CLEARWATER CAMPUS

PLACEMENT SERVICES PLAN

- Pinellas Technical College staff members are responsible for implementation and coordination of placement and follow-up services.

- A job posting board is maintained inside the Student Services area. Postings are also on the Career Rocket web application for PTC. Program instructors are referred by telephone or given written job requests from prospective employers. The School Advisory Council and the various program advisory committees keep the school and the individual programs aware of the needs of the community as well as the specific industry needs.

- Each program maintains a job board of potential employers and employment opportunities for students enrolled in their programs. These opportunities can be generated from advisory committees or from personal contacts; from websites maintained by local, state, and national organizations that serve a program’s technology; from employers who work with our industry services coordinators, and from printed media about a particular technology listing trends and potential job markets for individuals seeking employment in that field.

- Program instructors, student services personnel, and the Placement Coordinator counsel students on where their strengths can best serve the job market the student wants to enter. They help students create resumes, prepare for interviews, and use both printed and electronic media to complete job searches.

- Placement records for completers and non-completers are maintained electronically. When a student withdraws from PTC, an electronic withdrawal form is generated. A copy of the form is maintained in the student’s folder in the Records office. A section pertaining to the student’s employment data is recorded on the form. Data from this form is used by the student information specialist and the staff. The placement data generated by these forms is reviewed annually. The results are reported out to each instructor not only by the school’s overall placement rate, but by each department’s placement rate as well.
<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>ACTION</th>
<th>TIMELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Postings Received from Employers</td>
<td>Post job opportunities received by telephone, fax, mail, or email in Student Services area. Post job opportunities from Employers in web-based Career Rocket</td>
<td>Daily/ongoing</td>
</tr>
<tr>
<td>Job Postings Circulation</td>
<td>Send instructors copies of posting related to their training program by email or hard copy</td>
<td>Daily/On-going</td>
</tr>
<tr>
<td>Job Postings Follow-Up with Employers</td>
<td>Call employers to update and repost dated postings Remove jobs filled and close the data base file</td>
<td>Daily/on-going When filled</td>
</tr>
<tr>
<td>Job Postings Contact New and Existing Employers for Job Listings</td>
<td>Call potential employers to establish rapport</td>
<td>Continuous</td>
</tr>
<tr>
<td>Employer On-campus Visits, Activities, and Contacts</td>
<td>Tours and department visits Employer on-campus interviews Advisory committee meetings</td>
<td>As needed As needed As needed</td>
</tr>
<tr>
<td>Attendance of Off-Campus Committees and Activities</td>
<td>Attend job fairs; visit employer sites Participate on workforce committees</td>
<td>As needed As needed</td>
</tr>
<tr>
<td>Update Employer Lists</td>
<td>Employer information file listing Employer applications file listing</td>
<td>As received As received</td>
</tr>
<tr>
<td>Internal Advertising</td>
<td>Email notice for panels and employer on campus; made intercom announcement on day of visit</td>
<td>As needed (One week prior to activity)</td>
</tr>
<tr>
<td>Individual Career Counseling and Placement Assistance</td>
<td>Meet with students individually Set up student (on job site or on campus) interviews with employers.</td>
<td>By appointment or when available for walk-ins As needed</td>
</tr>
</tbody>
</table>
PINELLAS TECHNICAL COLLEGE--SP CAMPUS
STUDENT WITHDRAWAL FORM

Student Name - First        Middle        Last        Suffix

OR

Social Security Number     FL ID Number       EMAIL ADDRESS

NEW mailing address if student has moved

Telephone Number

Program Information

Air Conditioning, Refrigeration, and Heating Technology C400100

Last Date of Attendance

Month

31

2012

Withdrawal Code

Industrial Certification Received

Instructional Delivery Mode

Traditional: (student completed all program hours on campus)

Leveled Program Student Exit Status

Completed level I and continued on to level II

Workforce Education Placement Information

Is Student entering military service? ☐ Yes  ☐ No  Branch

Is Student continuing their training/education? ☐ Yes  ☐ No

If so, at what school? ____________________________________________

School Address ________________________________________________

Is Student moving on from Part 1 of your program to Part 2?  ☐ Yes  ☐ No

Is the Student presently employed? ☐ Yes  ☐ No

Date Student Began Work: ____________________________

Is the work related to your training? ☐ Yes  ☐ No

What is the name of the Company the student works for?

Company Address _____________________________________________

City, State, Zip ____________________________ Please look it up, if you don't have it

Work Phone Number __________________________________________

Student's Job Title ___________________________________________

Supervisor's Name ____________________________________________

Date ____________________________ Instructor's Name

If you are not the program instructor, please remember to forward a copy of this email to them.

Revised 11/18/2014
There is a Job Placement Coordinator available on each campus to help students as needed. All students are welcome to use any computer on campus to work on resumes, conduct job searches, and complete job applications. Computers can be found in the Media Center, Financial Aid office, and technology labs. There are job openings posted on the Pinellas Technical College Job Search site, accessible from any computer.

Find a job: The Pinellas Technical College Job Search site

Students can access job search links on Career Rocket, portal website, by visiting https://pinellas.mycareerrocket.com/. It is available from any web browser 24/7 around the clock.

Employers who would like to post a job opening may contact Pinellas Technical College by emailing pinellastechnicalcollegecareercenter@pcsb.org.

The Pinellas Technical College Job Search site is a job site board with employment opportunities for all students enrolled in our programs on both campuses. It is managed and supported by our placement personnel.

Below, you will also find resources to help you land that special job. There are online resources on topics such as online job searches, interviewing, resume writing, best jobs and much more.

Resources