



Posting Opportunities in Handshake

Handshake is the Colorado College Career Center’s online career services platform. Handshake allows employers to post jobs to Colorado College students and 500+ universities nationwide. It also allows employers to schedule on-campus interviews, direct message applicants, and more.

This guide will show you where to begin to register your organization and post opportunities, or refresh you on how to post opportunities for your organization.

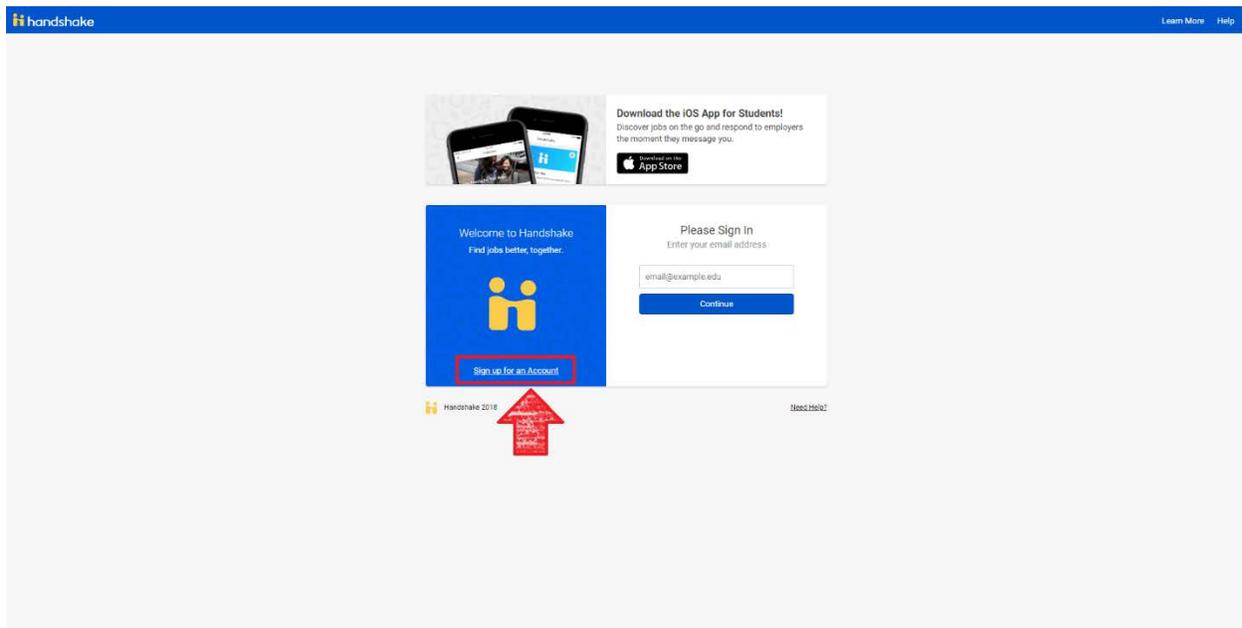
Creating an Account

Visit Handshake’s homepage at <https://www.joinhandshake.com/>

If you know your organization has not ever registered with Handshake, select the blue “Log In” button.

A screenshot of the Handshake website homepage. The browser address bar shows 'https://www.joinhandshake.com'. The navigation menu includes 'EMPLOYERS', 'CAREER CENTERS', 'LIFE AT HANDSHAKE', 'SUPPORT', and a blue 'LOG IN' button which is highlighted with a red rectangular box. A red arrow points upwards from below the 'LOG IN' button. The main content area features the headline 'Talent, meet opportunity.' with the subtext 'Handshake helps students - all students - find meaningful careers.' and an illustration of two people. Below this is a yellow banner with the text 'Handshake is transforming college recruiting for...' and three statistics: '9 million+ Students & Young Alumni' (Accounting to Zoology), '500+ University Career Centers' (Big State to Liberal Arts), and '250,000+ Employers' (Fortune 500 to Mom & Pop). Each statistic has a 'Learn more ->' link.

Select **“Sign up for an account”**.



Sign up for an employer account.

➔ *Make sure to register for your employer account with your work email address. Handshake will not allow you to register with a generic domain, such as @gmail.com, @yahoo.com, etc.*

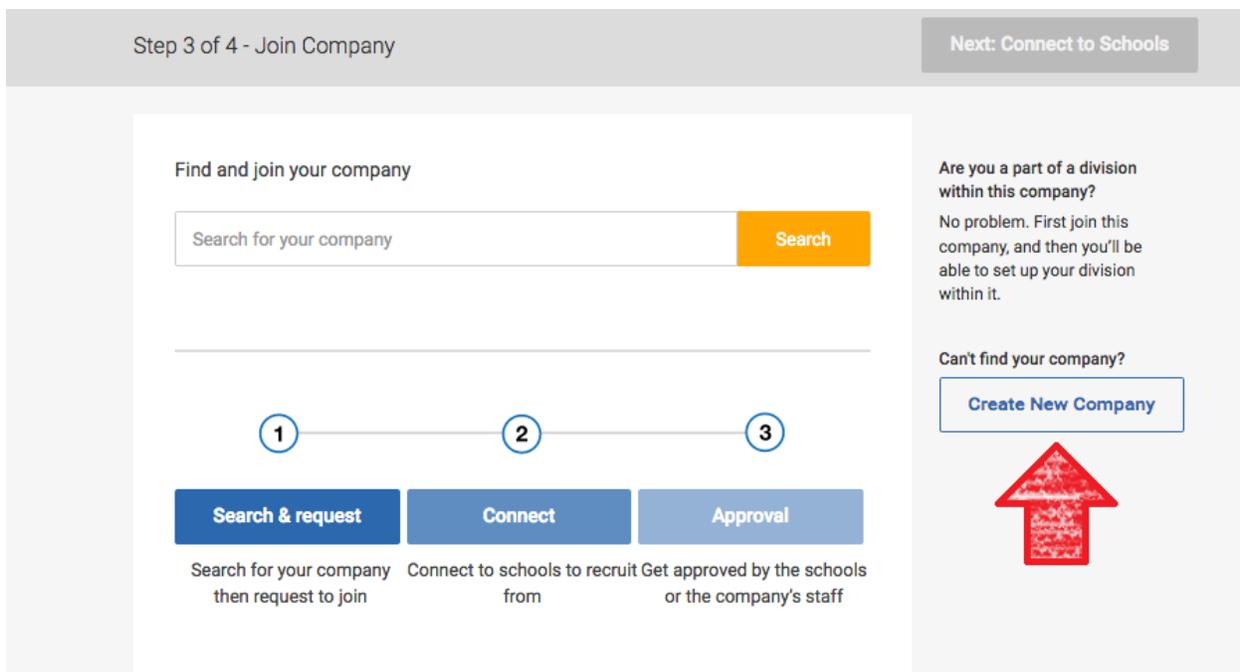
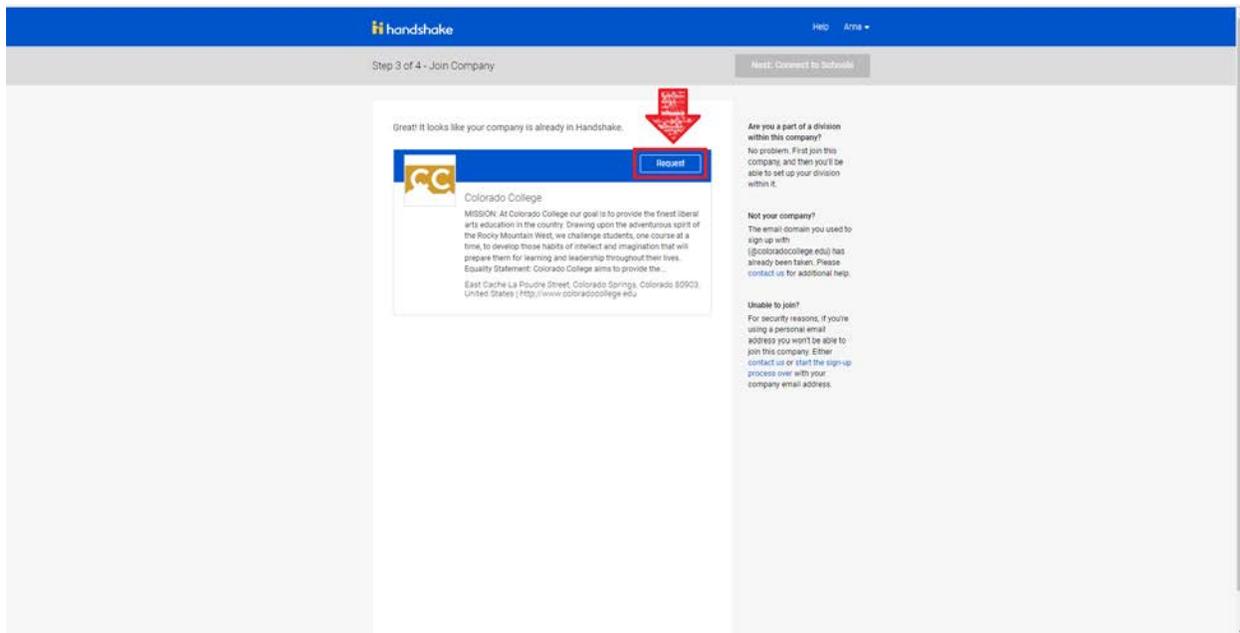
Handshake will ask for more information about the students you wish to recruit and your alma mater. Enter the appropriate information, and then click **“Next: Employer Guidelines”**.

If you are a third-party recruiter working on behalf of another company, select **“Yes”** in the pop-up that appears. If you are not a recruiter, select **“No”**.

Select **“Next: Confirm Email”**.

Confirm your account using the email that Handshake sends to your inbox.

On the screen that appears, search for your organization, and select **“Request”** to join your organization on Handshake. If you belong to an organization that does not exist on Handshake, select **“Create New Company”**.



➔ For additional support creating a new company profile, visit:
<https://support.joinhandshake.com/hc/en-us/articles/219133057-How-do-I-create-a-company-profile->

Select **“Connect to Schools”**. Search for Colorado College, and select the gray plus to connect with our students. Then select the **“Next: Finish”** button.

Logging In

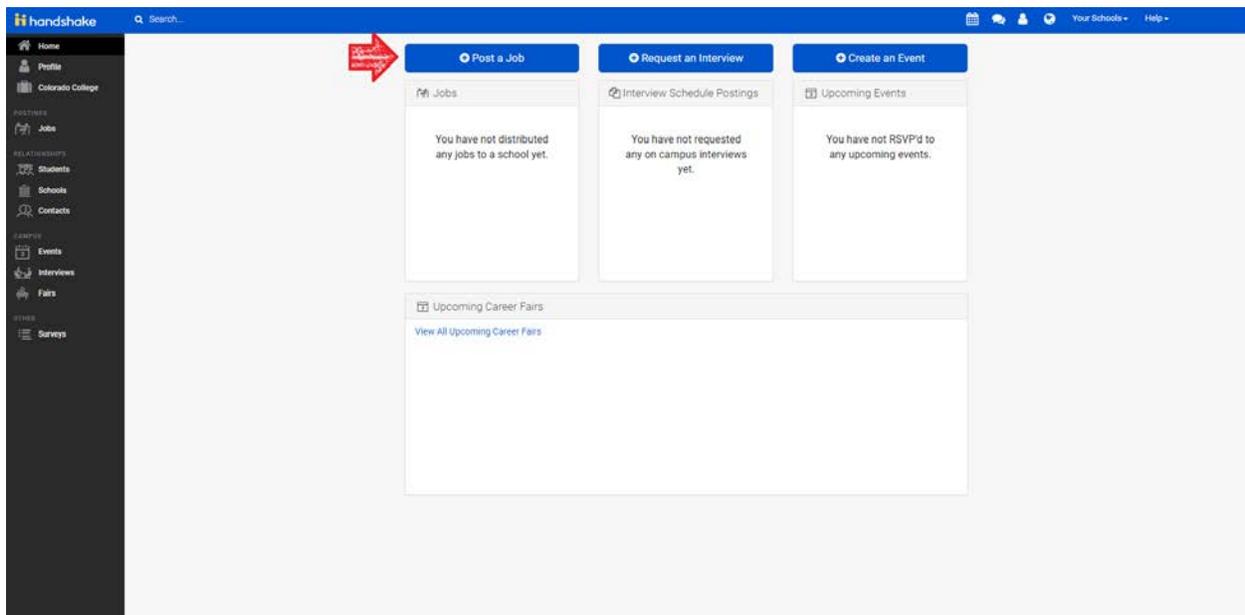
Visit Handshake's homepage at <https://www.joinhandshake.com/>

Select the blue **"Log In"** button.

Sign in with your work email and continue to the Handshake dashboard.

Posting Opportunities

After logging in, select the blue **"Post a Job"** button.



Fill in the job posting criteria, clicking the **"Next"** button to progress through the posting. On the final tab, select **"Colorado College"** to post the job to our students.

When you are finished, select the green **"Create"** button.

Congratulations! You have posted a job on Handshake. You may edit the job details and view applicants using the tabs at the top of the page.