



Placement Services Plan

Mission Statement:

The mission of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

Vision Statement:

The vision of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.



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Coordination Responsibility

The following MTC staff members share the responsibility for coordination of all instructional placement services:

- Instructors
- Business & Industry Service Specialist
- COE Liaison
- Assistant Directors

Instructors have existing relationships with employers through advisory committee membership, clinical and work-based activity partnerships, and industry participation. This is often a great source for student graduate placement. The business & industry specialist works closely with the instructors to provide all MTC resources regarding placement opportunities.

Further, a branch of CareerSource Suncoast is located on our main campus. The CareerSource Suncoast office staff at this location work closely with MTC staff (teachers, administrators, and the business & industry specialist) to assist with career scope surveys, programs of interest, tuition funding, and graduate placement.

The instructors enter data into the Campus Solutions database that includes job placement and licensure information. Assistant directors work closely with their instructors to ensure placement and licensure information is obtained and submitted to Campus Solutions. The COE liaison, in turn, provides analysis and submittal of the entered data to COE to complete the annual reports.

Communications Network

All students nearing program completion/graduation are highly encouraged to visit the CareerSource Suncoast staff on the MTC main campus to explore job placement opportunities. The staff monitors MTC program completion dates and coordinates with instructors and the business & industry specialists to visit classrooms to explain and offer their services.

The Business & Industry Service Specialist (BISS) maintains an online Career Board of local employment opportunities on the MTC website. Instructors direct students to search for jobs on the MTC website Career Board link: <https://www.manateetech.edu/students/career-board/>. The online MTC Career Board jobs are also printed and maintained on two bulletin boards located in the east and west halls of the main campus and in the Conard and Wells buildings at the east campus for students to view. The BISS receives all job postings and emails them to aligned instructors. Instructors post the jobs in their classrooms and encourage students to review relevant job opportunities on the MTC Career Board. The Suncoast CareerSource office staff aids students with using EmployFlorida online to complete a resume and job search in this database as another source for jobs.

Employer/Employment Opportunity Listing

Program advisory committee membership includes local employers, industry experts, and MTC staff members. The employers on these committees are from our local service area.

The MTC Business & Industry Service Specialist maintains and publishes job listings online on the MTC website Career Board. This individual receives phone calls and emails from employers wishing to be added to the list. After receiving the request, the BISS sends a thank you email with instructions and the link to post on the MTC Career Board. Postings remain on the MTC Career Board for 90 days and can be removed if the employer fills the position.

<https://www.manateetech.edu/business-industry/post-job-internship/>

The employer completes the form and provides the following details about the job position:

- Company name
- Job title
- Job requirements and/or responsibilities
- Information on how to apply
- Any/all other pertinent information

The job information is received by the BISS. Once reviewed, it is emailed to the aligned instructors.

Placement Record Maintenance

Due to the relationship established between student and instructor, MTC has found it best for instructors to continue to stay in contact with completers when inquiring about placement status. Once placement information is obtained, the instructor enters the data in the Post Education Employment page in Campus Solutions.

Throughout the school year, the Student Records department executes a query to pull placement information from the Post Education Employment pages. Information from this query is used to update the Student Tracking Worksheet. This information is aggregated to determine program-level completion, placement, and licensure rates.

The information is then entered into the COE annual report and is shared with the entire MTC staff.

Evaluation

The Instructional Placement Services Plan is reviewed annually and revised as needed. MTC's Board of Governors, faculty, and administration review the plan annually and recommend updates, which are reflected in the agendas and minutes of their meetings.

Reviewed and Approved by Board of Governors – 01.22.2025