This guide will introduce you to events and services through the Tallahassee Community College Career Center. From job fairs to hiring sessions, the TCC Career Center will help you build awareness of your employer brand and expand your recruitment reach so that you can hire the best employees and interns.

With more than 12,000 students preparing for careers, TCC offers your organization access to a pool of talented and motivated prospective employees and interns. In turn, you’re offering the opportunity to help our students launch a successful career.

To get started, contact us today: careercenter@tcc.fl.edu or (850) 201-9970

Professional Practice Standards All employers who wish to recruit students from Tallahassee Community College through the TCC Career Center and its resources are required to comply with all Federal Equal Employment Opportunity Laws and the National Association of Colleges and Employers (NACE) Principles for Professional Practice.
The Tallahassee Community College Career Center is pleased to offer a FREE career services management system to our employers. TCC FutureLink is powered by Symplicity and endorsed by the National Association of Colleges and Employers. TCC FutureLink is designed to enhance communication between students, employers and Career Center staff. To receive important information and updates about this free service, please register at tccfuturelink.com/employers.

As a registered employer with TCC FutureLink, you may:

- Post your positions, internships and job shadowing opportunities directly online
- View your postings
- Manage the duration of your postings
- Re-post positions without re-entering them
- Receive résumé books from qualified students (only available to verifiable employers)
- Register for and track upcoming job fairs and other events
- Schedule on-campus hiring sessions and information sessions

Registered students may:

- Search and apply for jobs, internships and job shadowing opportunities
- Receive emails describing opportunities that match their qualifications
- Access the Career Center’s calendar of events and special announcements

All listings on TCC FutureLink are reviewed at the broad discretion of Career Center staff, and we reserve the right to choose not to post an opportunity if it does not appear to support the best interests of students and/or the College.

TCC FUTURELINK GUIDELINES

- TCC FutureLink is accessible to current TCC students and graduates, including international students. It is the employer’s responsibility to verify employment eligibility.
- Opportunities submitted by employers for TCC FutureLink cannot be combined with the marketing and/or sale of products or services to students.
- Opportunities submitted by employers for TCC FutureLink should not have any upfront associated costs for students related to the student being employed or being considered for an opportunity. This includes but is not limited to membership fees; startup fees; fees for lessons (training); portfolio costs; placement fees; and the purchase of tools, samples, or sales kits.

The College retains the right to remove any employer account, contact account, or job listing from TCC FutureLink without consulting or informing the submitting employer.

By choosing to register with TCC FutureLink, you agree to abide by the above list of guidelines.
Welcome to Tallahassee Community College! Thank you for your interest in establishing a relationship with the Career Center. Our goal is to provide remarkable service and offer the best advice so that we may truly be a partner in your recruitment efforts on campus.

ON CAMPUS RECRUITING

The TCC Career Center is happy to assist you in hosting on campus recruiting events that are customizable and at no charge. These events are publicized to students online through TCC FutureLink.

To plan and promote the event, the Career Center needs at least three weeks’ notice and the employer will provide the event flyer. We ask employers to be aware that students sometimes have schedule conflicts that prevent them from attending sessions in which they have an interest.

Hiring Session
If you are ready to fill three or more positions and want to meet candidates face-to-face and collect resumes, this event is for you. This session is casual and includes a recruiting table but no formal presentation from the employer.

Information Session
If you are interested in recruiting talent from TCC and want to build your brand on our campus, this session is for you. This session is more formal and includes a presentation from the company.

On-Campus Recruiting Policy

Providing space for employers on TCC’s campus and allowing employers to post jobs does not imply an endorsement of the missions or activities of any visiting or posting organization. As an academic institution, we strongly encourage students to research information and options in order to make informed employment decisions.
JOB FAIRS

The Career Center host a career and internship fair each spring. For information on employer registration costs please visit tccfuturelink.com/events.

Employers who wish to attend should complete the online registration at tccfuturelink.com/events.

Space is limited; register as soon as possible. Once your registration has been approved, you will receive an email confirmation notice and an invoice. Closer to the event, representatives will receive an email with event details and parking information.

The registration fee includes:
- 6-foot table with two chairs (additional representatives are $15)
- Two breakfast tickets
- Free parking
- Electrical outlets are available, but limited (to request an outlet, check the appropriate box on the registration form. Remember to bring your own electrical extension cord)

Bring your table covers, display items, giveaways, business cards, company brochures, applications and handouts. Do not send materials to the Career Center.

Payment is due two weeks before the event.

If paying by credit card, we accept VISA, American Express and Mastercard. A signature is required for credit card transactions. To receive the credit card payment form, please email Christy Mantzanas at mantzanc@tcc.fl.edu.

If paying by check, make payable to: TCC Career Center. Please write “TCC Job Fair” on memo line. The invoice must be included with payment. Mail to:

TCC Career Center
Attention: Christy Mantzanas
444 Appleyard Drive
Tallahassee, FL 32304

Just a few reasons you should attend a TCC Career Center Job Fair:
- Your opportunity to meet up to 300 candidates in just a few hours
- Meeting candidates in person saves time and valuable resources
- 100% of employers stated they will attend future TCC Career Center events and recommend events to their colleagues

“Blown away by the number of attendees! The Career Center did a great job promoting the event!”

“Very good student response. Majority of attendees were engaged, professional and prepared.”
TCC INTERNSHIP AND JOB SHADOW PROGRAMS

TCC EagleShadow Program

TCC’s EagleShadow Program is a structured matching process that connects students with one-day shadowing opportunities for career exploration and a sneak peek into their future.

Hosting an EagleShadow participant can be beneficial in many ways. Employers will:

• GIVE BACK: Provide professional advice and insight to students wishing to gain information about their future career field.

• BUILD YOUR BRAND: Students will be introduced to your organization and its commitment to developing the future workforce. Then once returning to campus, EagleShadow grads can act as brand ambassadors for your organization.

• RECRUIT TCC TALENT: You may find your next star intern through the EagleShadow Program. Student participants who have insider knowledge of your organization will be excited to apply for full-time or internship opportunities within your organization.

To become an EagleShadow Host, please visit tcc.fl.edu/eagleshadowhost

For information about the EagleShadow Program: eagleshadow@tcc.fl.edu | (850) 201-9970

TCC INTERNSHIP PROGRAM

TCC’s Internship Program provides organizations with access to educated, motivated and talented students who want to contribute their knowledge and skills to your organization.

Hosting an intern can be beneficial in many ways. Employers will:

• Gain access to students who are enthusiastic about learning your business processes

• Have the chance to mentor future professionals in your field, helping them gain workplace experience

• Receive company name recognition on TCC’s campus

• Increase opportunities to find valuable and potential full-time employees

To host an intern and to complete an internship request form visit tcc.fl.edu/internhost

For information about the Internship Program, contact internships@tcc.fl.edu | (850) 201-9971
TCC POINTS OF PRIDE

Awards & Recognition

- TCC was one of only four institutions to receive a Florida College System Chancellor’s Best Practice Award for 2017. TCC was recognized for implementing its new AskStudent Central: Enrollment Call Center 2.0.
- TCC was recognized as Florida’s top two-year college based on employment rates for students 10 years after graduation (2017). The rankings were published by Zippia.com, a website that provides career resources for students and job seekers.
- The Community for Accredited Online Schools ranked TCC’s online program as one of the “top spots overall” in Florida for 2017.
- 2017 ACT College and Career Readiness Campaign-Career Preparedness Exemplar Award Winner

Diversity

- TCC’s highly-regarded programs attract students from all over the globe. Our student body represents more than 80 countries worldwide.
- TCC was named one of the Most Promising Places to Work in Community Colleges by the National Institute for Staff and Organizational Development and Diverse: Issues in Higher Education magazine (2017). Only 11 community colleges nationwide received this award.
- TCC was also recognized by Diverse: Issues in Higher Education magazine for its commitment to providing access to higher education and academic success to students from minority backgrounds (2017).

Veteran-Friendly

- TCC was designated a Military Friendly College by Victory Media, publisher of G.I. Jobs Magazine (2018). Approximately 302 veterans are currently receiving veterans’ educational benefits while attending TCC.

Science and Technology

- The U.S. Mine Safety and Health Administration awarded $160,297 to TCC for the Florida Mine Safety Program, based at the Florida Public Safety Institute, as part of $10.5 million in grant funding for programs around the nation to reduce mining accidents, injuries and illnesses.

Program Accolades

- TCC’s registered nursing program was ranked 12th in the state of Florida for 2018 by RegisteredNursing.org, up three spots from the College’s 15th place ranking a year ago. The website compiles the rankings by analyzing current and historical RN exam pass rates of the 144 RN programs in the state.

Student Groups and Organizations

- The Tallahassee Community College theatre program, Theatre TCC, received a superior rating, the highest possible recognition, from the Florida College System Activities Association for its production of “Schoolhouse Rock LIVE” (2018).
- TCC’s student publications, the Eyrie and The Talon, brought home 10 awards from the Florida College System Publications Association’s annual conference (2017), including third place in the General Excellence category for the Eyrie.

TCC HAS TALENT!

Healthcare Pass Rates

<table>
<thead>
<tr>
<th>Program</th>
<th>Pass Rate</th>
</tr>
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<tbody>
<tr>
<td>Nursing (RN), A.S.</td>
<td>100%</td>
</tr>
<tr>
<td>Paramedic Certificate</td>
<td>100%</td>
</tr>
<tr>
<td>Emergency Medical Technician</td>
<td>94%</td>
</tr>
<tr>
<td>Radiologic Technology, A.S.</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Pass Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respiratory Care, A.S.</td>
<td>86%</td>
</tr>
<tr>
<td>Dental Hygiene, A.S.</td>
<td>90%</td>
</tr>
<tr>
<td>Surgical Services</td>
<td>100%</td>
</tr>
</tbody>
</table>

TCC A.S. Degree Completers Current Placement Rate:

- Dental Hygiene: 87%
- Emergency Medical Services: 100%
- Radiography: 100%
- Nursing: 100%

*Florida College System Vocational Programs Aggregated Outcome Data for 2015-16
DEGREE AND CERTIFICATE PROGRAMS AT TCC

University Transfer, A.A.
- Advanced Manufacturing
  - Machining, Certificate
  - Industrial Machinery Maintenance, Certificate
- Business Management and Accounting
  - Accounting Technology Specialist Certificate
  - Accounting Technology Operations Certificate
  - Accounting Technology Management Certificate
  - Business Management, A.S.
  - Small Business Management Certificate
  - Business Entrepreneurship Certificate
- Commercial Vehicle Driving
  - Commercial Vehicle Driving Certificate
- Office Administration
  - Office Support Certificate
  - Office Specialist Certificate
  - Office Management Certificate
  - Office Administration, A.S.
- Computer Technology
  - Computer Programming Specialist Certificate
  - Computer Programming and Analysis Certificate
  - Computer Programming and Web Development, A.S.
  - Help Desk/Technical Support Certificate
  - Help Desk/Technical Support, A.S.
  - Web Technologies Certificate
  - Applied Cybersecurity, Certificate
- Graphic Design Technology
  - Graphic Design Support Certificate
  - Graphic and Web Design Technology, A.S.
- Network Services Technology
  - Network Systems Technology, A.S.
  - Network Infrastructure Certificate
  - Network Support Technician Certificate
  - Network Virtualization Certificate
  - Network Enterprise Administration Certificate
- Criminal Justice and Public Safety
  - Criminal Justice Technology, A.S.
  - Law Enforcement Basic Recruit Certificate
  - Law Enforcement Crossover: Corrections to Law Enforcement Certificate
  - Law Enforcement Crossover: Correctional Probation to Law Enforcement Certificate
  - Corrections Basic Recruit Certificate
  - Corrections Crossover: Law Enforcement to Corrections Certificate
  - Corrections Crossover: Correctional Probation to Corrections Certificate
  - Correctional Probation Basic Recruit Certificate
  - Correctional Probation Crossover: Corrections to Correctional Probation Certificate
  - Firefighter PSAV Certificate
- Paralegal and Legal Studies
  - Paralegal/Legal Studies, A.S.
- Education
  - Early Childhood Development, Education and Management, A.S.
- Engineering Technology
  - Engineering Technology, A.S.
  - Pneumatics, Hydraulics and Motors for Manufacturing Certificate
  - Engineering Technologies Support Specialist Certificate
- Recreation Management
  - Sports, Fitness and Recreation Management, A.S.
- Environmental
  - Environmental Science Technology, A.S.
- Building Construction Technology
  - Building Construction Specialist Certificate
  - Building Construction Management, A.S.
  - Air Conditioning, Refrigeration and Heating Technology, Certificate
- Drafting and Design Technology
  - CAD Foundations Certificate
  - Drafting and Design Technology, A.S.
- Health Information and Informatics Management
  - Health Informatics Specialist Certificate
  - Medical Coding and Billing Specialist Certificate
  - Health Information Technology, A.S.
- Healthcare
  - Dental Hygiene, A.S.
  - Emergency Medical Technician Applied Technology Diploma
  - Paramedic Certificate
  - Emergency Medical Services (EMS) Technology, A.S.
  - Nursing, R.N., A.S.
  - Health Profession to Registered Nursing (R.N.), A.S.
  - Radiologic Technology, A.S.
  - Respiratory Care, A.S.
  - Surgical Technology Specialist Certificate
  - Nurse Assistant, Long Term Care Certificate
  - Central Sterile Processing Technologist Certificate
  - Endoscopy Technician Certificate
  - Surgical Services, A.S.
  - Pharmacy Technician Applied Technology Diploma
  - Pharmacy Management, A.S.
  - Nursing, BSN
  - Dental Assisting Technology and Management Applied Technology Diploma

www.TCC.fl.edu/careercenter careercenter@tcc.fl.edu