

**John Brown University Career** Development utilizes the platform <u>Handshake</u> 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



## SIMPLY GETTING STARTED WITH HANDSHAKE?

#### 1. Create an employer account:

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 <a href="mailto:cdc@jbu.edu">cdc@jbu.edu</a>

#### 4. Customize your profile:

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

#### 5. Set notification preferences:

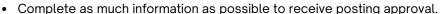
Customize how and when you receive *Handshake* communication to catch updates, invites, or messages.

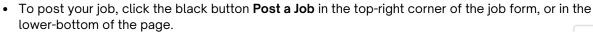
- **6. Take action:** Once your employer account has been created, connected to JBU, & approved: post jobs, manage your applicants, request campus visits, host virtual events, and more!
- More details? Visit //support.joinhandshake.com
   Search: "Getting Started with Handshake: Employers"



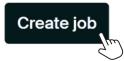
# HOW TO POST A JOB ON HANDSHAKE

• 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.





• For details, visit: <u>//support.joinhandshake.com</u>. Search: "<u>How to Post a Job</u>". To host a virtual event, search: "<u>How to Create an Event</u>."



Save as draft





## 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.



