



Student Placement

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Abstract

The Placement module allows you to place students in jobs. This is typically used for postgraduate jobs, but could be used for jobs held during schooling which are not considered work study.

Within this module, you'll maintain a list of employers and jobs available, as well as correspond with students about job openings, interviews, etc. Students may provide their resume in PDF format to be viewed by potential employers.

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Employers & Jobs

Prior to matching students with jobs, the jobs and the companies (employers) offering those jobs must be entered in CAMS.



Step-by-Step: Add an Employer

1. From **CAMS Enterprise Home** page, click **Placement > Employers**. The Employers window opens.

Employer Name:	Fizzy Bottling Company	State:	MO
Address1:	1234 Industrial Way	County:	
Address2:	Suite 125	Fax:	
City:	Crestwood	Contact:	David Harper
Zip:	63125	Comments:	Root beer bottlers
Phone:	314.555.4589		
E-mail:	dharper@fizzy.com		

Figure 1: Employers window

2. Supply the Employer's (Company) Name and Address information, Phone, Fax and Email information along with any Comments as necessary.
3. Click **Add** to save this information, or **Cancel** to exit without saving.



Step-by-Step: Add a Job

1. From **CAMS Enterprise Home** page, click **Placement > Jobs**. The Jobs window opens.

Job Title:	Senior Engineer	Job Category:	Electrical Engineer
Entry Date:		Employer:	General Motors
MinGPA:	4	Major Program:	Associate of Science
Positions Available:	3	Filled:	1
Salary From:	\$100.00	Salary To:	\$100,000.00
Fixed Salary:	\$0.00	Job Status:	
Available From:	1/1/2002	Available To:	12/31/2002
Requirements:	You must have a MBA to apply for this position. Resumes' only! No phone calls.		

Figure 2: Jobs window

2. Supply the following information:
 - Job Title and Job Category (**Job Category** glossary table)
 - Entry Date and Employer (Click search icon to locate.)
 - Min GPA and Major/Program (**Programs** reference table) necessary
 - Positions Available and Filled
 - Salary From, Salary To, Fixed Salary
 - Job Status (**Job Status** glossary table)
 - Available From, Available To, and Requirements
3. Click **Add** to save this information, or **Cancel** to Exit without saving.

Student Placement Maintenance



Step-by-Step: Maintain a Student's Placement Record

- From **CAMS Enterprise Home** page, click **Placement >Maintenance**. The **Student Placement** window opens with the **Student Placement Info** tab displayed. The top half of the window displays student information such as name, SSN, admissions counselor, degree program, etc. This information is pulled from the student's record and cannot be changed.

Student Name:	Quinn K Donovan	SSN:	213-52-6452
Adm Counselor:	MCJOHN	Cum GPA:	0
Degree Program:	English	Campus:	Main
Ethnicity:	White	Gender:	Female
Emp Status:	PartTime	Date of Birth:	6/16/1982
Date Accepted:	7/31/2001	Date Entered:	

<input checked="" type="checkbox"/> Active Flag	Student Home Page:	
<input type="checkbox"/> Currently Placed	Student Resume:	
<input checked="" type="checkbox"/> Authorized/Reviewed	Additional URL:	http://trssql.threerivers-cams.com/cent/plcRe
<input type="checkbox"/> Selection From Student Portal		

Figure 3: Student Placement window

- Provide information for the lower half of the window as follows:
 - Active Flag** Check if student is active in the placement program.
 - Currently Placed** Check if student is currently placed in a job within the placement program.
 - Student Home Page** Provide the URL of the student's home web page if available.
 - Authorized/Reviewed** Check if student has been authorized to participate in the placement program.
 - Student Resume** Provide the URL of the student's resume, if available.
 - Selection from Student Portal** Check to allow student to access Placement from the student portal.
 - Additional URL** Provide any additional URL that may be relevant to this record.
- Click the **More** tab to access the following forms:
 - Activities** - Allows you to handle contact maintenance tasks. (**Activities** glossary table).
 - Address** - Allows you to maintain student address information.
 - Degrees** - Display only. Allows you to view student's degree information.

- **Resume** - Allows you to browse for and load a student's resume (acceptable in PDF format only).
4. Click "**X**" to close the window and save the information, or **Cancel** to exit without saving.

Placement Student Activities

Activities are an integral part of the contact management process within CAMS. Track activities associated with specific jobs that have taken place or need to be scheduled for future action (phone calls, letters, interviews, etc.).



Step-by-Step: Add an Activity

1. From the **CAMS Enterprise Home** page, click **Placement >Maintenance >More** tab, **Activities** button. Activities display in the data grid.
2. Right-click in the data grid to access an Activities entry form.

The screenshot shows the 'Activities Entry' window with the following data:

Job ID:	13	Job Title:	Senior Web Deve
Job Category:	Programmer	Employer:	Munster Producti
Activity Date:	1/9/2003	Salary:	\$20.00
Activity:	Interview	Activity Status:	To-Do
Completion Date:			
Comments:	Interview with M. Robinson.		

Figure 4: Activities Entry window

3. Select a Job ID by clicking the job search icon.
4. Enter the Activity Date, and then select the appropriate Activity (**Activities** glossary table).
5. Select the Activity Status from the list (**Activity Status** glossary table).
6. If the activity is being added as it is occurring (i.e. phone call), enter the completion date. Otherwise leave the field blank at this time.
7. Enter Comments regarding the activity, or in the case of recording details of a meeting of phone conversation, enter these comments.
8. Click **Add** to save the entry or **Cancel** to exit the form without saving.

Placement BYOR

Placement BYOR (**B**uild **Y**our **O**wn **R**eports) is a form of reporting that allows you to select the criteria to be used in identifying the records, to be included in your reports. The fields found in the criteria pages of the Placement BYOR window are derived from the entry fields in the Placement entry forms. Reports can be generated for single or multiple students.



Step-by-Step: Generate Reports from Placement BYOR

1. From the **CAMS Enterprise Home** page, click **Placement>Reports >Placement BYOR**. The BYOR window opens.
2. Establish a set of report parameters by selecting appropriate criteria in either or both of the two criteria tabs of this window.
 - **Correspondence/Job criteria tab.** Select from activities, status, job requirements, etc.
 - **Student criteria tab.** Select single or multiple students, by campus, degree, gender, etc.
3. Click the **Reports** tab and select the desired report format. Click **Print** to generate the report. The displayed result will vary depending upon the report format chosen. Available formats include the following:
 - Best Match by Employer
 - Best Match by Student
 - Jobs by Employer
 - Jobs by Salary
 - Placement Activity
 - Placement Status
4. Use the **Reset** button to clear all values and select new criteria.

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