

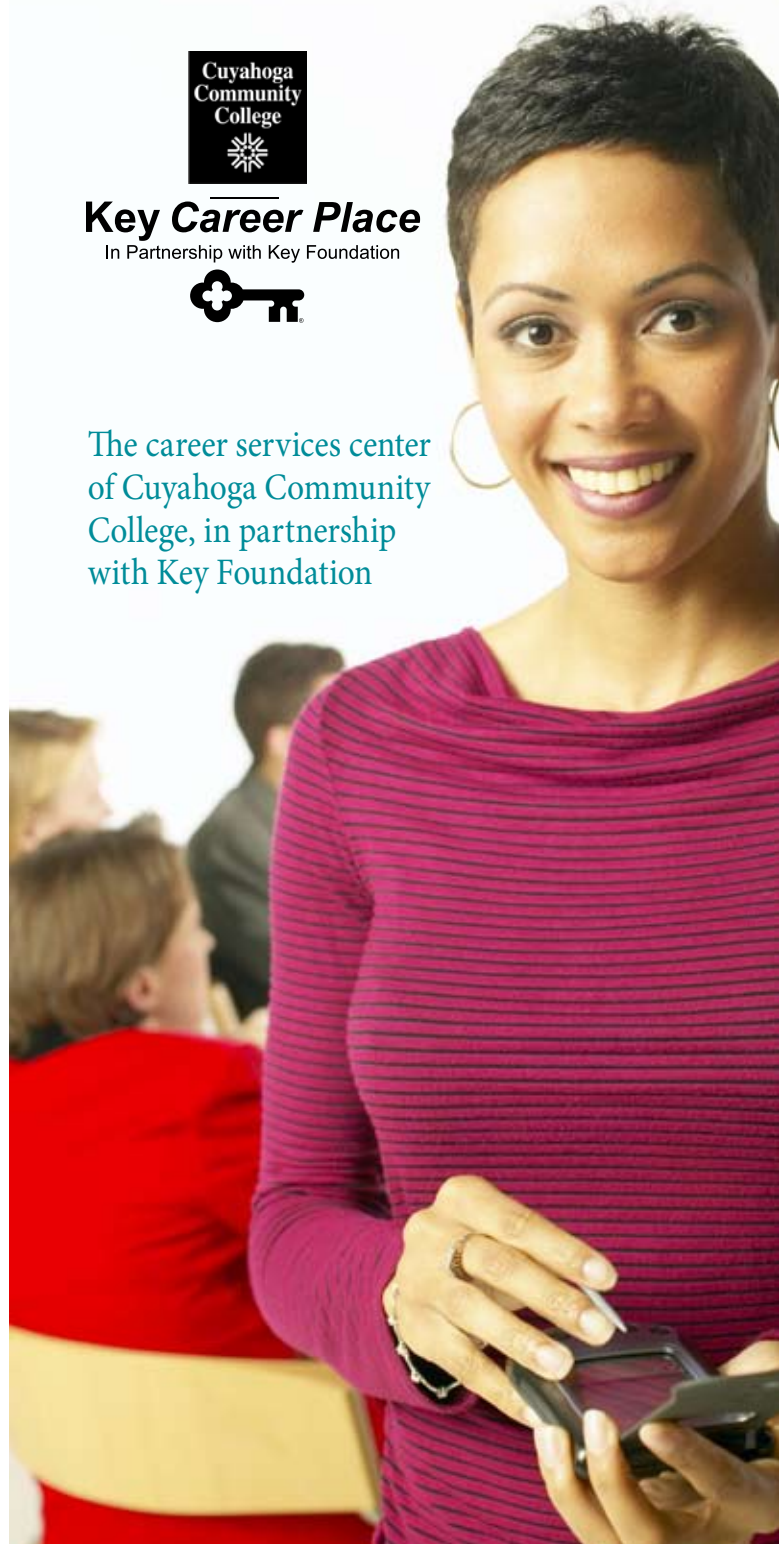


Key Career Place

In Partnership with Key Foundation



The career services center
of Cuyahoga Community
College, in partnership
with Key Foundation



Key Career Place

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keycareerplace@tri-c.edu

www.tri-c.edu/community/keycareerplace



Find the right job, now.

Cuyahoga Community College (Tri-C®), in partnership with Key Foundation, presents Key Career Place – a comprehensive career services center for students, community job seekers and employers. Key Career Place helps job seekers find the right job now and provides access to training and education for the future. With locations at each Tri-C campus and the Unified Technologies Center, landing the perfect job is more convenient than ever.



*All services are
free of charge*

Services for Job Seekers

Job Search and Advising

Key Career Place provides professional advice and the insight you need for a successful job search.

- Résumé critiques
- Mock interviews
- Advice on where and how to conduct a job search
- Information on what careers use your Tri-C major
- Advice on managing forced or voluntary career change

Advisors will also assist job seekers with additional community resources, including:

- Cuyahoga County Public Library Career Center
- Employment Connection
- Ohio Department of Jobs and Family Services
- Towards Employment
- Employment and Family Services



Key Career Place Locations

Eastern Campus

216-987-2567

Room?

4250 Richmond Road

Highland Hills, OH 44122

Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m.

Metropolitan Campus

216-987-4913

Student Services, Room 207

2900 Community College Avenue

Cleveland, OH 44115

Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m.

Western Campus

216-987-5575

Student Services, Room G-201

11000 West Pleasant Valley Road

Parma, OH 44130

Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m.

Unified Technologies Center

216-987-3029

Room 239

2415 Woodland Avenue

Cleveland, OH 44115

Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m.

E-mail:

keycareerplace@tri-c.edu

Web site:

www.tri-c.edu/community/keycareerplace

Services for Employers

On-campus recruiting is an effective tool for screening candidates and finding the perfect employee to fill your open positions. It's an even better option when the recruiting is done on the Tri-C campuses. We serve the citizens of Northeast Ohio and more than 55,000 students annually, many of whom are searching for their first professional position, changing careers or just looking for their next great opportunity.

Information Tables

Reach general audiences with an information table in a high-traffic, high-visibility area of campus. Your promotional displays, literature, applications and optional giveaways will attract job seekers eager to learn about your company.

Information Sessions

For more targeted recruiting, Key Career Place offers Information Sessions for employers and job seekers based on major, GPA, or other criteria. Employers give a promotional presentation, often in multi-media format, about their company and the opportunities available. A question and answer period rounds out the session.

Job Posting Options

Key Career Place gives employers multiple outlets to advertise available positions. Full-time and part-time jobs for community job seekers, as well as internships for Tri-C students, can be posted through the Careers.Online link at www.tri-c.edu/community/keycareerplace. Internships for students at 18 Northeast Ohio colleges and universities can be posted through www.neointern.net.

Career Expos

Offered annually in the spring, Key Career Place Career Expos bring together employers, students and community job seekers to make professional connections. Contact Key Career Place to register your company to attend the next Career Expo.

Job Boards

Key Career Place offers online job boards featuring hundreds of available positions from local employers ready to hire new talent now. Visit www.tri-c.edu/community/keycareerplace

Workshops

Even the most seasoned job seekers need to sharpen their skills and learn the latest trends in recruiting to create a contemporary job search that gets results. Whether you're looking for your first job or you're an experienced job seeker, Key Career Place offers workshops to keep you current on topics including:

- Résumé writing
- Effective interviewing skills
- Networking
- Professional image
- Salary and job offer negotiation
- Finding an internship
- Job fair success
- Business and dining etiquette

Workshops are offered on all campuses. Visit the Key Career Place web site to see a calendar of upcoming workshops.

Online Resources

Job seekers can take advantage of Key Career Place offerings online. With resources like Optimal Résumé, The Perfect Interview and downloadable checklists, job seekers can master:

- Cover letters
- Résumés
- Thank you letters
- Getting an internship
- Job fair success
- Professional dress

Visit www.tri-c.edu/community/keycareerplace to access Key Career Place resources.



Internships and Cooperative Education

Students who opt for cooperative education gain real-world experience in their chosen field and can even earn college credit. These students become graduates with marketable skills and experience sought after by employers. Key Career Place helps students gain this competitive advantage through job search and placement assistance.

Career Expos

Offered annually in the spring, Key Career Place Career Expos are an effective way to personalize your job search and connect with local companies looking for your talent.

- Make face-to-face contact with hiring personnel
- Distribute résumés
- Interview for open positions
- Develop a professional network

For the latest information regarding dates, times and companies represented, please visit the Key Career Place website. Registration is recommended.



Other Services

(Available at the Unified Technologies Center location only)

Fast Track Training Program

Participants have access to non-credit, short-term training courses which last seven to fifteen weeks. They can also complete state or national certification examinations, if applicable.

Employer Networking Opportunities

Employer Networking Opportunities are mini job expos open only to Fast-Track Training participants. Three to six employers hiring in the specific training area meet, interview and potentially hire participants.

Job Readiness Training Academy

Job seekers get soft skills training in human resources related issues such as dependability and reliability, adaptability/flexibility, motivation, integrity, handling workplace conflicts and interpersonal skills. Participating employers share career ladders offering upward mobility in their industry as well as identify "job-ready" candidates with the possibility of immediate employment.

Third-party funding information and referrals - serves as the initial point of contact for providing funding information and referrals to individuals seeking financial assistance through third-party funding agencies.

Literacy/Educational Enhancement

Participants receive instruction in reading, math, and comprehension to enhance their likelihood of successful completion of the GED exam. Instructional model incorporates both classroom and computerized instruction.

Employment Connection Partner

A collaborative workforce system of the Cuyahoga County and City of Cleveland Departments of Workforce Development, the Employment Connection assists with the specific needs of both job seekers and employers.