

Set up your Handshake account

Tip: When you sign up for the employer account, make sure that you use your school's .edu email address for the smoothest experience.

1. Use the following link to navigate to the new employer sign up page directly: https://app.joinhandshake.com/employer_registrations/new

2. Enter your email address and desired password.

Note: If you have an existing student or Career Services account linked to the same email address, you'll be prompted to enter you existing password once more. If not, you can move to the next step.

3. Enter the following information, then click on **Next: Employer Guidelines**.

- First Name
- Last Name
- Phone Number
- Job Title
- Put a check next to the types of students you plan to recruit.
- Enter your Alma Mater and school year.

4. Review the employer guidelines, mark yes or no as appropriate for the Third Party Recruiter status, then click on **Next: Confirm Email**.

5. Click the link in your email to confirm your email address and proceed with connecting to a company profile.

Connect with a company profile

Company Model

If your school uses the company model, you'll see a list of company profiles when you log in, and a blue button for **Create New Company** toward the middle of the screen on the right side.

Once you click on that button, you'll be able to enter all the details for your company profile page.

Tip: We want a consistent naming convention for on-campus employer accounts. So please include Muskingum University, Department Name and On-campus Employment. For example, if Career Services was creating an account it would be Muskingum University Career Services On-campus Employment.

After your new company profile is set up, you'll be prompted to connect with schools on Handshake. Search for the name of your school and request to connect, and then you'll be set to use Handshake.

Post an on-campus position

Once you're connected to a company profile and approved at a school, you'll be able to post an on-campus position for students.

When creating the new job, make sure you select the option for "**On Campus Student Employment**".

Job Type

- Job
- Internship
- Cooperative Education
- Experiential Learning
- On Campus Student Employment
- Fellowship
- Graduate School
- Volunteer