



Boone Career and  
Technical Center

*Your Goals. Our Mission.*

## **Student Placement Plan**

### **Scope of Services**

Boone Career & Technical Center provides industry-specific job search assistance to all adult students enrolled in career training programs. Students are eligible for a variety of services at BCTC, online, and at local training centers.

### **Budgetary Resources**

The adult education department of Boone County Schools provides free resume building workshops and training in customer service, job interviewing, and applications. Boone County Schools hosts career fairs that are free to students and the community at large. Program-specific job fairs are offered periodically in the region.

### **Placement Strategies**

#### **Adult students:**

- Participate in resume-building activities and create a professional resume.
- Participate in job interviewing and job search workshops.
- Have access to career fairs and online career resources.

#### **Adult instructors:**

- Maintain a database of industry-specific employers and employment opportunities (A list is available upon request).
- Meet with potential employers at least twice annually at occupational advisory committee meetings to keep up-to-date employment needs and training requirements.
- Counsel students on job search and interviewing strategies.
- Recommend students for employment by matching the qualifications requested by the employer with student competencies in the job training program.
- Maintain placement records for completers and report results annually to the BCTC director.

### **Review/ Evaluation/ Revision**

The Student Placement Plan is shared with each program advisory committee annually. It is evaluated by the BCTC director/administrator and the adult program instructor and revised regularly with input from the institutional and advisory committees and program graduates to improve placement services for adult students. The placement data is used as a benchmark for evaluating the placement services plan.