



## **NATIONAL AVIATION ACADEMY CAREER SERVICES PLACEMENT PLAN**

### **Introduction**

Planning enables the Career Services Department to look into the future and discover a suitable course of action for graduates seeking employment opportunities. The plan contained herein has been reviewed and is approved by its process owners on an annual basis. This placement plan is the sole responsibility of the Career Services Department. Students that participate in any of the three programs offered will be assisted and tracked for outcome progression as described in this plan. Additionally, graduates are assisted in placement services without regard to the graduation date.

### **Career Services Department**

National Aviation Academy works with current and former students to formulate resumes, cover letters, letters of recommendation, and decline letters. The department builds interview confidence by providing mock interviews and counseling on interviewing techniques and current interviewing standards and questions. Career Services personnel provide career counseling to aid the student in making career decisions. Employer visits are organized where the students can have face-to-face interaction with employers. Three Career Fairs are held annually to give unfettered access to employment opportunities within the industry. Job opportunities lists are posted in classrooms and posted on the NAA Facebook Alumni Page. The department consistently visits employers and creates networking opportunities to get the most exposure to the employers and students. The Career Services Department is located on the main campus and is staffed full-time with a Career Services Director and Career Services Manager.

The Career Services department has access to computers and private offices to facilitate on-site video and phone interviews, as well as interviews being held by employer visits and Career Fair attendees. The scheduled hours for the Career Service Department are Monday through Friday with coverage from 7:30 AM to 5:30 PM and Tuesday and Thursday until 7:00 PM.



## **Term Visits**

Throughout the student lifecycle, Career Services will visit each and every term to supply state of industry information and remind of the importance of course completion and licensure. During these visits, students can ask questions and directly engage with the Career Services Department regardless of where they are in the course.

### **4th Term Presentation**

Within the first two weeks of the 4th Term, Career Services will give part one of a two-part presentation. The second part is given in the last two weeks. The purpose of the 4th Term presentation is to begin to actively initiate the career search process. In these two presentations, the "Your Career Ahead" booklet will be distributed and reviewed. This booklet is a guide to building resumes, cover letters, letters of recommendation, and tips for interviewing. The resume writer program will be introduced and reviewed. Information on the segments of the industry will be explained in detail to allow the students to start thinking about where they want to begin their careers. The state of the industry will be reiterated and which companies are currently hiring. The importance of obtaining the proper licensure for employment will be discussed.

### **5th Term One on One Interview**

The Career Services Team meets with all students on a one-on-one basis to review their status on FAA testing, military experience, the status of resume, and thoughts on where the student would like to work, taking into consideration geography and sector of the aviation field. Resume assistance is continued. All information is added to the Career Services Internal Grad Class spreadsheet, which contains student number, name, contact information, FAA testing status, notes on conversations with the student, and companies in which the student is interested. Career Services Team will periodically check in with students on the status of their goals and resumes via email, text, or in-class visits. A professional portfolio book and digital documentation USB storage are discussed, what accompanies it, and why.

### **6th Term Interaction and Exit Interviews**

One-on-one meetings are again conducted with each student by the Career Services Team to ensure goals have been met, and review companies that have been applied to or will be applied to. When a student applies for a position or receives an offer.



Career Services will be notified with the company name, job title, and company contact information. This information is followed up by Career Services with the company of application referenced.

### **Post Graduate Follow Up and Data Collection**

Post-graduation, employment, and FAA testing information are entered into the company database. Once employment is secured, employment verification forms are requested, completed, scanned, and saved digitally with Career Services as uploaded to the company database. A copy of this verification is placed in an Employment Verification binder in alphabetical order and by academic year, as well as scanned digitally into the Career Services drive. These verifications can come via email from the student or company that he/she is employed by, or, if done in-person, a verification form is utilized, or a screenshot of email, text, or social media message, between school staff and alumni.

In cases where a school can show diligent efforts have been made to secure such written documentation without success, the school maintains employment verification records that include a) the graduate's and employer's name and (graduate) contact information, b) a signature of school staff attesting to verbal employment verification with the employer or graduate, and c) the date(s) of verification. Students who do not receive employment or proper licensure before graduation should expect to be contacted via phone call or email as to their status. If employment or appropriate licensure has not been obtained, Career Services will make efforts to assist the student in obtaining their career goals.

### **Employment Opportunities**

The Career Services Department acts as the point of contact for employers in search of skilled, qualified job applicants. Upon receiving information of an available opportunity, it is the responsibility of Career Services to relay that information to the respective students. Career Services will employ collaborative efforts with students and facilitate their communication with employers. The Career Services Department posts the employment opportunity to the students in verbal with term visits, written form by delivery to terms, and on the Facebook NAA Alumni Relations. Emails and texts are also utilized when appropriate. When a student sees a position that they would like to apply for, the student should contact Career Services staff and schedule an appointment to discuss details of the opportunity, complete and/or update their resume, conduct a mock interview and apply for employment. Career Services contacts the potential employer to advise that the student is interested, and in most



situations send an email cover letter and student resume directly to the hiring manager for the employer. The email to the employer advises for direct contact with that student directly for additional action or contact Career Services to assist the student with applying for employment and/or further assistance as needed.

## **Licensure**

National Aviation Academy offers three programs; Aviation Maintenance Technician (AMT), Advanced Aircraft Systems (AAS), and Aviation Maintenance Professional (AMP). The AMT program prepares the student for the Federal Aviation Administration's written, oral, and practical examinations for the Airframe and Powerplant ratings. The curriculum trains students for employment as entry-level Aviation Maintenance Technicians with the ability and authority to inspect, maintain, alter, and repair aircraft, large or small, jet- or propeller-driven, in both the airline or general aviation categories; or, for career opportunities in non-aviation-related fields, with the appropriate technically transferable skills. The Aviation Maintenance Professional (AMP) program consists of 3000 total hours, combining both the AAS program and the AMT Program. Both programs together provide the student with a comprehensive knowledge base preferred by employers looking for an applicant with more than entry-level training. This approach helps the student gain confidence by sharpening the overall troubleshooting skills employers need to give the graduate a competitive edge in the job market. The Aviation Maintenance Professional program is a combination of the Advanced Aircraft Systems (AAS) program for Federal Communication Commission (FCC) and National Center for Aerospace and Transportation Training (NCATT) certifications and the Aviation Maintenance Technology (AMT) program for Airframe and Powerplant Certification.

Career Services is responsible for the collection and reporting of student licensure information. Reporting of licensure will come from the student, the testing center, or from the FAA Airmans Lookup Website. Additionally, Career Services enters the information on the internal spreadsheet to create the Annual Report for the Council on Occupational Education.

## **Evaluation of Available Services**

Career Services must continuously examine how its programs, resources, and policies impact student outcomes. A comprehensive process for evaluating policies is key to determining program success and identifying opportunities for improvement. Staff,





students and the community are surveyed and queried for input on potential improvement of facilities and processes.

Our career fairs gather employers from around the country and form the basis of our Occupational Advisory Committee. The members of this committee provide invaluable feedback for the self-improvement of the campus, the instruction and services provided.

Campus plans and policies are evaluated on an annual basis.

NAA Follow-up and Placement Plan can be found in the Career Services section of the NAA website.

