PINELLAS TECHNICAL COLLEGE

Clearwater Campus

Placement Services Plan 2026-2027

PCS PINELLAS COUNTY SCHOOLS

Pinellas Technical College, Clearwater Campus

Jakub Prokop, Director

6100 154th Avenue N
Clearwater, FL 33760

Table of Contents

Overview 3
Activity Plan 4

Overview

- Pinellas Technical College staff members are responsible for implementation and coordination of placement and follow-up services.

- A job posting board is maintained by the Placement Coordinator and updated weekly. Postings are also on the Career Rocket web application for PTC. The employment opportunities are shared with the instructors of each program and posted on our TV monitors throughout the campus. Postings are updated weekly on Physical Boards in Building 7 and Student Services. The Placement Coordinator also emails the entire staff recent available jobs. Program instructors are referred by telephone or given written job requests from prospective employers. The School Advisory Council, the various program advisory committees and graduates of the college keep the school and the individual programs aware of the needs of the community as well as the specific industry needs.
- Each program maintains a job board of potential employers and employment opportunities for students enrolled in their programs. These opportunities can be generated from advisory committees or from personal contacts; from websites maintained by local, state, and national organizations that serve a program's industry; from employers who work with our industry services coordinators, and from printed media about a particular industry listing trends and potential job markets for individuals seeking employment in that field.

- Program instructors, student services personnel and the Placement Coordinator counsel students on where their strengths can best serve the job market the student wants to enter. They help students create resumes, prepare for interviews, and use both printed and electronic media to complete job searches.

- Placement records for completers and non-completers are maintained electronically. When a student withdraws from PTC, an electronic withdrawal form is generated. A copy of the form is maintained in the student's folder in the Records office. A section pertaining to the student's employment data is recorded on the form. Data from this form is used by the student information specialist and the COE Liaison. The placement data generated by these forms is reviewed annually. The results are reported out to each instructor not only by the school's overall placement rate, but by each program's placement rate as well through program meetings/review and full staff meetings.

- Completion and Placement data is shared with the Institutional Advisory Committee (IAC) and the program Occupational Advisory Committees at bi-yearly meetings. All stakeholders have an opportunity to contribute to the evaluation process at this time and during a yearly Faculty and Staff review.

Activity Plan

ACTIVITY	ACTION	TIMELINE
Job Postings Received from Employers	Post job opportunities received by telephone, fax, mail, or email in Student Services area. Post job opportunities from Employers in web-based Career Rocket, https://pinellas.mycareerrocket.com/	Ongoing Ongoing
Job Postings Circulation	Send instructors copies of posting related to their training program by email or hard copy	Ongoing
Job Postings Follow-Up with Employers	Call employers to update and repost dated postings Remove jobs filled and close the data base file	Ongoing When filled
Job Postings Contact New and Existing Employers for Job Listings	Employers who would like to post a job opening may contact Pinellas Technical College by emailing pinellastechcollegecareercenter@pcsb.org	Continuous
Employer On-campus Visits, Activities, and Contacts	Tours and department visits and OAC meetings Employer on-campus mock interviews, resume seminars, OWI Soft Skills Training Series	As needed As needed As needed
Attendance of Off-Campus Committees and Activities	Attend job fairs; visit employer sites Participate on workforce committees	As needed As needed
Internal Advertising	Email notice for panels and employer on campus; Virtual announcement on day of visit	As needed (One week prior to activity)
Individual Career Counseling and Placement Assistance	Meet with students individually Set up student (on job site or on campus) interviews with employers.	By appointment or when available for walk-ins As needed