

Employment Services

Career Coaching

Work habits, attitudes, behavior patterns, and communication skills are as important as technical knowledge for success in the workplace. In order to prepare trainees for the demands of the workforce, CET trainees receive instruction in career coaching. The career coaching curriculum teaches the success skills that help trainees achieve their goals in their professional and personal lives. Personal development topics such as self-awareness, personal finance, and interpersonal skills are stressed for their importance to achieving self-sufficiency.

Career coaching also covers the technical aspects of job searching and interviewing skills, mock interviews, on-the-job training, perception in the workplace, and applied writing and verbal skills. Trainees will graduate from CET ready to work and knowledgeable of workplace dynamics and culture.

Externship

Externship opportunities are an important final part of CET training. The Skill Instructors and the Career Coaches secure externship sites, and trainees are placed according to the quality of work they have demonstrated in their division. The purpose of extern is to evaluate the trainee's performance, punctuality, appearance, attendance, and attitude while on a job and determine if additional staff coaching is needed. It also serves to give the trainees experience with a real-world work environment. The Medical Assisting program requires a 160 hour externship, and the Microsoft Office Technology and Construction and Manufacturing Technologies skills make externships available to interested trainees.

Career Placement Assistance

CET prepares trainees for employment from the start of training, with technical career search skills, an Individual Employability Plan, and specialized career coaching.

The Career Coach works with trainees and local industry to identify available jobs as trainees move towards completing the final competencies in their skill division. CET actively helps individuals to find training-related employment, and then follows-up on trainees who graduate into a job. Career Coaches also continue to offer placement assistance to past graduates who are looking for new employment. In addition to the program's career coaching resources, CET prepares trainees to identify employment opportunities and to compete in the job market on their own.

Alumni Services

The true mark of success for CET is employment retention—not just seeing that our graduates find employment, but knowing that they keep that job and grow with it. To this end, CET will continue to maintain contact with graduates and their employers beyond the time trainees are placed on a job to provide support to keep trainees informed about

Employment Services

CET updates and events. We maintain contact with our employed graduates for at least a year to provide support and encouragement.

Gainful Employment

CET offers information on Gainful Employment (GE) to all prospective trainees at the initial information session and posts the information on the CET website. GE data is updated each July to reflect information from the previous fiscal year on completion rates, placement rates, and overall retention.