

# CAREER SERVICES & STUDENT EMPLOYMENT EMPLOYER TOOLKIT

In-Person and Virtual Recruiting Activities Available

	EVENT / ACTIVITY	IN-PERSON	VIRTUAL	SCHEDULE VIA HANDSHAKE (EVENT, FAIR, OR INTERVIEW)	SCHEDULE VIA CAREER SERVICES
CLASSICS REDESIGNED	CAREER FAIRS	X	X	X	
	PART-TIME JOB FAIRS	X	X	X	
	ETIQUETTE EXPERIENCE	X	X	X	X
	EMPLOYER OFFICE HOURS	X	X		X
	RECRUITMENT TABLING	X			X
	ZIP TALKS - GUEST SPEAKER	X	X		X
	INTERVIEWS	X	X	X	X
MAKING CONNECTIONS	Q&A/AMA	X	X	X	X
	ROUND TABLES	X	X	X	X
	SOCIAL EVENTS	X	X	X	X
	MEET AND GREETs	X	X	X	X
	SCAVENGER HUNT/TRIVIA GAMES	X	X	X	X
	SPEED NETWORKING	X	X	X	X
	OFFICE/FACILITY TOUR	X	X	X	X
	SITE VISIT	X	X	X	X
SHARE YOUR STORY	JOB SHADOWING/EXTERNSHIP	X	X	X	X
	EMPLOYER HOSTED WORKSHOPS	X	X	X	X
	INFO SESSIONS/PANELS	X	X	X	X
GOT GIGS?	MICRO-INTERNSHIPS	X	X		X
	GIGS AND PROJECTS	X	X		X
SOCIAL MEDIA	INSTAGRAM EMPLOYER SPOTLIGHTS		X		X
	STORY POSTING/SHARING		X		X

Please email [career@uakron.edu](mailto:career@uakron.edu) or call 330-972-7747 to discuss your interest in any events or activities that need scheduled through Career Services & Student Employment.

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## Event/Activity Definitions

### Micro-Internships

Micro-Internships are short-term, projects or gigs that are typically shorter than a traditional internship. These opportunities can provide ways for students to develop hands-on practical experience while exploring potential career paths.

Parker Dewey is an organization that connects students with employers for micro-internships. Parker Dewey helps companies more effectively complete tasks and improve hiring by contracting with college students and recent graduates who want to work on short-term, professional projects so that they can generate income while demonstrating capabilities and gaining practical experience. See UA's landing page for Parker Dewey (<http://info.parkerdewey.com/uakron>). 

Employer payment is made to Parker Dewey only at the time the engagement begins (i.e. the specific applicant is selected by the client). Parker Dewey holds these funds in escrow until the completion of the project is approved by the client. At that time, Parker Dewey will pay the student for the work performed.

### Employer Office Hours and Tabling

Host in-person, and virtual office hours via the platform of your choosing, where you can meet with drop-in students to provide resume and cover letter reviews, mock interviews, or answer career-related questions. You may also schedule up to two recruitment tables per semester in the Student Union, College of Business, and in the College of Engineering and Polymer Science.

### Info Sessions, Panels and AMA (Ask Me Anything)/Q&A

In-person and virtual sessions presented live where an audience member can learn detailed information about your organization and ask questions of the host or presenter.

### Social Events

Take a creative approach and host a social event such as a casual coffee chat, round table, or meet & greet.

### Site Visits and Tour Days

Walking through a day in the life of an employee, at any level of your organization; from interns to managers, to directors and upper level management. This can be a great way to provide prospective employees with an inside look into your organization, and can be done through site visits, blog posts, pre-recorded videos, or livestreams on social media.

### Employer Hosted Workshops

Select a career-related topic relevant to your organization and prepare a presentation for students. These presentations can include activities to engage the students, such as interactive events, open discussions, and Q&A's.

ZipTalks are presentations in which you offer to present a trending industry-related topic to a classroom.

### Employer Spotlights

Are you looking for ways to build your digital footprint in a virtual environment? Career Services can highlight your organization on Instagram to help promote your job, co-op, and internship opportunities! Share your message through content showcasing your office, current co-ops/ interns and employees, and anything else that makes you unique. Employers wishing to participate must be approved on Handshake and meet our Employer Recruiting Guidelines.

Reach out to Career Services at [career@uakron.edu](mailto:career@uakron.edu) to schedule an Employer Spotlight on Instagram.

