



Stark State COLLEGE

CAREER SERVICES &
WORKFORCE DEVELOPMENT

Recruiting Options

Connect your workforce needs to **Stark State talent** through our employer recruiting opportunities.



Handshake

Promote your open positions for free on Handshake, our online job board. Choose specific majors to target when you post full- and part-time, internship, apprenticeship, and co-op opportunities for Stark State students and alumni to access and apply. You can also recruit directly by searching for student resumes by major and can view and register for our upcoming career events. *(See steps to create an account.)*

Career fairs and events

We offer a variety of major-specific career events based on in-demand jobs. For a list of offerings and to register for these events, visit Handshake at joinhandshake.com. You can also view a listing of each semester's events at starkstate.edu/careerservices.

Employer recruiting tables

Interested in networking with students face-to-face? Come to one of Stark State College's locations to host a recruiting table. Spend a few hours promoting your organization's full- and part-time, internship, apprenticeship and co-op opportunities.

We'll notify students and faculty of your visit, including your table location and times. Recruiting tables are offered during fall and spring semesters.

See employer recruiting guidelines for details related to Stark State College recruiting services.

Contact us to get started

careerservices@starkstate.edu
330-966-5459

Career Services and
Workforce Development

6200 Frank Ave. NW
North Canton, Ohio 44720

Create Handshake account

1. Go to app.joinhandshake.com/employer_registrations/new.
2. Enter your name, organization email address and password. Review the terms of service and privacy policy, then click **Create Account**.
3. Follow the instructions in your confirmation email to verify your account.
4. Next, fill out the appropriate information then click **Continue**.
5. Connect with or create your organization account:
 - If your employer profile already exists, click **Request to Join** to connect with that profile.
 - If it suggests a different employer profile, click **Choose Another Company** to find your organization.
 - If no employer profile appears automatically, use the search bar to find your organization.
 - If your organization doesn't have a profile, click **Create New Company**. Then, fill out the appropriate information and click **Continue** to verify. Provide your business registration number and a government ID to complete verification.
6. Once you're verified, you can access the Handshake platform.
7. To create a job posting for your open position(s):
 - Connect with us under **Choose Schools**. Search **Stark State College**, then click **Continue**.
 - Enter and review your job details, then click **Post Job**.
 - If you don't have a job to post, let us know. We'll send you a URL to connect with Stark State on Handshake.

If you already have a Handshake account and want to connect with Stark State:

1. Click **Schools** on the left navigation panel.
2. Search for **Stark State College**.
3. Click **Favorite and Request**.
4. Once your request is submitted and approved, you'll connect with Stark State.



Stark State
COLLEGE

CAREER SERVICES &
WORKFORCE DEVELOPMENT

Contact us to get started

careerservices@starkstate.edu
330-966-5459

Career Services and Workforce Development
6200 Frank Ave. NW, N. Canton, Ohio 44720

Employer recruiting guidelines

Stark State College Career Services and Workforce Development endorses and abides by the Principles for Professional Practice and the Professional Standards for University Relations and Recruiting set forth by the National Association of Colleges and Employers (NACE). For a complete copy of NACE's guidelines on Principles for Professional Practice or on Offers to Students and Confidentiality, please visit their website. Stark State College adheres to the aforementioned policies and guidelines to ensure the quality of our services and reserves the right to modify these terms and conditions at any time. All decisions regarding recruiting services provided are made at the sole discretion of Stark State College. The college reserves the right to remove postings that do not comply with our policies, are misleading or are determined to be fraudulently placed without notice.

1. Stark State College adheres to federal and state Equal Employment Opportunity (EEO) guidelines and provides employment and recruiting opportunities without discrimination.

In accordance with Ohio Senate Bill 1, the College also works only with employers who

 - Uphold EEO standards,
 - Provide safe and appropriate work-based learning environments, and
 - Comply with all state requirements for hosting students, including supervision, training expectations and reporting obligations.
2. Stark State College does not recommend or select candidates for employers.
3. Employers are expected to maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases. An employer shouldn't disclose information about candidates to another organization without prior written consent, unless necessitated by health and/or safety considerations.
4. All internships must be in compliance with Stark State College's Policies and Procedures and with Stark State College's Student Organization Manual.
5. Employers must provide specific information about their organization, including a valid website, corporate email, contact information (personal emails not preferred) and a detailed job description.
6. While unpaid internships are accepted in Handshake, we encourage you to review the Fair Labor Standards Act (FLSA) to determine whether your internship is in compliance with federal law. Approval of these positions is not an indicator of legal compliance. The United States Department of Labor Wage and Hour Division provides Fact Sheet #71 to help you determine whether your internship complies with federal law.
7. Your job postings or e-mail communications may not contain anything that is sexually explicit, obscene, libelous, defamatory, threatening, harassing, abusive, or hateful; or anything that is embarrassing or offensive to another person or entity.
8. You may not use your job postings or e-mail to post advertisements or solicitations for employment in the pornography industry, the gambling industry, or post pyramid schemes.
9. Third-party recruiter services may be granted on-campus recruiting privileges or attendance at career fairs, only if they are recruiting for full-time positions within their own organizations, not for their clients.

Prohibited job postings:

- Opportunities that involve multi-level marketing, a start-up fee, commission-only compensation, independent contract (1099) status (i.e., that may require the individual to bear product expenses, be responsible for income taxes, and may not guarantee worker's compensation or unemployment insurance), or other irregular arrangements
- All positions that would employ students for a private individual (i.e., babysitter, tutor, caretaker, photography, etc.) or at a personal residence.
- Any employer who requires prospective employees to purchase products, services, or requires any other initial investment or start-up fee prior to employment.
- Any and all opportunities that are based outside of the United States.