



- **Stay In Touch.** If the Placement Services Office has not had contact with you for six (6) months, you will be sent an e-mail or letter requesting that you contact the office and let us know your status. If you do not respond before the deadline stated in the letter, your application will be removed from our active files.
- **Keep Us Posted.** Notify Placement Services when you obtain a job and/or no longer require our services.
- **Build A Good Employment Record.** Placement Services does not encourage job-hopping. As a Placement Services client, you are expected to stay with an employer for at least six (6) months before Placement Services will assist you with future employment possibilities.* [*With the exception of extenuating circumstances which will be taken into consideration by Placement Services staff.]



PLACEMENT SERVICES OFFERS:

- Job Placement Referral
- Interview Assistance (Mock Interviews)
- Assistance with Resumes, Cover Letters, Thank You Letters
- Resume Reviews
- Resume CD
- Career Counseling
- Health & Career Fairs
- Workshops & Seminars

Contact the JSCC Placement Services Office with questions regarding these policies.


731.425.2616
 731.424.3520, x434
www.jsc.edu/student-services/placement-services
fanthony@jsc.edu



Student Responsibilities Brochure

Placement Services

Placement Services Office
 Student Union Building
 Counseling Office
 Room 13-B



Office Hours:
 Monday—Friday
 8:00 a.m.-4:30 p.m.

The Placement Services Office at Jackson State Community College offers employment services for current and former JSCC students as well as alumni at no charge. These services include placement referral; job application, resume and letter writing assistance; as well as interview suggestions. The office also has a small library of career and job search materials.

Use of the JSCC Placement Services Office is a privilege which is not to be abused. The office exists to **assist** you in your employment search, not to do it all for you. Therefore, you are expected to put forth a visible effort to find work.

Student Responsibilities:

- **Show Up On Time.** If you make an appointment with Placement Services staff or an employer, and fail to show up or call ahead to cancel, it will be noted on your application.



- **Call Ahead.** If you fail for a second time to keep a Placement Services appointment or call ahead to cancel, your application will be filed away for a full semester. It will be reactivated at the discretion of Placement Services staff on condition that you request it be reactivated and that you offer convincing proof you will show more responsibility in the future.
- **Be Honest.** If you provide false information on your Placement Services application, your privilege to use the JSCC Placement Services Office will be revoked for one year.
- **Use Good Tools.** Placement Services will not send out a resume which contains errors. If errors are identified in your resume, and you do not submit a corrected copy, you will not be contacted about future job listings until a corrected resume is provided.



- **Notify of Personal Info Changes.** You must notify Placement Services when you have a phone number or address change. You also are expected to keep the Placement Services Office apprised of your changing class schedules, employment status, and job requirements.
- **Professional Voice Mail/No Ringback Tones.** Clients registered with Placement Services must maintain a professional voice mail/answering machine greeting. If you are asked to change your greeting and refuse to comply, you will be removed from the active list. If your greeting is changed at a later date, you may reactivate at the discretion of Placement Services staff. Also, if you have ringback tones, they must be removed.

