# **Employer Manual for Front Desk:**

**Posting a job or Internship**

Thank you for your interest in connecting with SLCC students about job opportunities. Students and alumni can access and apply for your job opening through the Handshake Network—our electronic job referral system. To post positions, you must first have an employer account.

You can create an account by clicking on this link:

[https://app.joinhandshake.com](https://app.joinhandshake.com/)

 Your account will then be verified (please allow 3-5 business days) after which you will be able to submit job postings. If you are already on Handshake, add SLCC as a favorite recruiting tool on your account.

Within Handshake, you can post any job opportunities you may be recruiting for. Here is an article with step-by-step instructions:

[How to Post a Job – Handshake Help Center (joinhandshake.com)](https://support.joinhandshake.com/hc/en-us/articles/218693198-How-to-Post-a-Job)

 Our team approves job postings in Handshake. Please note the following information must be included in your posting for us to approve it:

* Summary Information: Description of the general responsibilities and mention of the title, pay rate
* hours, benefits, and reporting relationships involved
* Desired Qualifications: Description of the education, training, and skills you’re looking for
* Job Duties & Responsibilities: Description of the work for which the new hire will be responsible
* Special Demands: Description of the job’s extraordinary physical or emotional demands, if any

 If you would like to share job flyers with students, we would be happy to post those on our Job Board, but we do require that the job itself is already posted and approved in Handshake before we post the flyer. We do highly recommend that on your flyer, you either reference the job ID # in Handshake or include a QR code that would take students directly to the job in Handshake rather than a link to an external site. We find that students are much more likely to click on a link or be directed to Handshake to apply to a role because they’re familiar with the site and it shows them that your company is connected with our campus and knows our recruitment methods so they can trust the flyer.

# **Tabling**

Definition:

Employers who are approved in Handshake can request to set up tabling on our campuses as a way to further engage & connect with our students – sometimes they may be recruiting for particular roles and sometimes employers want to table just to build brand recognition on campus and network with students. Alen Hajric oversees this process so employers who would like to table can be referred to them directly to set it up.

The tabling fee is $40 for 3 or less hours and $50 for over 3 hours. The table and chairs will be set up for them. For non-Sponsorship tabling, we do not provide any marketing from our office, nor do we attend their tabling – we simply encourage them to post the event in Handshake if they’d like to. For Sponsors, we market the tabling on Instagram and check-in with the employer but do not attend the whole tabling session with them.

Process:

Step 1: An employer is referred to the career services Recruitment Events Coordinator (REC) who is Alen Hajric. to set up tabling – they must give at minimum 2 weeks’ notice and it can take up to 2 business days to receive a response.

Step 2: The REC confirms the employer is already approved in Handshake

*Tips & Tricks:* When setting up with the STC, the REC will receive the confirmation and will need to email that as well as the parking directions to the employer

# **Employer Info Session**

Definition:

An employer who is already approved in Handshake can request to host an Employer Information Session, which is an opportunity for students to learn more about the employer. During these 1-2 hour sessions, employers may discuss who they are, their organizational structure & culture, typical career paths, employment opportunities, what they look for in candidates, and/or host a Q&A session. Info Sessions are typically held in the Student Event Center or a conference room for in-person, or via Zoom for virtual sessions.

For non-Sponsor Info Sessions, the fee is $75 and we collaborate on the marketing and then share it on our Instagram account as well as add it into Handshake as an event for students to attend. For Sponsors (Gold and Silver), the event is free, and we additionally market the event via an invite email in HS, flyers, in classrooms, in the semesterly newsletter to ensure a good student turn out.

An EE representative and relevant career coach attended the info session to ensure everything runs smoothly.

Process:

**Step 1:** An employer reaches out to Alen Hajric to set up an info session. They must reach out to us with at least a month’s notice. Alen confirms they are approved in HS before moving forward.

**Step 2:** Alen will work with the employer to provide several date/time options based upon EE & coaching availability (so 2 staff can attend) and other relevant campus considerations (such as other events going on, the academic calendar, etc)

**Job Fairs**

* Employers can register for the fair on Handshake. Prices for each fair are also in Handshake.
* Know when the job fair is and where to send employers to get more info: <https://www.slcc.edu/careerservices/Employers/recruitment-links/job-fairs.aspx>
* If you have more questions- connect with Alen Hajric