



**Policy Title:** Employment Classification and Verification Policy

**Policy Number:** CAR.102

**Policy Owner:** Dean of Student Affairs

**Responsible Office:** Career and Success Office

**Revision Date:** 9/11/2017

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## 1. Purpose and Scope

This policy is in place to justify the classification of each graduate as employed in a training related field and how verifiable employment records are maintained in accordance with accreditation standards.

## 2. Policy

North American University maintains verifiable records of each graduate's initial employment for five years. Each graduate is classified as employed in a training related field based on the employment information obtained from graduates or their employers. The employment is expected to be a paid position that is related to the training program, and must be for a reasonable time period and sustainable.

The employment classification is in place to ensure that appropriate and reasonable employment is:

- Directly related to or aligns with, the majority of the educational and training objectives of the program from which the individual graduated.
- Sustainable
- Paid position
- Verified by the school

## 3. Definitions

Related employment: An employment is deemed to be related to the training program if

- the job title is included in the Department of Labor CIP-SOC crosswalk, or
- the skills needed to perform the job matches the program objectives.

Sustainable employment: The employment is considered as sustainable if no future termination date provided with the employment agreement.

Employment for a reasonable time period: A minimum of 30 days of employment is considered reasonable period of time.

Graduation Cohort: Students who graduated/completed on or after the 1<sup>st</sup> day of classes in a semester but before the 1<sup>st</sup> day of classes in the subsequent semester.

## 4. Procedures

### Collecting Employment Information

- The Career Services Office conducts exit interviews with all graduate candidates to discuss career plans, current and future employment information. Contact information of the students are also updated.
- At the exit interview, each student will be asked to sign a written release form that gives written consent to verify their employment information with their employer.

- After the start of each semester, the Career Specialist reviews the exit interviews for the graduation cohort of the previous semester.
- For the students who provided an employment information during the exit interview, the information is verified with the graduate or employer.
- All other graduates will be contacted to obtain and secure written verification from the graduate regarding their employment status

#### Verifying and Classifying Employment Information

The Career Specialist will make multiple attempts (email, fax, phone calls, etc.) to obtain and secure written verification from the graduate regarding their employment status. Graduate employment is classified as follows:

##### *Regular Employment*

The Career Services department will secure written documentation from the employer or graduate, verifying the employment and that the employment is related to the student's program of study at the school within three months' post-graduation. The following records will be maintained for verification:

- The graduate's name and contact information
- Date of initial employment
- Place of employment
- Employer address
- Supervisor and direct contact information (e.g., phone number, e-mail address, etc.); and
- Descriptive job title and duties

##### *Self-Employment*

The Career Services department will secure written documentation from the self-employed graduate verifying that the employment is valid and will include at a minimum:

- The graduate's name and contact information
- An attestation that the self-employment is aligned with the individual's employment goals and is in line with the educational objectives
- An attestation that the graduate is receiving training-related income

##### *Career Advancement*

Students that are already employed at the time of graduation will be considered employed when completing the program of study as follows:

- The Career Specialist obtains written documentation from the employer or the graduate that the training allowed the graduate to maintain the employment position or to qualify for career advancement (such as salary increase or promotion) due to the training provided by North American University.

In cases where there have been diligent efforts made to secure written documentation, but without success, the Career Specialist will create an employment record that includes the graduate's and employer's name and contact information, date of initial employment, descriptive job title and duties, along with a signature and date that the information was obtained verbally, and will indicate from whom the information was obtained.

Once the employment information is verified, Career Specialist reviews the information to ensure that employment is related to the student's field of training, sustainable and for a reasonable period of time.

## **5. Who Should Read This Policy**

- Graduates/Alumni
- Employers

**6. Related Documents and References**

- Employment Information Form (Regular Employment)
- Employment Information Form (Career Advancement)
- Employment Information Form (Self-Employment)