

# Handshake GUIDE FOR EMPLOYERS

John Brown University Career Development utilizes the platform **Handshake** to connect employers to our students and alumni. **All recruitment** strategies begin with actively posting on *Handshake*, your **one-stop-shop** for JBU students, both undergraduate and graduate.

- Post internship and job opportunities
- Search through resumes
- Arrange campus visits
- Host virtual events
- Request interviews with students
- Register for career fairs

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### SIMPLY GETTING STARTED WITH HANDSHAKE?

#### 1. Create an employer account:

[https://app.joinhandshake.com/employer\\_registrations/new](https://app.joinhandshake.com/employer_registrations/new).

#### 2. Join your existing org's account or create a new one:

Try an (generic) organization-based email so that your group stays linked beyond staff transition.

#### 3. Request to connect with schools:

To post, request and obtain approval from each school selected.

Questions? Email [cdc@jbu.edu](mailto:cdc@jbu.edu)

#### 4. Customize your profile:

A well-crafted user/organization profile builds rapport with students and school partners.

#### 5. Set notification preferences:

Customize how and when you receive *Handshake* communication to catch updates, invites, or messages.

**6. Take action:** Once your employer account has been created, connected to JBU, & approved: post jobs, manage your applicants, request campus visits, host virtual events, and more!

- More details? Visit [//support.joinhandshake.com](https://support.joinhandshake.com)  
Search: "[Getting Started with Handshake: Employers](#)"

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### HOW TO POST A JOB ON HANDSHAKE

- Click **posting** from your Handshake dashboard or click **Jobs** from the left navigation bar to access the **Jobs** page. Then, click the blue button **Create Job** in the top-right corner of the page.
- Complete as much information as possible to receive posting approval.
- To post your job, click the black button **Post a Job** in the top-right corner of the job form, or in the lower-bottom of the page.
- For details, visit: [//support.joinhandshake.com](https://support.joinhandshake.com). Search: "[How to Post a Job](#)". To host a virtual event, search: "[How to Create an Event](#)".

Create job

Save as draft

Post job

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### AFTER YOUR JOB IS POSTED

- Customize notification preferences.
- Click your name in the top-right corner, and select **User Settings**.
- Click **Notification Preferences**. Select "Email" and/or "Notification" for each option.
- **Message** students (such as those you have met at an event) directly using the message feature.

