



**Career
Center**

 In partnership with
KeyBank Foundation

EMPLOYER RELATIONS

The Cuyahoga Community College (Tri-C®) Career Center's Employer Relations team offers a variety of services for employer partners. Availability is based on capacity and academic need and varies throughout the year. We work directly with employers and students to ensure the greatest mutual benefit. View Employer Guidelines on our [website](#).

Some services require a recruiting consultation with a career placement specialist. Exceptions are denoted with an asterisk (*).

Posting your position to Handshake is the best way to recruit Tri-C students. Learn more under "Handshake" in the list below.

SERVICES

Boutique Career Fair

This invitation-only, career fair focuses on a specific academic pathway or major. Meet with a targeted group of students (including current and graduating students and alumni) to discuss your organization's open positions. Not offered for every major.

Career Fair

Career fairs allow you to directly connect with and recruit Tri-C students. These events are open to all Tri-C students, regardless of major or academic pathway. Build your brand on campus and find qualified applicants for your internships and job openings. We currently host one large Collegewide career fair each spring, focused on full-time career opportunities for our graduates.

Email Blast

An email blast is a targeted message sent to qualified students about a specific job, co-op or internship. Emails include information on your organization, the open position(s) and how to apply. Usually sent through Handshake, but can be sent via Outlook.

Employer Site Visit (Career Center)*

During an employer site visit, an Employer Relations team member tours your workplace to learn about the organization, company culture, job opportunities and internships. That information is then shared with active job-seekers.

Guest Panelist Speaker

Sit on a virtual or in-person panel to talk about your current position and how students can get there. Panels are usually geared toward those who are unsure of their future career choice.

Handshake*

Handshake is Tri-C's free online job board where employers can post open positions and students can look for internships, co-ops, and part- and full-time positions. To get started, create a personal account. Next, create or connect to an employer account and request approval from Cuyahoga Community College to post your position. Watch the videos below for more information.

[Creating an Account](#)

[Posting a Job](#)

[Connecting With Students](#)

Hiring Flyers*

Paper flyers are typically posted on job boards throughout Tri-C's four main campuses. Electronic flyers can be easily shared on social networking sites.

Industry Site Visit

Help students expand their professional network with an industry site visit. These events allow students to connect with professionals, get a sense of company culture and learn about job and internship opportunities at a company relevant to their major or career path.

Internship Funding

From time to time, the Career Center receives grant money to fund unpaid internships. If your position and/or industry meets the grant criteria, the Career Center staff will let you know. Contingent on funding availability and requirements.

On-Campus Interviews

Use our facilities to conduct on-site interviews with students. You define interview length and schedule and Career Center staff will market the opportunity to select students. We can also collect online applications and/or resumes in advance.

Recruiting Consultation

Work with Career Center staff to devise recruitment plans or strategies based on demographics (e.g. size, sector, industry, location) and goals (e.g., increase candidate pool, improve job descriptions, obtain interns). Consultations typically last 30-60 minutes and can be done at Tri-C, at your site or online.

Recruiting Table*

Have an immediate hiring need? These passive, informal recruiting opportunities targeting seasonal, part-time or full-time positions take place in high-traffic areas on campus. Each employer may host one table per semester, regardless of campus location.

Resume Reviews/Mock Interviews

Help Tri-C students prepare for their future career! Meet one-on-one with students to review their resumes and provide feedback, or conduct virtual or in-person mock interviews.

Workshop/Webinars

Attend our free virtual workshops and webinars for tips on writing effective job descriptions, recruiting community college students and more.