

EMPLOYEE MENU OF SERVICES

The mission of Tiffin University's Office of Career Services is to empower students with the knowledge, skills, and resources to embark on successful and purposeful careers. These efforts are informed primarily by the National Association of Colleges and Employers' Career Readiness Competencies Framework. Career readiness training is imparted onto students not just through the Career Services Team, but via the Dragon Educational Core Curriculum. This means all aligned organizations can feel confident they are hiring strong talent, ready to meet the demands of dynamic and ever-changing industries.

By choosing to work with Career Services, employers gain a competitive edge in their recruitment efforts. Qualified TU students and alumni are made aware of opportunities quickly, and are guided through application & recruitment processes to ensure seamless experiences for all involved.



There are several ways in which Career Services can match perfect-fit candidates with employers:

Disclaimer: The Office of Career Services is unable to offer any form of guarantee with regard to every employer being able to utilize its offerings at any point. The leadership team reserves the right to refuse or delay any of the following services at any time, for reasons such as: Already-full semester event schedules, at-capacity committees, event registration number limits, etc. Your patience is appreciated.

• **CAREER FAIR PARTICIPATION:** All employers in good standing with TU are encouraged to reserve booths at one or more of the three annual on-campus career and exploration fairs. Two are held each fall (one for all majors, and another for students within the School of Criminal Justice & Social Sciences), and another each spring (for all majors). They are prime opportunities for employers to establish name-recognition on campus and speak directly with qualified candidates about career and internship opportunities. Registration is facilitated through TU's Handshake platform (details below).

• **HANDSHAKE JOB POSTINGS:** The Office of Career Services is happy to connect with all aligned employers via Handshake, and allow them to post vacancies through the platform (so TU students will be able to view them). Informational pamphlets for creating employer accounts / connecting with schools are available below.

• **INTRODUCTORY & RECRUITING CONSULTATION MEETINGS:** Can be held either in-person or virtually. These meetings allow the Career Services Team to become familiar with the specific needs of an employer (relating to particular vacancies or across the board), so they can more effectively tailor referrals. Employers can also work 1-on-1 with a member of the Career Services Team to devise recruitment plans or strategies based on demographics (size, field, location, etc.) and desired outcomes (diversify candidate pool, bolster job descriptions, gain interns, etc.).

• **TARGETED EMAIL CAMPAIGNS:** Email messages (via Handshake or Outlook) can be sent to qualified students (those with relevant majors / interests). Said messages would advertise an employer's vacant career, internship, co-op, etc., and would include information about the job in question, the employer, as well as how to apply.

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• **RECRUITMENT TABLING EVENTS:** Those utilizing this service will be given space in a high-traffic area of campus to informally advertise vacancies and other opportunities to student passersby for an afternoon of their choosing (3-hour timeframe). Tables and chairs will be provided. Must be requested at least 30 days in advance of desired visit. Each employer may take advantage of said offer only once per academic year.

• **EMPLOYER SPOTLIGHT VIDEO**

PROMOTIONS: Interested and qualifying aligned employers may submit a 2-3-minute video to Career Services – advertising the organization as a whole, any current vacancies, etc. The video will be included in the next (monthly) edition of the Dragon Newsflash – sent to all TU alumni, and will be sent via targeted email to (qualified) current students when internship opportunities are mentioned therein.

• **JOINING THE EMPLOYER ADVISORY BOARD:**

Interested parties may submit a proposal to join the growing TU Employer Advisory Board (EAB) when new vacancies come available (every two academic years or in cases of term resignations). In short, the EAB acts as a supplementary advisory body for the institution as decisions surrounding career-readiness programming and initiatives are reached. Members also serve to keep the institution abreast on emerging industry trends - to support an ongoing commitment to innovative and market-driven educational practices. Members are entitled to several key benefits unavailable to other aligned organizations.

• **ETIQUETTE EVENT PARTICIPATION:** Each year, the Office of Career Services hosts an event specifically geared toward facilitating the formation of student-employer connections, as well as teaching students proper etiquette practices in real-life networking scenarios. As such, employers are invited to campus each year for either a formal dinner or social hour with hors d'oeuvres, accompanied by a presentation on the do's and don'ts of professional conduct. Interested parties are welcome to request a designated employer spot by emailing careerservices@tiffin.edu. This event is held in the spring, and selections are made the preceding fall semester.

• **ACADEMIC SCHOOL OPEN HOUSES / MEET & GREETs:**

If enough employers (at least 5) show interest in getting to know the students, faculty, and / or staff associated with a particular academic school, the Office of Career Services will facilitate a catered open house for the following academic year (to allow ample planning time), wherein relevant students and faculty will be invited to engage and network with employer attendees.

• **WORKSHOP / WEBINAR ATTENDANCE:**

If enough employers (at least 5) express an interest in a particular topic (learning more about effectively writing job descriptions, how they can get more involved on campus, etc.), a virtual or in-person workshop may be planned for the following academic semester – facilitated by the Career Services Team.

• **GUEST SPEAKER OPPORTUNITIES:** Those interested and qualifying are encouraged to email careerservices@tiffin.edu if they desire to send a guest speaker / lecturer to campus for a formal student presentation (employer Q&A session, industry expert lecture, etc.). Presentation proposals are evaluated on a case-by-case basis according to what would be of interest / beneficial to students. Accepted parties will work with Career Services to finalize event dates, develop marketing plans for students, and ensure the event in question supports ongoing recruitment efforts through student-employer introductions. Presentation proposals for the following academic year are accepted from the months of March-May. Each employer may take advantage of said offer only once per academic year.

• **HANDSHAKE:**

Tiffin University utilizes Handshake, an online career searching and candidate marketing platform, to provide support for students and alumni, and employers seeking to hire them for career-related jobs or internships. It is the fastest and most convenient way to get vacancies in front of students.

Please contact careerservices@tiffin.edu to utilize any of the above services or with any questions.



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