



PLACEMENT SERVICES PLAN | STANDARD 10

Last Evaluation

6/26/2024

Executive Staff Approval

8/5/2024

1. Plan Purpose

The Placement Services Plan supports Mountainland Technical College (MTECH) to place every student who completes their program or reaches a level of competency with employment in a related industry.

2. Definitions

BoardDocs - A public-facing board meeting management and policy distribution software.

Completer - A completer is a student who has finished all specific course requirements of a program and has demonstrated competency in all required program objectives.

Non-Graduate Completer - A student who did not finish all required program elements, but obtained enough knowledge and skills in the field of study to secure employment in a related field.

3. Plan Statement

MTECH defines success as providing quality technical education that leads students to completion of their program certificate, placement in a related occupation, and teaches skills needed to pass required licensure exams. Students have access to help finding employment both before and after they leave the College.

4. Scope of Services

The Placement Services Plan is intended to cover all students from the time they enter the College until after graduation. Students can access help with job placement until they have been placed in employment related to the program they completed. MTECH also assists students desiring to use articulated credit to continue their education.

5. Budgetary Resources

Financial resources cover wages and benefits of Career Services staff. These funds are budgeted from the legislated appropriations MTECH receives on an annual basis.

6. Evaluation of the Plan and Continuous Improvement

- 6.1 The plan is evaluated on an annual basis.
- 6.2 Suggestions for revision are considered and accepted when appropriate.
- 6.3 Evaluation results are shared with faculty and staff.
 - 6.3.1 Evaluation results are shared with faculty during department faculty meetings.
 - 6.3.2 Evaluation results are shared with staff in Executive Staff meetings.
- 6.4 Evaluation results are also analyzed by applicable departments to understand job market demand and the possible need for program updates for continuous improvement.

7. Stakeholders

Stakeholders include students, faculty, Student Affairs and Administration.

8. Identification and Responsibilities for Coordination of Placement Services

- 8.1 MTECH Program Directors and the Career Services team have direct responsibility for coordinating student placement services. They accomplish this through delegation of the following duties:
- 8.2 Students
 - 8.2.1 Provide accurate and current contact information to their instructor.
 - 8.2.2 Prepare themselves to look for employment by having a current resume, references, and well-practiced interview skills.
 - 8.2.3 Contact Career Services for help with resume building, interviewing, and a job search, if needed.
 - 8.2.4 Complete the program and instructor evaluation.

- 8.2.5 Secure employment and report job placement information to the instructor or Career Services.
- 8.3 Faculty
 - 8.3.1 Identify potential employers.
 - 8.3.2 Advise students on career opportunities and inform them of the online job board.
 - 8.3.3 Advise students on the availability of articulated credit to continue their education.
 - 8.3.4 Collect placement data for their students using a completion, placement, and licensure (CPL) tracking document.
 - 8.3.5 Assist in writing a COE Plan of Improvement if their program did not meet CPL benchmarks for accreditation.
- 8.4 Career Services
 - 8.4.1 Career Services Specialists assist students with registering on JobWise. They also focus on improving interview skills, resume building, job search skills, and directing students to employment opportunities.
 - 8.4.2 Career Services Specialists coordinate postings for the online job board so students can see a list of potential employers and employment opportunities.
 - 8.4.3 Career Services Specialists work with students to utilize articulation agreements for continuing educational opportunities.
 - 8.4.4 Career Services is also available to students to provide guidance and direction on possible career choices and opportunities.
- 8.5 Department of Institutional Research:
 - 8.5.1 Completes the Council on Occupational Education (COE) Annual Report.
 - 8.5.2 Provides outcome data to the Executive Staff and Board of Trustees for review and improvement planning.

9. Communications Network

A communications network exists between the person responsible for placement coordination, the staff, the faculty, and various businesses and industries of the service area.

- 9.1 Program Directors meet weekly with Associate Vice Presidents, Vice Presidents, and the College President, as part of the Executive Staff for the College.
- 9.2 Program Directors meet regularly with faculty.
- 9.3 Program Directors attend Occupational Advisory Committee meetings, as needed, and review and approve meeting minutes annually.
- 9.4 Employees from Career Services meet regularly with the Director of Student Success, who attends the weekly Executive Staff meetings.
- 9.5 Employers contact Career Services about job opportunities and connect with qualified students for job placement.

10. Employers and Employment Opportunities

- 10.1 Employers can contact Career Services to let them know about job openings and connect with qualified students for job placement. Career services will keep a list of employers to refer students to.
- 10.2 Students can contact Career Services for job openings with qualified employers.
- 10.3 The College website also provides links to other online job boards such as Indeed, the Department of Workforce Services, KSL, and more.

11. Counseling of Students

- 11.1 Career Services is available to students to provide guidance and direction on possible career choices and opportunities.

12. Maintenance of Placement Records

Placement records are maintained as a means of measuring the success of the institution in achieving its mission.

- 12.1 The Student Information System (SIS) is the permanent record for placement information. It is backed up off-site nightly and is secure.
- 12.2 Placement percentages for completers are advertised on program webpages and are often used in marketing materials.

- 12.3 The Vice President and Associate Vice Presidents of Instruction compare placement percentages from year to year to identify any positive or negative trends that may need to be evaluated. This practice helps the institution measure success of the mission.

13. Evaluation History

Last Evaluation	Executive Staff Approval
7/27/2015	7/27/2015
8/1/2016	8/1/2016
6/15/2017	6/26/2017
7/13/2017	7/17/2017
5/9/2018	5/14/2018
11/14/2018	11/17/2018
5/13/2019 no changes	7/22/2019
4/8/2020 no changes	
10/27/2021	11/1/2021
9/12/2022	9/12/2022
6/20/2023	7/10/2023
1/17/2024	2/5/2024
4/10/2024	4/15/2024
6/26/2024	8/5/2024