



PLACEMENT SERVICES PLAN | STANDARD 10

Last Evaluation

02/15/2026

Executive Staff Approval

06/29/2026

1. Plan Purpose

The Placement Services Plan defines a coordinated, systematic approach for supporting students in achieving employment outcomes through employer engagement, student counseling, data-driven tracking of completer placement results, and continuous evaluation and improvement in alignment with the institution's mission and accreditation standards.

Mountainland Technical College (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, where applicable. Students have access to help finding employment both before and after they leave the college.

2. Definitions

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

Council on Occupational Education (COE) - Mountainland Technical College's accrediting body.

Board of Trustees - The appointed governing body for Mountainland Technical College, responsible for managing the assets of the college and making strategic decisions in the best interest of college stakeholders.

Student Information System (SIS) - a software system used to manage student data and processes.

3. References

Council on Occupational Education Handbook of Accreditation (2026 Edition),
Standard 10

4. Scope of Services

The institution's Placement Services Plan encompasses a comprehensive range of support services designed to assist students from enrollment through program completion and successful employment. Career services include individualized career counseling, résumé and cover letter development, interview preparation, job search assistance, and referrals to employment opportunities aligned with students' training and career goals. Placement staff actively collaborate with faculty and local employers to support workforce readiness and employment connections.

In addition to career services, students have access to academic support resources to promote successful program completion. These resources include online tutoring through Tutor.com, which provides on-demand and scheduled academic assistance in a variety of subject areas, to help students strengthen foundational knowledge, improve academic performance, and build confidence in aspects of their coursework. Students also have access to Trula Coaching, which supports academic success by developing essential life skills such as study strategies, time management, and stress management, while empowering students to set personal goals and take ownership of their responsibilities.

Students are also supported by academic counselors, who provide guidance on program progression, academic planning, study skills, and resolution of academic concerns. Academic counselors work collaboratively with instructors, career services, and placement staff to ensure students receive timely, holistic support that addresses both academic and career readiness needs. Together, these services reinforce student success, completion, and positive employment outcomes.

5. Budgetary Resources

5.1 Adequate financial resources are allocated to support the effective implementation of placement services. Budgetary provisions include funding for the wages and benefits of Career Services personnel who are responsible for coordinating placement activities, employer outreach, student counseling, and record maintenance. These resources are derived from the institution's annual legislated appropriations received by Mountainland Technical College (MTECH) and are reviewed as part of the regular budgeting process to ensure continued support of placement services and alignment with institutional priorities and accreditation requirements.

6. Evaluation of the Plan and Continuous Improvement

The plan is evaluated on an annual basis by members of the COE Standard 10 Committee.

- 6.1 Suggestions for revision are considered and accepted when appropriate.
- 6.2 Annual updates are shared with faculty and staff during faculty or staff meetings and/or by email.
- 6.3 Evaluation results are reviewed and analyzed by relevant departments to assess employment outcomes and labor market trends, and the findings are used to make data-driven decisions regarding program modifications, curriculum updates, and revised placement strategies as part of the institution's continuous improvement process.

7. Stakeholders

Stakeholders include students, faculty, Student Affairs, and Administration.

8. Identification and Responsibilities for Coordination of Placement Services

- 8.1 MTECH students, faculty, the Career Services team, and the Office of Institutional Research 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 Evaluation Survey.
 - 8.2.5 Secure employment and report job placement information to the instructor, Career Services, or other MTECH employee.
 - 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 Refer students to Career Services for information about 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 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 education 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 data.
 - 8.5.2 Provides outcome data to the Executive Staff and Board of Trustees for review and improvement planning by appropriate members.

9. Communications Network

The institution maintains an established and active communication network to ensure effective coordination of placement services among the placement coordinator, administrative staff, faculty, and employers within the service area. This network supports the timely exchange of information related to student readiness, employment opportunities, and workforce needs.

- 9.1 Program Directors serve as a primary link between instructional programs, administration, and industry partners. They participate in weekly Executive Staff meetings with Associate Vice Presidents, Vice Presidents, and the College President, where program performance, student outcomes, and workforce trends, including placement-related information, may be discussed. Program Directors also meet regularly with faculty to discuss employer feedback, student readiness expectations, and placement-related updates.
- 9.2 Faculty and Program Directors engage with local businesses and industry representatives through Occupational Advisory Committee meetings.

These meetings provide a formal mechanism for employers to share labor market information, skill requirements, and hiring trends. Meeting minutes are reviewed to ensure alignment with program outcomes and placement goals.

- 9.3 Career Services staff maintain ongoing communication with the Director of Student Success, who represents placement and student success initiatives during weekly Executive Staff meetings. This structure ensures placement activities and employment outcomes are communicated across departments and incorporated into institutional planning.
- 9.4 Additionally, employers routinely communicate directly with faculty and Career Services staff to share job openings, request referrals, and connect with qualified students and graduates. This two-way communication supports employer engagement, strengthens workforce partnerships, and facilitates successful student placement outcomes.

10. Employers and Employment Opportunities

- 10.1 Employers can contact faculty members or 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

Faculty and Career Services staff collaborate to provide ongoing counseling and guidance to students regarding career planning, placement activities, and employment readiness.

- 11.1 Faculty counsel students throughout their program of study by discussing career expectations, professional behavior, and industry-specific skills, and by identifying students who may benefit from additional career or placement support. Faculty also provide recommendations and referrals to Career Services based on students' progress, competencies, and career goals.
- 11.2 Career Services staff offer individualized placement counseling to assist students in transitioning from training to employment. Counseling services include career goal clarification, résumé and cover letter development,

interview preparation, job search strategies, and guidance on employer expectations. Career Services staff communicate regularly with students regarding available job opportunities, hiring events, and employer referrals.

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
12/16/2025 No Changes	
02/15/2026	06/29/2026