

**Williamsburg Technical College
PROCEDURE**

SECTION D – EDUCATIONAL AFFAIRS

Title CAREER PLANNING AND PLACEMENT	Number D-21.1
Division of Responsibility Student Affairs	Approval Date Page 1/21/2021 1 of 1
Approval Vice President _____ President _____	Supersedes Procedure No. D-21.1 Date 5/24/10

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- I. Appointments with counselors are recommended, but not necessary for students who wish to use counseling services.
- II. A listing of job openings is posted on the bulletin board in the hallway near Student Affairs.
- III. A variety of resources are available for student use. Workshops are held periodically to provide training in the areas of job search strategy, resume composition, interviewing skills, and job attitude development.
- IV. There is no charge for the services provided.
- V. All career planning and placement services are available to students, graduates, and employers.