

	PLACEMENT SERVICES PLAN		
	DATE OF LAST REVISION	DATE OF LAST REVIEW	COE SELF STUDY REFERENCE
	07/08/2025	12/19/2024	STANDARD 10D STUDENT SERVICES AND ACTIVITIES

SCOPE OF SERVICES:

The Tennessee College of Applied Technology Knoxville is committed to supporting students in their transition from education to meaningful employment. The Placement Services Plan outlines the college's comprehensive approach to career development, industry partnerships, and post-graduation placement assistance. Placement is equally the responsibility of student services, instructors, and the students.

The objectives of the placement services plan include:

- The placement of students in satisfactory, training-related positions
- The maintenance of an active, up-to-date listing of employers and employment opportunities
- Regular communication between the TCAT Knoxville faculty and staff with area employers to acquire job listings and information needed to meet the employer's and students' needs
- Deliberate preparation of the student for the world of work
- The maintenance of data regarding placement efforts for informational and evaluation purposes

BUDGETARY RESOURCES:

Funding is obtained through a designated portion of state appropriations. The budget is reviewed and updated annually during the college's budget hearings.

MAJOR ACTIVITIES:

The Tennessee College of Applied Technology Knoxville takes a multifaceted approach to career readiness, industry partnerships, and post-graduation placement assistance. On the career development front, the college offers individualized counseling to help students explore career paths and program curriculum that include crafting professional resumes and honing their interviewing skills.

The college places a strong emphasis on cultivating partnerships with regional businesses and industry leaders. These collaborative relationships enable the college to host impactful career fairs and recruitment events, while also coordinating valuable work-based learning experiences such as externships, clinicals, cooperative learning in industry, and live work projects. By aligning academic programs with the needs of the local workforce, the college ensures its graduates are well-prepared to thrive in their chosen fields.

Placement assistance to support students' transition into the workplace is provided and followed up on even after graduation. This includes maintaining a job board, connecting students to open positions, and offering hands-on support. Each student leaving TCAT Knoxville completes an online Exit Survey to indicate employment status at the time of leaving or graduating from the college. The CPL Placement Report is updated monthly and available in student services. This record shows all students who are

exited and their placement status and employment information. Placement records are maintained electronically in the student services department and are available to faculty, staff, and administration.

To update alumni employment information, instructors submit updates to student services to revise any employment information they may obtain on both completers and non-graduate completers from communications. Student Services updates this information in Banner, which updates the listing of employers and employment. The college also conducts graduate employment surveys to track placement information and career outcomes, using these insights to continually refine and enhance its placement services.

Through career readiness, employer engagement, and placement support initiatives, the Tennessee College of Applied Technology Knoxville empowers students to successfully launch their careers and contribute to the economic strength of the community.

EVALUATION:

The Tennessee College of Applied Technology Knoxville, rigorously evaluates the effectiveness of its Placement Services Plan annually to drive ongoing improvements. Key performance indicators tracked include the percentage of graduates who have obtained employment in a related field, which is reflected in the COE Annual Report, along with alumni and employer satisfaction surveys. This plan is revised as necessary.

STAKEHOLDERS WITH WHOM THE PLAN IS SHARED:

Student placement information will be shared annually with key stakeholders, including all college faculty, staff, and also the college's institutional and program advisory boards. The plan is also available to all employees and students online at www.tcatknoxville.edu.

By fostering strong partnerships and continuously improving its placement services, the Tennessee College of Applied Technology Knoxville will empower students to successfully launch their careers and contribute to the economic strength of the community.