Placement Services Plan

The purpose of the Placement Services Plan is to provide placement services for all program completers. This plan is reviewed on an annual basis by staff and faculty.

Identification of Responsibility for Coordination of Services

The Student Services Department offers pre-employment counseling and advising to students. This is done both individually and in groups, depending on needs and availability. Counseling and training are available for career exploration, job search action plans, resume writing, networking, applications, interviewing, and career development. All students will be offered these services prior to graduation. Alumni may also request assistance for one year following completion of a program at TCR.

Communication Network

To provide the best placement services possible, TCR utilizes a wide communications network to deliver information to students and alumni. (e.g., the TCR App, email, social media, and digital Kiosk) Faculty communicates regularly with employers in the service area and with members of their Occupational Advisory Committees in an effort to stay informed about employment trends and opportunities. The Student Services Department works directly with local employers and workforce centers on a regular basis on job opportunities and workforce trends. In addition, TCR hosts an annual job fair to connect students with employers for job opportunities.

File/Listing of Employers and Employment Opportunities

Information about employment opportunities will flow to the Student Services Department from faculty, staff, department advisory committee members, workforce centers, and local businesses and industries. That information will be dispersed to students through a variety of methods, depending on the circumstances. These methods include digital kiosks, direct email or text communication to students and alumni, or announcements for instructors to share with their students as they deem appropriate.

Counseling of Students

The Student Services Department works to assist enrolled students and graduates seeking employment and offer services to TCR students regarding resume posting, job searching, information on career portfolios, and career advice podcasts. Student Services will maintain a file of local employers who have hired our alumni or have positions related to the training programs at TCR and will also provide specific job postings to specific programs throughout the year as openings are shared with TCR.

Maintenance of Placement Records for Completers

Completion and placement are two critical indicators of success at Technical College of the Rockies. They are evidence that the institution's mission is meeting employers' needs by providing competent, technically-trained graduates. Placement data on all completers and non-completers are maintained by the Registrar in a Google Sheet that is shared with the administration and faculty. The data is used to determine program success and the COE Annual Report. The data is shared with staff and administration annually during in-service meetings.

Reviewed: June 10, 2026, by TCR Administration