

Your Future, Our Passion.

Workforce Ready: Why to Hire from MVCTC

Partnering with MVCTC means tapping into a rich and diverse talent pipeline. With over 2,000 students pursuing education across 43 distinct programs in 27 school districts, over a five county radius, our center cultivates a broad range of specialized technical skills—from advanced manufacturing and IT to healthcare and business services. Each student brings fresh ideas, up-to-date knowledge, and a strong foundation in real-world applications, cultivated through hands-on projects and industry-aligned instruction.

Checklist: How to Hire Our Students

1. Pre-Hire Preparation

- Contact our School-to-Work Coordinators via contact information below to learn about our programs
 - Two Weeks On/Off Program
 - Half Day Internship
 - Advanced Placement
- Review student qualifications and resume
- Ensure student has reliable transportation arrangements

2. Hiring Process

- Conduct interview with selected students (in-person or virtual)
- Provide potential employee with job description and expectations
- Submit any required background checks or clearances (if applicable)

3. Hiring Documentation (student is responsible for collecting information and signatures)

- Complete Employer Agreement Form and Employment Training Plan
- Obtain a completed work permit if required by law

3. Onboarding Process

- Schedule orientation and training, set up timekeeping and payroll as needed
- Review workplace policies and safety procedures
- Assign an appropriate workplace mentor/supervisor who works well with teenagers

4. School Coordination

- Coordinate with School-to-Work Coordinator for evaluation timelines
- Report any concerns or incidents to the School-to-Work Coordinator

5. Evaluation & Feedback

- Participate in employer evaluations every two weeks
- Provide feedback on student performance and growth

6. Completion & Follow-Up

- Conduct final evaluation and exit interview
- Provide letter of recommendation or reference (if applicable)
- Discuss future opportunities (continued employment, internships, etc.)

Use QR code to access our Workforce Hub or contact one of our School to Work Coordinators:

<https://hs.mvctc.com/workforce-hub>



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