



Pinellas Technical
College St. Petersburg
Placement Plan



PLACEMENT PLAN

Updated 1-25-2025

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. The Placement Coordinator also maintains frequent contact with employers, so students are informed of job opportunities as they become available. In addition to the job postings on Career Rocket, the Placement Coordinator facilitates two career fairs during the year, mock interviews, and resume writing sessions for all students.

2. Communication Network

Two job posting boards are maintained, one inside the Student Services area, the second one is in the main hallway upstairs. Job postings are updated every week and shared with instructors via email, and shared with students through Blackboard and tv monitors throughout the campus. Employment postings are also shared on Career Rocket, a web-based program for employers to create their individual accounts and post their job openings, this service is exclusively for PTC students 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 their own job board of potential employers and employment opportunities for students enrolled in their programs. These opportunities can be generated from advisory committees, Career Rocket job listings, 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. If a student does not have a job related to their field of studies at the time of graduation, there is a placement form that the instructor and student will complete upon job placement. This form is shared with the COE liaison, administrators and counselors, and the student's information specialist. The information is updated in the electronic file by the COE liaison and filed in their permanent file by the records.

5. EVALUATION OF PLAN

The Placement Plan is reviewed annually and revised as needed. PTC St. Petersburg staff reviews all plans annually. Plans are emailed out to staff prior then reviewed during the staff meeting and where staff have input on recommended updates. The evaluation results are shared in the staff meeting where we review the plan and make changes to it. New versions are added to the website

<https://www.pcsb.org/Page/29909>.

ACTIVITY PLAN

ACTIVITY	ACTION	TIMELINE
Job Postings Received from Employers	Post job opportunities received by telephone, fax, mail, or email on job board in Student Services area and upstairs, tv monitors throughout campus	Daily/ongoing
	Post job opportunities from Employers in web-based Career Rocket	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	Contact employers to update and repost dated postings	Daily/on-going
	Remove jobs filled and close the data base file	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
Job Interest Form	Contact Students to assist with: Interview skills, resume writing, online job board sign up, visit to Career Source	Daily/ongoing
Resume Writing Workshops	Set up resume writing sessions for students	As needed