



ESCUELA TÉCNICA DE ELECTRICIDAD, INC.

PONCE SAN JUAN FAJARDO

Tels, (787) 843-7100/ (787) 752-5500/ (787) 801-5555

www.etepr.edu

PLACEMENT SERVICES AND CAREERS

The main objective and responsibility of the Placement Office is to place students and graduates in positions related to their course after completion. Among the tasks completed by the Placement Office, there are the following:

- ✓ Report and advice students in regards with the requirements for certification and licensure of the Department of State of Puerto Rico. Follow up with students and provide guidance and support with documentation.
- ✓ Offer Pre-Employment workshops to prepare students for interviews. Such workshops include topics like how to prepare a resume, appropriate dress codes and employment seeking techniques.
- ✓ Provide guidance about small business programs offered by government agencies and self-employment.
- ✓ Interact with employers for interview coordination and refer graduates.
- ✓ Provide graduates with questionnaires to follow up with employment accomplishments.
- ✓ Meet with employers to receive feedback about technical recommendations for curriculum review and follow up with Academic Directors.
- ✓ Prepare Document 28.1 from the Institution's Accrediting Agency, ACCET. Such document is updated to certify and validate graduation and placement rates.