



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 Advisor/Student Advocate and Job Placement Coordinator offer 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. Faculty communicate 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 Career Advisor/Student Advocate and Job Placement Coordinator work directly with local employers and workforce centers on a regular basis on job opportunities and workforce trends.

File/Listing of Employers and Employment Opportunities

Information about employment opportunities will flow to the Job Placement Coordinator 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.

Counseling of Students

The Career Advisor/Student Advocate and Job Placement Coordinator work in tandem to assist enrolled students and graduates seeking employment. The Career Advisor/Student Advocate will offer services to TCR students regarding resume posting, job searching, information on career portfolios, and career advice podcasts. The Job Placement Coordinator will provide information about employment opportunities. The Job Placement Coordinator 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 key indicators of success at Technical College of the Rockies. They are evidence that the mission of the institution is meeting the needs of employers by providing competent, technically trained graduates. Placement data on all completers and non-completers is maintained by the Job Placement Coordinator and Career Advisor/Student Advocate in a Google Sheet that is shared to administration and faculty. The data is used to determine program success as well as for the COE Annual Report. The data is shared with staff and administration annually during in-service meetings.