Placement Interviewer

University of California, Los Angeles
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Class Specifications - A.25
Placement Office Manager - 4210
Principal Placement Interviewer - 4211
Senior Placement Interviewer - 4212
Placement Interviewer - 4213
Assistant Placement Interviewer - 4214

SERIES CONCEPT

The Placement Interviewer performs or administers the activities of the student and alumni placement program and services and performs other related duties as required.

Incumbents are primarily involved in professional career planning for students and alumni that focuses on both short-range employment needs and long-range career objectives. It entails a continuity of service relationships with students throughout their academic and working careers. Although employers and institutions make use of the placement programs as a recruitment source, the programs exist to serve the employment needs and objectives of students and alumni.

Incumbents interview applicants and determine and evaluate their education, training, experience, skills and aptitudes; assist in reaching decisions that relate employment opportunities to academic goals and objectives; provide applicants with information about employment and training opportunities and employer and institutional requirements; refer applicants to employer and institutional representatives; interview employer and institutional representatives and solicit job openings and training opportunities; advise employer and institutional representatives of applicants' abilities and potentialities; coordinate and publicize on-campus recruiting visits of employer and institutional representatives; develop and maintain contacts with faculty members and employer and institutional representatives; keep abreast of labor market trends, new developments in occupations, and manpower needs; and represent the placement program at meetings and conferences.

In the normal course of work, incumbents may interview persons who have serious financial, academic, emotional, and personal problems, determine the possible need for advice and counseling, and refer them to other student service agencies for professional counseling, medical care, financial aid, legal information, or for other services.

CLASS CONCEPTS

Placement Office Manager

Under direction, the Placement Office Manager plans, organizes, and directs a placement program for a campus, including the supervision of Placement interviewers. The scope of the program is such that the full range is provided to undergraduate students, graduate students, and alumni, in all occupational fields represented on the campus. Work is reviewed in terms of meeting the goals and objectives of the placement program.

Incumbents typically recommend placement policies and establish or modify procedures; prepare and present budget requests; select staff members; make assignments to staff members and evaluate performance; encourage the professional development of staff; and represent the placement program in on-campus and off-campus meetings and conferences.
Principal Placement Interviewer

Under direction, the Principal Placement Interviewer assists in the administration and/or supervision of the professional and support staff of a large placement program for a campus. As the head of a major function, there is supervision over several Placement Interviewers. This class may also be used for the head of a campus placement program. Incumbents typically perform administrative and/or supervisory duties as the principal assistant to the Placement Office Manager or as the supervisor of a major function or segment of a placement office staff; assist in the establishment of office policies and procedures; assist in selection and training of staff members; make work assignments to staff members and evaluate performance; represent the placement program in on-campus and off-campus meetings and conferences; and may perform the most difficult placement activities for a selected clientele.

Senior Placement Interviewer

Under minimal supervision, the Senior Placement Interviewer performs the most difficult and complex professional placement activities. Work is periodically reviewed in terms of meeting specific goals and objectives. This class may also be used for the head of a campus placement program. Incumbents typically are assigned a client group at a career level or advanced degree level in a related body of academic disciplines; interview and assist clients in reaching career decisions over a period of years, upon initial employment and subsequent employment changes; develop placement opportunities for clients in occupations with limited openings or for clients with limiting qualifications; develop and maintain faculty and employer contacts in order to expand placement opportunities and services; develop knowledge of changing manpower needs and occupational requirements; and may train or assist in supervision of other Placement Interviewers.

Placement Interviewer

Under general supervision, the Placement Interviewer performs difficult and complex professional placement activities. Incumbents establish their own procedures within broad policies and guides, with work periodically reviewed in terms of overall efforts. This is the full operational level in the series with incumbents performing those duties as outlined in the Series Concepts. Assignments at this level may focus on the short-range employment needs of undergraduate students, with only limited substantive involvement in career planning activities.

Assistant Placement Interviewer

Under supervision of a higher level Placement Interviewer, the Assistant Placement Interviewer performs professional placement activities. Assignments are more limited than those at the higher level, with the primary distinction being the degree of supervision exercised over the position.

MINIMUM QUALIFICATIONS

Placement Office Manager

Graduation from college and five years of increasingly responsible placement experience, including one year in an administrative capacity; or an equivalent combination of education and experience.

Principal Placement Interviewer
Graduation from college and four years of increasingly responsible placement experience; or an equivalent combination of education and experience.

**Senior Placement Interviewer**

Graduation from college and three years of recruitment, selection, or placement experience; or an equivalent combination of education and experience.

**Placement Interviewer**

Graduation from college and one year of recruitment, selection, or placement experience; or an equivalent combination of education and experience.

**Assistant Placement Interviewer**

Graduation from college; or an equivalent combination of education and experience.