

Recruitment:

- Campus Visits
- Focused Events
- Outreach to Business
- Dislocated Workers
- IWD

Orientation:

- Tour of Companies
 - Meet with Employer Panel\FAQ's
- Tour of College Campus\Program Specific Areas
- Tour of Housing
- College Application and Program Specifics
- Requirements for Entry
 - Compass
 - ACT
 - CPT
 - Transcripts
 - Military
 - Certifications
 - CPL
 - Financial Aid Application
 - Housing Application
 - NCRC Testing (Pre + Post scheduled)

College Entry:

- Meet with advisor to register for class
- Finalize Financial Aid
- Purchase Books, Tools

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Orientation

- Pre-Course Prep
- Assisting with other Services

Course Begins/Career Connections

- Classroom Presentation
- Introduction to Navigator, Coach, Advisor (if needed)
- Complete & Collect I-AM Intake Forms
- Discuss Goals
- Career Fairs
- Industry Tours/Panels
- Internships
- Mock Interviews +resume workshop

Scheduled /Walk-in Advising

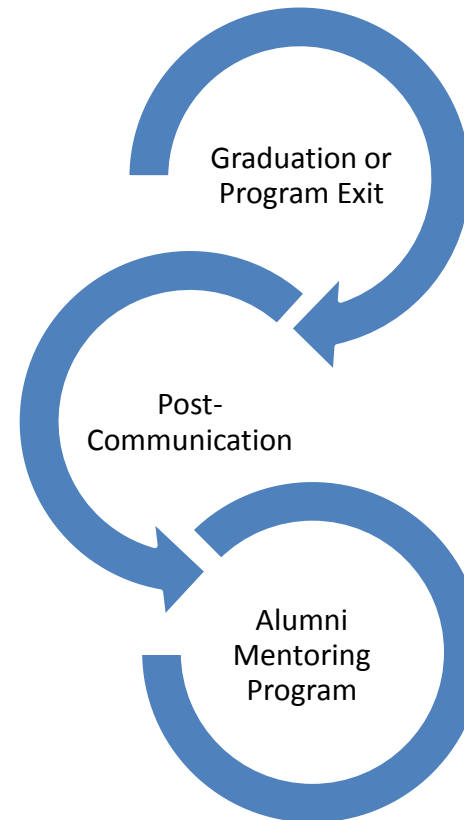
- Coursework/Registration
- Career Ready 101
- NCRC Test/Prep/Assesments
- Attendance Issues
- Progress reports/ contact
- *See diagram below*

- Career Fairs
- Industry Tours/Panels
- Internships
- Mock Interviews/Prep
- Resume Workshop/Review

Ongoing Communication & Referrals



Program Exit & Follow-up



- Paperwork or Applications
- Distribution of Certificates
- Graduate Ceremony/Event
 - Invite possible employers
 - Schedule mock interviews
- Develop means of communication
 - Connect with Alumni association/department
 - Collect email, mailing address
- Involve in recruitment, education, testimonials and mentorship
 - Guest speakers at events/tours
 - Invite to campus events
 - Provide testimonials for grant/program
 - Provide advice to those in program or considering