

## **Handshake Guide for Recruiters**

Thank you for your recruitment interest in JBU talent!

We initially share opportunities<sup>1</sup> with our students and alumni through **our campus-wide job board & recruiting platform, Handshake**, and would love for you to post your organization's openings on it (alumni and current students are encouraged to regularly access to this job board).

- *Handshake* is the **nation's #1 college-to-career network** which provide **equitable access** to professional development opportunities for all John Brown University students, but it benefits recruiters as well<sup>2</sup>.

### **HANDSHAKE: EMPLOYER ESSENTIALS**

*\*The guidance below is taken from [this Handshake Help Center article](#). Hyperlinks are to other Help Center articles.*

Welcome to Handshake! The steps below have been carefully organized to make sure your onboarding experience is as smooth as possible. Set yourself up for success with Handshake by following the checklist in the order listed below. **And, reach out to JBU Career Development staff with any questions or for further assistance: [cdc@jbu.edu](mailto:cdc@jbu.edu)**

**NOTE:** Step 6 includes a link to instructions for **registering for a career fair** on Handshake.

#### **1. Create a user account**

In order to use Handshake, you will need a user account. It's best to sign up with your company-issued email address (ensures you're connected with the right company).<sup>3</sup>

- To create an employer account [click here](#).<sup>4</sup>

#### **2. Join your existing company on Handshake, or create a new one**

To take action with schools, you must first be connected to your company profile on Handshake. After you've confirmed your email, you will be prompted to:

- Search for your company and request to join **OR**
- Create a new company profile if your company is not yet on Handshake.<sup>5</sup>

**Tips:** • Use your corporate email address if you have one.

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<sup>1</sup> For your reference: John Brown University's Career Development [Recruiting Policy](#), [Internship Guidelines and Instructions](#), and [Job Posting Policy Guidelines](#).

<sup>2</sup> Easily **post jobs (and events)** to *multiple* schools and connect with students (12M+) and colleges (1,400+ Edu partners) across the country- all in a single network.

<sup>3</sup> Are you unable to sign-up with a company-issued email, or does your company use a generic email domain? Check out [Registering for an Employer Account with a Generic Email Address](#).

Registering for someone else? Refer to [Register for an Employer Account on Behalf of Another User](#).

<sup>4</sup> Refer to [Create an Employer User Account, Join a Company, and Connect with Schools](#) (includes a step-by-step guide for account set up including screenshots; scroll to "Get Started").

<sup>5</sup> NOTE: **If your company is already** on Handshake, your company will populate as an option to select from. **If it isn't**, you will have the option to create a *new* company profile. Learn [How to Create a New Company Profile](#).

- Request to join your company rather than a school you'd like to recruit from.

### 3. Request to connect with schools

To post jobs or events to students, you must **request and receive approval** from each school selected. After your account is validated and you've connected to your company profile, you can begin to request schools.<sup>6</sup>

#### Tips:

- Start by requesting only a few schools.
- It can take up to five business days for a school to approve your request. *If you do not receive a response within that time frame, contact the Career Services department at the school. You can find the contact information for a school's Career Services by selecting Schools from the left navigation bar.*<sup>7</sup>

### 4. Customize your profile

A well-crafted user and company profile plays a vital role in shaping your brand and building rapport and trust with our students and school partners.<sup>8</sup> Put your best foot forward with a complete user and company profile.<sup>9</sup>

### 5. Set notification preferences

While there are default notification settings enabled, you may customize how and when you receive communication from Handshake.<sup>10</sup>

### 6. Take action

Once you've connected to one or more schools, you will be able to post jobs, request on-campus interview schedules, manage your applicants, and more. (Make sure you are logged into your *employer* account rather than a student account.)

- [Learn how to post a job](#) (includes a **step-by-step guide with screenshots**; scroll the drop-down menu and see job posting promotion tips below menu).<sup>11</sup>
  - For internships, please include internship benefits and supervisor information.
  - Make sure to select the majors and grade levels (or degree levels) that are eligible for the position so that you have qualified applicants applying to your job and so your opportunities get in major-specific recommendations.
- [Learn more about registering for a fair](#) (includes a **step-by-step guide with screenshots** and explains how to select or fill in registration information).

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<sup>6</sup> For additional details, refer to [School Network Management: Requesting, Adding, and Removing Schools](#).

<sup>7</sup> For more information, refer to [Understanding School Approvals](#).

<sup>8</sup> Configure your [Employer Account User Settings](#)

<sup>9</sup> Learn [How to Edit Your Company Profile Settings](#)

<sup>10</sup> To learn more, refer to [Default Notification Preferences \(Employers\)](#).

<sup>11</sup> [Confirming your job is posted successfully](#) (step-by-step guide with screenshots)