



## **An Employer's Guide to Using Handshake**

### **The #1 Way College Students Find Jobs**

Handshake is a platform designed to facilitate job searching and career exploration for college students and recent graduates. It serves as a bridge between students, universities, and employers, offering a wide range of features and functionalities.

### **Benefits of Using Handshake**

- Post and manage jobs
- View candidates that match your job profile automatically (100 per job)
- Use talent list to find and view basic candidate information
- View upcoming Career Fairs and Events and register to attend

### **How to Set Up Your Handshake Profile for Recruitment**

#### **Set Up an Account**

Visit <https://joinhandshake.com/employers/> to set up a new account with a username, password, and email for any users of this account.

#### **Create a New Company**

You have the option to search for an existing company or create a new company, if yours is not already in the Handshake system. Establish your profile and confirm your place of employment.

#### **Connect with Schools**

You will choose to connect with schools all around the country. Handshake recommends that you connect with at least 16 schools to ensure the most applicants.

#### **Post Job and Candidate Preferences**

After your profile is set up, you will have the option to post the job you are hiring for. There will also be questions on candidate preferences that need to be answered.

#### **Choose Schools**

You can choose which schools you would like to post the job to (schools will have to approve your organization before your jobs can be posted).