



Opportunity starts here

PLACEMENT PLAN

1. Coordination Responsibility

The responsibility for coordination of placement activities is shared by Pinellas Technical College instructors and the Placement Coordinator but ultimately is the responsibility of a PTC-SP Assistant Director. Instructors have existing relationships with related employers through advisory committee membership, internship partnerships, and industry participation. This is often a great source for student graduate placement. Assistant Directors work closely with the instructors to extend all PTC-SP resources regarding placement opportunities.

2. Communication Network

A job posting board is maintained inside the Student Services area. Postings are also on the Career Rocket web application for PTC at <https://pinellas.mycareerrocket.com/>. 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.

3. Employer/Employment Opportunity Listing

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 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.

4. Placement Record Maintenance

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 several times a year by the instructor. 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.

5. Evaluation

The Instructional Placement Services Plan is reviewed annually and revised as needed. PTC's Department Chair Team and Instructors review all plans annually and make recommended updates.



ACTIVITY PLAN



ACTIVITY	ACTION	TIMELINE
Job Postings Received from Employers	Post job opportunities received by telephone, fax, mail, or email in Student Services area. Post job opportunities from Employers in web-based Career Rocket	Daily/ongoing Daily/ongoing
Job Postings Circulation	Send instructors copies of postings related to their training program by email or hard copy	Daily/On going
Job Postings Follow-Up with Employers	Call employers to update and repost dated postings Remove jobs filled and close the data base file	Daily/on-going When filled
Job Postings Contact New and Existing Employers for Job Listings	Call potential employers to establish rapport	Continuous
Employer On-campus Visits, Activities, and Contacts	Tours and department visits Employer on-campus interviews Advisory committee meetings	As needed As needed As needed
Attendance of Off-Campus Committees and Activities	Attend job fairs; visit employer sites Participate on workforce committees	As needed As needed
Update Employer Lists	Employer information file listing Employer applications file listing	As received As received
Internal Advertising	Email notice for panels and employer on campus; make intercom announcement on day of visit	As needed (One week prior to activity)
Individual Career Counseling and Placement Assistance	Meet with students individually Set up student (on job site or on campus) interviews with employers.	By appointment or when available for walk-ins As needed

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

Air Conditioning, Refrigeration, and Heating Technology C400100

Program Information

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 Yes No Branch
Is Student continuing their training/education? _____
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: _____ Yes No
Is the work related to your training? _____

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 Revised 11/18/2014

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

Partial View of the Career Center Link on the myptc.edu Website

<http://www.pcsb.org/domain/1896>

The screenshot shows the top portion of a website. At the top left is the Pinellas Technical College logo with the tagline "Opportunity starts here". To the right are icons for Newsroom, Calendar, and Contact. Below this is a navigation menu with links for Home, About Us, Programs, Resources (highlighted), Admissions, Organizations, and Calendar. The main content area is titled "Career Center" and includes a breadcrumb trail: Home > Resources > Career Center. The text describes the role of Job Placement Coordinators and provides information on how to find a job through the college's job search site, including contact details for employers.

PINELLAS TECHNICAL COLLEGE
Opportunity starts here

Newsroom Calendar Contact

Home About Us Programs **Resources** Admissions Organizations Calendar

Career Center

Home > Resources > Career Center

▸ Career Center
▸ Employer Survey

There are Job Placement Coordinators 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 Blackboard, our distance learning portal website, by visiting <http://blackboard.myptc.edu>. 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 pinellastechcollegecareercenter@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.

To access the site

1. Enter <http://blackboard.myptc.edu> into your web browser