

AIMS EDUCATION (Main)

4500 New Brunswick Ave
Piscataway, NJ 08854
(908) 222-0002



Excellence & Success

AIMS EDUCATION (Edison)

2672 Woodbridge Ave
Edison, NJ 08837
(908) 222-0002, Ext. 400

Career Services Exit Interview Form

KINDLY READ

As you graduate from your program here at AIMS, your career services team is excited to partner with you to help you as you pursue a career in your field of study. What has helped other graduates land a role in their field of study? Here are some simple tips that we've seen work for others to help you succeed:

- **Get to Know Your AIMS Career Services Team:** Everyone has different career goals and unique circumstances. Be sure you meet with someone in career services upon graduation or when you are about to graduate. Will you be relocating? Will you be immediately searching for employment? If not, please notify the team as to why and when you will be seeking a position in your field. If your career services representative knows your circumstances and your goals, they are better equipped to support you in your career goals!!
- **Success Requires Your Plan of Action:** Your career services representative can help you develop a tailored career plan for you to help you identify the actions that can help you accomplish your career goals. Make sure you establish your own plan of action so that you know precisely how you'll accomplish that plan.
- **Communication! Communication!** Remember that many others are also competing to accomplish the same career goals you have. However, you have a collaborator in your career services representative who is here to coach and advise you as well as provide full support on your behalf. It's not just professional to return calls and emails promptly, it's intentional because your career services representative may be sending you job leads, details on employers hiring, or may want to connect you directly with an employer! Stay in close communication and proactively check-in on a frequent basis and the career department will do the same.
- **Acknowledgements:** I understand that AIMS will offer career advisement, if requested, but finding employment is ultimately my responsibility. If I seek assistance from the Career Services Department, I agree to collaborate with the Career Services Representatives in conducting my job search. I will provide a "soft" and "hard" copy of my resume on time, participate in scheduled career workshops, and attend all scheduled interviews. I understand that searching for a job is a full-time effort and I agree to commit to the job search for at least 3 to 6 months, or longer if necessary. I acknowledge that no representative of AIMS has promised me employment, a specific starting salary, or certification/registry eligibility.

COLLABORATION EXPECTATIONS

We look forward to working with you and want to establish some expectations to make sure we're all on the same page and in this together. As a healthcare professional, we expect that you will:

- Maintain professionalism when interacting with career services and employers including timely communication.
- Be proactive in working toward career goals which includes active participation in a self-directed job search using online job boards, hospital/facility websites and networking platforms (LinkedIn and Handshake).
- Demonstrate integrity through simple actions such as promptly following up and following through on commitments including proper follow up with employers and AIMS career services representatives.
- Proactively ask career services for help when needed before potential challenges emerge.
- Update career services on changes such as contact info, finding a job, interview status, any health concerns, or deciding to pursue continuing education.
- Be accountable and work hard, act diligently and remain in communication with us.

Graduate Signature: _____ Date: _____

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Name: _____ Program: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

I preferred to be reached by (check all that apply): Phone E-mail Text (through SIS Platform) LinkedIn

Please indicate two references we can contact if we are unable to reach you:

Name: _____ Relation to You: _____ Phone: _____

Name: _____ Relation to You: _____ Phone: _____

What type of job(s) will you be seeking?

Please list the skills you feel most confident with that you'd like to use for a job.

I'm available to work (Check all that apply) Part-Time Full-Time Per Diem/ As Needed

I'm not available to work (Check One/Please Specify Timeframe): From _____ To _____

Further education Health Military Other

Are you planning on relocating to any other cities/states? (If yes, please list)

What is your current salary range expectation to take a new position? _____

I have a current (Check all that apply) Resume LinkedIn Profile Job Board Accounts (i.e.. Indeed)

Current Employer (if applicable): _____ Position Title: _____

Address (or cross streets): _____

Start Date of Above position: _____

I'd like specific assistance with (Check all that apply):

Job Search Techniques Resume Preparation Career Planning Networking Other, Please Specify

I have concerns with the following challenges to my job search (Check all that may apply) and explain on the line provided:

Work History Health Concerns My Location Transportation Childcare Other, Please Specify

CAREER DEPT OFFICE USE ONLY

Student ID: _____ Graduation Date: _____ Career Services Signature: _____ Today's Date _____