

Pine Lake Fund (PLF) & Michigan Career & Technical Institute (MCTI)

Employment & Training Center Employment Services System Plan

Under supervision of Employment Services Director (PLF President)

Goals/Objectives

The goal of Employment Services is to support MCTI students in obtaining and maintaining employment.

Activities

The communication network is key to Employment Services. Everyone is involved in the process including instructors, counselors, staff, employers and business partners.

- I. Participant enters Michigan Career and Technical Institute**
 - a. Pre-vocational training & Vocational Training
 - b. Reinforcement of appropriate work behaviors

- II. Employment Services Orientation – PLF/MCTI Employment Services Department (1st Term Students)**
 - a. Held during first week of school
 - b. Introduction of PLF/MCTI Employment Services Department Staff and Services
 - c. Discuss possible barriers to employment/encourage students to address them with MCTI Counselors
 - d. Students are informed that they can self-refer to PLF/Employment at any time

- III. Referral to Pine Lake Fund (PLF) – (2nd to last term or last term or when appropriate)**

- IV. Employment Services Seminar Class**
 - a. Complete PLF Intake form including Individualized Placement Plan
 - b. Employment Services/Staff Introductions
 - c. Practice Applications, resumes, references, and cover letters, work history, Etc.
 - d. Identify Key Skills/Interviewing
 - e. Employer Expectations/Retention Strategies
 - f. Effective job search/Networking/Informational Interviewing Etc.
 - g. Handouts on WOTC and 2nd Injury card/Disability Disclosure Strategies

- V. Job Readiness/Search by Participant**
 - a. Meetings with PLF/ Employment Services Staff
 - b. Mock Interview/Telephone skills
 - c. Utilize on-line job availability to identify position in desired geographic area
 - d. Identify desired employers/job leads
 - e. Contact employers on behalf of student(s)
 - f. Share job leads with student(s), instructors and home counselors as appropriate
 - g. Encourage networking for possible employment opportunities
 - h. Utilize PLF/Placement pre-grad services listed on Staff and Services sheet
 - i. Provide employment related counseling addressing transitional issues/barriers to employment. E.g. transportation, housing, interview attire, childcare, criminal checks, grooming and hygiene, etc.

Services Provided
Concurrently

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- j. Prior to leaving, student receives Exit Packet, encouraging frequent contact with MRS Home counselor
- k. Upon Program completion, AWARE Ending Case Notes entered, copy sent to MRS Home Counselor including current copy of resume

MCTI Employment Services Job Development/OJT/Internships/Etc.

- l. Support seamless transfer from MCTI to MRS Home Counselor
- m. MCTI Counselor may facilitate teleconferences with MRS Home Counselor, when necessary
- n. Contacts with employer for direct job placement

VI. Employment secured by the Participant

VII. Targeted timeframes for Follow up by the PLF Employment Services or MCTI staff for those who find employment

- a. Initial – when employment is secured
- b. 45- day follow up
- c. 90- day follow up
- d. Employer Surveys/Relations/Job Development as appropriate
- e. Provide intervention strategies/referrals for job in jeopardy situations
- f. Record statistics on Employment Services spreadsheet as appropriate
- g. Disseminate updated information regularly for feedback and/or correction

IX. Follow up by PLF/Employment Services & MCTI staff for those looking for work

- a. Regular review of non-working graduates and contact as appropriate*
- b. PLF/MCTI staff contacts employers on behalf of students
- c. Post Graduate PLF Employment Services continued as needed
- d. Job leads can be emailed, or student contacted by phone as opportunities are identified
- e. Record statistics on Employment Services spreadsheet as appropriate
- f. Assist alumni as requested with lifetime resume updating and job leads

*Placement and follow-up are the responsibility of the MRS Home Counselor once a student leaves MCTI.

*Currently working on plan for additional follow up to in compliance with WIOA regulations.

Review/Evaluation/Revision

The plan will be reviewed on an annual basis by MCTI Manager of CTE/Leadership and the Institutional Advisory Committee.