-the-Job Training and Related Instruction.*



## 5 CORE COMPONENTS OF REGISTERED APPRENTICESHIPS:

1. Business Involvement
2. Related Instruction
3. On-the-Job Training
4. Rewards for Skill Gains
5. National Occupation Credential



# FREQUENTLY ASKED QUESTIONS ABOUT...

The **COOPERATIVE LEARNING PROGRAM** is an opportunity for employers to build a talent pipeline while filling a current need and for students to gain valuable work experience in their field while earning college credit.

The program provides employers with a motivated workforce, an opportunity to train potential full-time or part-time employees, flexible timelines, influence within the college program, and reduction in the costs of recruitment and training, while providing the student with related work experience and performance feedback.

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## HOW MANY HOURS CAN A CO-OP STUDENT WORK PER WEEK ?

A minimum of 20 hours a week must be worked for a student to remain in a Co-Op position.



## WHAT IS THE MINIMUM TIME COMMITMENT FOR A CO-OP STUDENT ?

The minimum Co-Op job assignment is 12 weeks. After that time, if the student has been given feedback but is not meeting the expectations of the organization, their assignment can be discontinued. On the flip side, students who prove to be an asset are eligible for renewal until graduation.

## DO STUDENTS REMAIN WITH THE SAME EMPLOYER FOR THE ENTIRE CO-OP ASSIGNMENT ?

Students selected for a Co-Op must complete the entire semester at the selected Co-Op. Students who elect to end their Co-Op position must finish the semester and give their employer a 2-week notice. Students who are currently enrolled in a Co-Op program are not considered for another position until they have completed their current semester. Co-Op students are allowed to work multiple semesters at the same Co-Op as long as they continue to meet all requirements and the employer wishes to continue their employment.

# ...COOPERATIVE LEARNING PARTNERSHIPS!

## IS THERE A COST TO JOIN THE CO-OP PROGRAM ?

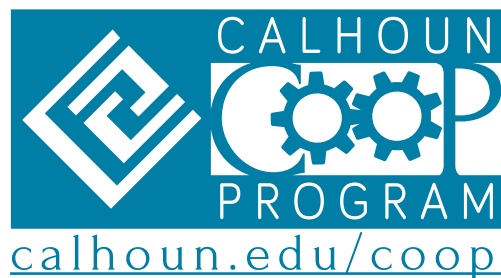
The employer will cover the student's pay along with any uniforms or PPE; however, there is no additional cost. An employer has the option to cover student's tuition, benefits, etc. at the company's discretion.

## WILL I HAVE TO GUARANTEE A JOB OFFER TO THE CO-OP STUDENT WHEN THEY GRADUATE ?

Students are made aware that a job offer is not guaranteed; however, successful students often receive a job offer upon graduation.

## DOES A STUDENT HAVE TO BE ENROLLED FULL-TIME AS A STUDENT TO PARTICIPATE IN CO-OP ?

Students do not have to be full-time to be eligible; however, they do have to be enrolled in a class towards their degree.



## HOW LONG DOES THE PROCESS TAKE ?

It varies. On average, most Co-Ops can be placed in four to six weeks, depending on the company's timeline.



# COOPERATIVE LEARNING

	FAME	EPIC
<b>What academic program is this associated with?</b>	Advanced Manufacturing Technology; Industrial Maintenance	Process Control Technology
<b>When can a company join?</b>	FAME is a cohort group that begins each fall semester. Sponsorships need to be received before students are interviewed and selected in April.	EPIC is a cohort group that begins each fall semester. Sponsorships need to be received before students are interviewed and selected in May-June.
<b>How are the students selected?</b>	Students apply through the FAME application; top 50 are interviewed by sponsoring companies. Selections are made through a draft process once per year.	Students apply through the EPIC application; qualified applicants are interviewed by sponsoring companies. Selections are made through a draft process once per year.
<b>What are the minimum student qualifications?</b>	No previous college experience is required. College-level Math and English placement; interest or background in technical coursework or clubs is encouraged.	No previous college experience is required. College-level Math and English placement; interest or background in technical coursework or clubs is encouraged.
<b>Is there a set pay scale?</b>	Not currently, but it is suggested that students begin at \$14.25/hr.	Yes, there is a set pay scale that includes raises and bonuses, based on school and work performance.
<b>What is the company's commitment outside of the student wages?</b>	<ul style="list-style-type: none"> <li>• Provide an industry mentor for each student</li> <li>• Participate in FAME board meetings</li> <li>• Provide imprinted items for recruiting</li> <li>• Attend various recruiting activities with your sponsored student</li> <li>• Complete a semesterly evaluation on your student's progress</li> <li>• Attend the annual Co-Op appreciation breakfast</li> <li>• Provide appropriate safety and workplace trainings</li> </ul>	<ul style="list-style-type: none"> <li>• Provide an industry mentor for each student</li> <li>• Participate in EPIC board meetings</li> <li>• Provide imprinted items for recruiting</li> <li>• Attend various recruiting activities with your sponsored student</li> <li>• Complete a semesterly evaluation on your student's progress</li> <li>• Attend the annual Co-Op appreciation breakfast</li> <li>• Provide appropriate safety and workplace trainings</li> </ul>
<b>What is the time (employment) commitment to the student?</b>	Employ the student for a minimum of 24 hours per week for the duration of the program (5 semesters) unless the student fails to meet the requirements of the program.	Employ the student for a minimum of 24 hours per week for the duration of the program (5 semesters) unless the student fails to meet the requirements of the program.
<b>Can a company set minimum qualifications?</b>	No; minimum qualifications are set for FAME.	No; minimum requirements are set for EPIC.



# COMPARISON CHART

AMP	Traditional CO-OP	Registered Apprenticeship
Machine Tool Technology	All degree programs at Calhoun Community College	At the discretion of the company
AMP is a cohort group that begins each fall semester. Sponsorships need to be received before students are interviewed and selected in May-June.	Companies can join us as a co-op partner at any time during the year by completing the job description template provided by career services.	Companies can establish a registered apprenticeship program at any time of the academic year.
Students apply through the AMP application; qualified applicants are interviewed by sponsoring companies. Selections are made through a draft process once per year.	Students apply to the co-op program, and express interest in available positions. Resumes are forwarded to the company. The company conducts interviews and makes the selection.	Students apply for a registered apprenticeship and must meet the general guidelines in the Appendix A and/or Appendix D. The company conducts candidate interviews and makes a selection. Current employees of the company are also eligible as long as they meet the minimum qualifications
No previous college experience is required. College-level Math and English placement; students must be 18 by June 1 of the application year. Participation in STEM-related programs is encouraged.	Students with a 2.5 GPA and 12 credit hours completed at Calhoun Community College are encouraged to apply to the co-op program.	Meet the general admission requirements to become a Calhoun Community College student in addition to any other criteria outlined in the apprenticeship documents you develop with AOA.
Not currently, but it is suggested that students begin at \$17.00/hr.	No; pay is at the discretion of the employer and is included in the job description that is shared with potential candidates	Yes. AOA will work with you to determine the appropriate wage scale based on the profession. Wage progression is also required
<ul style="list-style-type: none"> <li>• Provide an industry mentor for each student</li> <li>• Participate in AMP board meetings</li> <li>• Provide imprinted items for recruiting</li> <li>• Attend various recruiting activities with your sponsored student</li> <li>• Complete a semesterly evaluation on your student's progress</li> <li>• Attend the annual Co-Op appreciation breakfast</li> <li>• Provide appropriate safety and workplace trainings</li> </ul>	<ul style="list-style-type: none"> <li>• Provide an industry mentor for each student</li> <li>• Complete a semesterly evaluation on your student's progress</li> <li>• Attend the annual Co-Op appreciation breakfast</li> <li>• Provide appropriate safety and workplace trainings</li> </ul>	<ul style="list-style-type: none"> <li>• Provide, oversee, and track on-the-job learning for apprentice</li> <li>• Pay remaining balance for related instruction after all other aid is applied</li> <li>• Assign a mentor</li> <li>• Provide appropriate safety and workplace trainings</li> </ul>
Employ the student for a minimum of 24 hours per week for the duration of the program (6 semesters) unless the student fails to meet the requirements of the program.	Employ the student for a minimum of 20 hours per week. One semester minimum; renewable each semester or until the student graduates.	Employ the student based on the arrangement in the apprenticeship guidelines for the duration of the program unless the student fails to meet the requirements of the program.
No; minimum requirements are set for AMP.	Yes, employers can require certain classes or a higher GPA in addition to our minimum co-op qualifications.	Yes, AOA will work with you to develop your specific criteria to include in the Appendix D.

# ENGAGEMENT OPPORTUNITIES



## **INDUSTRY TOURS:**

We would love to visit you at work! If you are willing to host a small group of students, staff, or both at your company, we would love the opportunity to tour your facility and learn more about your work firsthand.

## **MOCK INTERVIEWS:**

Each semester we coordinate mock interview experiences for various programs. In order to provide this service, we rely on recruiting business and industry professionals to serve as mock interviewers. If you would like to volunteer, please let us know!

## **VOLUNTEER:**

We occasionally have other opportunities for businesses to work with us in a volunteer capacity for community outreach. Please contact us for more information.

## **CALHOUN INDUSTRY TOUR DAYS:**

In an effort to engage with local businesses and showcase our top-notch programs and facilities, Career Services offers "Tour Days" as requested.

## **EMPLOYER IN THE FOYER (*in person*) & CAREER CHAT (*virtual*):**

### **LET CALHOUN CAREER SERVICES PROVIDE:**

**ACCESS:** We will target our current students and/or alumni who match the skill set you are seeking.

**MARKETING:** We will use our website, social media, and campus television screens to advertise and invite our audience to meet with representatives from your company.

**FACILITATION:** We will coordinate the logistics depending on a virtual or face-to-face format.

Discuss topics such as your company overview (culture, benefits package, awards received), employment opportunities, hiring process, and resume & hiring tips.



### **JOB SHADOWING FOR CAREER DEVELOPMENT:**

Allow Calhoun Community College students to shadow senior employees in various positions for students to gain a sense of the required competencies for industry positions.

### **INDUSTRY-SPECIFIC SYMPOSIUMS:**

Network in a roundtable setting with current Calhoun Community College students pursuing industry specific concentrations.

### **ETIQUETTE DINNER:**

The Career Services and Cooperative Learning department is excited to facilitate this professional event for current students. Calhoun students will have the opportunity to network with local industry members as they review proper etiquette while enjoying a meal.

### **FACULTY NETWORKING LUNCH**

Career Services offers a luncheon to job fair registrants to engage in networking opportunities with industry peers and College faculty and staff.

### **SPONSORSHIPS:**

Sponsorship opportunities are available for Calhoun Co-Op and Career Services events such as:

**CO-OP BREAKFAST  
JOB FAIRS  
PROFESSIONAL DEVELOPMENT & TRAINING SESSIONS**



# JOB FAIRS

Here's your chance to recruit Calhoun talent and interact with hundreds of students, alumni, and community members who have the skill set to fit your employment needs!

## Employer Registration includes the following:

6' table and 2 chairs with tablecloth upon request

*Tablecloths, access to power & additional chairs will be provided upon request with registration.*

Wireless Internet Access

Lunch for two representatives

Free parking and assistance unloading and loading your vehicle

Pre-fair marketing to students and alumni

Registration & Payment

## Event Registration

Registration for job fairs is sent out via email with a save-the-date advertised on the website for the following semester's event.

## Payment

Registration fees are payable via credit card or check. Payments are non-refundable.

*If you would like to pay your registration by check, please make it out to:*

Calhoun Community College  
Career Services- Job Fair  
PO Box 2216  
Decatur, AL 35609

## Cancellation Policy

In the event that an employer is unable to attend a fair and notifies the Office of Career Services at least two weeks before the date of the fair, we will credit their payment to a future job fair.

If cancellation occurs within two weeks of the date of the fair or the employer is a no-show, no refunds or credits will be provided.

*Note: There is often limited space for our fairs and we ask that we be notified as soon as possible about cancellations in order to notify those waitlisted.*

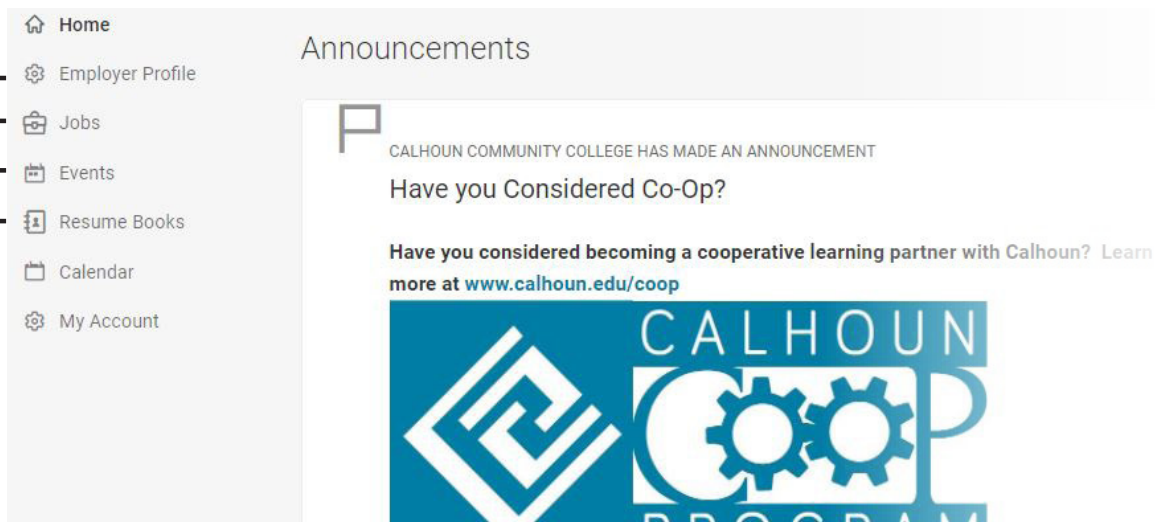
## Directions

For campus maps and directions, visit [CALHOUN.EDU/MAPS](https://calhoun.edu/maps)



## GETTING STARTED IS EASY!

- 1 Access your account by visiting [calhoun.edu/hirecalhoun](http://calhoun.edu/hirecalhoun)
- 2 Create your Employer Profile
- 3 Start creating job listings and resume books!



**Employer Profile** Complete your profile to showcase your organization to students and alumni

**Jobs** List your full-time, part-time, or internship positions at no cost!

**Events** Register for events connecting you with hundreds of students. You may also request an information session or an on-campus recruiting event.

**Resume Books** Request authorization to view targeted resume books or customize your own. Contact students and alumni of interest directly to promote your listing or event at no cost.

### NEED HELP?

Access the Employment User Guide:  
[calhoun.edu/hirecalhoun](http://calhoun.edu/hirecalhoun)

**Employer** in the

**Foyer**



**RESERVE  
A TABLE  
FOR YOUR  
BUSINESS:**

Wednesdays  
Decatur Campus

Thursdays  
Huntsville Campus

**LET CALHOUN CAREER SERVICES PROVIDE:**

**ACCESS:** Engage our current students in a face-to-face format. Discuss topics such as your company overview (culture, benefits package, awards received), employment opportunities, hiring process, and resume & hiring tips.

**MARKETING:** We will use our website, social media, and campus television screens to advertise and invite our audience to meet with representatives from your company.

**PROVISION:** 6 foot table and 2 chairs, strategically placed in high traffic areas for increased visibility.

**COST:** Only \$50 per tabling event.

*What a Deal!*

Email [Angela.Humphrey@calhoun.edu](mailto:Angela.Humphrey@calhoun.edu) to reserve the date and time.

For more information [Calhoun.edu/EmployerFoyer](http://Calhoun.edu/EmployerFoyer)



# WRITING AN EFFECTIVE JOB DESCRIPTION

## 1. KEEP RESPONSIBILITIES SPECIFIC

Avoid the phrase 'other duties as assigned'. Candidates understand that not everything will be contained in the job description, but vague descriptions may not attract your ideal candidate.

## 2. INCLUDE SALARY INFORMATION

Listing the salary, even a range, will keep those from applying who would never accept a position at that salary level.

## 3. LIST BOTH REQUIREMENTS AND DESIRED SKILLS

Be clear about the specific skills a candidate will use in their new job. Use specific language. For example, instead of seeking a candidate who is 'computer literate' or has 'good communication skills', explain the specific programs or technologies the employee will be using and the ways in which they will be required to communicate and with whom.

## 4. USE YOUR COMPANY'S BRANDING

Write in a tone that reflects your organization's brand. If you are looking for someone who is creative, mirror that creativity in the job description. Utilize the logo or mission as well!

## 5. MAKE IT QUICK AND EASY TO READ

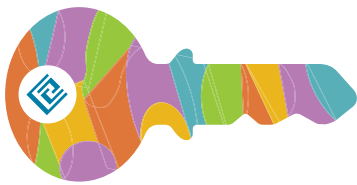
Most job seekers scan a vacancy for key responsibilities. An easy-to-read bullet point list will catch the attention of the right people

## 6. ADD A CALL TO ACTION

Make sure to include specific instructions on how to apply. This serves as a built-in screening process as you will be able to weed out applicants who are not able to follow directions.

## 7. DESCRIBE YOUR COMPANY WELL

Open up with a quick blurb about the company and the vacancy that will engage the candidate. Reinforce by identifying why the company is a great place to work or why this position, in particular, is appealing.



CALHOUN  
Career Services

# CAREER SERVICES 2022

BY THE NUMBERS

**2** SITES  
DECATUR +  
HUNTSVILLE



**1103**

## APPOINTMENTS

350	MOCK INTERVIEWS
246	CAREER ADVISING
141	CO-OP INQUIRIES
113	PRESENTATIONS
140	RESUME REVIEWS
49	EMPLOYER APPOINTMENTS
60	CAREER CLOSET

**8** FULL-TIME STAFF  
**2** PART-TIME STAFF

**97** Active CO-OP EMPLOYERS



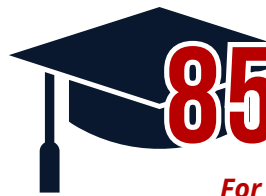
2020-2021



2021-2022

**26%**  
CO-OP GROWTH  
OVER  
2020-2021

**1957**  
EMPLOYER CONTACTS



**85%**

GRADUATION RATE

For students enrolled in the Co-Op program



**37** COURSE SECTIONS TAUGHT

Including 21 sections of Cooperative Education, 4 sections of ORI 105, and 12 sections of WKO

Our 2022

**CAREER FAIRS** attracted **214** EMPLOYERS AND **650** JOB SEEKERS

**10+** EVENTS hosted each year, including:

CAREER FAIRS (2 PER YEAR) | HEALTH SCIENCES RECRUITMENT FAIR | ETIQUETTE DINNER  
STUDENT WORKSHOPS | LUNCH & LEARNS | EMPLOYER DAY | POP-UP SHOP  
CO-OP APPRECIATION BREAKFAST | EMPLOYER IN THE FOYER | CAREER PREPAREDNESS WEEK

For more information, contact **Kelli Morris**,  
Director of Career Services & Cooperative Learning  
256-306-2602 or [kelli.morris@calhoun.edu](mailto:kelli.morris@calhoun.edu)





*For more info, contact:  
Angela Humphrey, Employer Relations Specialist  
Angela.humphrey@calhoun.edu  
256-713-4817*

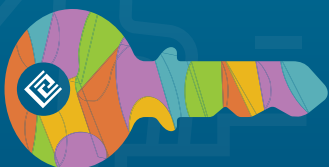
*The Career Services Department at  
Calhoun Community College  
is here to help our students through  
career advising, assessments,  
cooperative learning, job search  
strategies, and employer engagement.*



@unlockyourpath



@calhouncareerservices



**CALHOUN**  
Career Services

**(256) 306-2993**

**careerservices@calhoun.edu**



**CALHOUN**  
COMMUNITY COLLEGE