



Placement Services Plan

Placement services at Technical College of the Rockies includes input from all staff and is coordinated by the Student Advisor/Student Advocate.

Placement Services

The Student Advisor/Student Advocate offers pre-employment counseling and advising to students. This is done both individually and in groups, depending on the 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 a year following completion of a program at TCR.

The Student Advisor/Student Advocate will offer services to TCR students regarding resume posting, job searching, information on career portfolios, career advice podcasts and information about employment opportunities. The Student Advisor/Student Advocate 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.

To provide the best placement services possible, TCR will utilize a wide communications network to deliver information to students and alumni. Information about employment opportunities will flow to the Student Advisor/Student Advocate from faculty, staff, department advisory committee members, workforce centers, and local business and industry. That information will be dispersed to students through a variety of methods, depending on circumstances. These methods may include the following: bulletin boards, direct email or text communication to students and alumni, or announcements for instructors to share with their students as they deem appropriate.

TCR will maintain placement records for completers in an electronic workbook with supporting documents stored electronically or in print in the administrative offices. The Excel records will be used to generate reports to help us measure whether or not students are acquiring the knowledge and skills they need to be successfully employed in their chosen occupation, and this information will be shared regularly with TCR instructors and staff, as well as with industry partners at annual Occupational Advisory Meetings.

This version was updated in December of 2020 after feedback obtained by a staff review on 10/30/2020.