



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

You will need a user account in order to log in and use Handshake. If you've received an invite, you can follow the link to take you to the account creation process. If you're signing up without an invite, go to https://app.joinhandshake.com/employer_registrations/new to create an employer account. You can view the details of this process, with screenshots, by checking out [How to Create a User Account](#)

Helpful Tip: If you're having difficulties receiving the confirmation email, try checking your spam and junk folders to ensure that emails are not being filtered out. Add handshake@m.joinhandshake.com to your email contacts or address book, and lastly, check with your IT department and ask them to unblock Handshake or check for quarantined emails. Then resend the confirmation email once you've taken these steps.

1. Join your existing company on Handshake, or create a new one

You will need to be connected to your company profile on Handshake prior to taking any actions. Your company should pull up based on the domain of your email address, if it is already in Handshake. If it isn't, you should see the option to create a new company profile. You can learn more about the new company creation process [here](#).

Helpful Tip: Use your corporate email address if you have one. This will ensure that your company profile is shown if it is in Handshake and can speed up connecting to your company. Generic email addresses are often a red flag that can hold up your approval process as well. The goal of this step is to connect you with your company, not schools you'd like to recruit from (that comes later).

2. Request to connect with schools

You must request and receive approval from a school prior to posting jobs with them. You can choose schools during your sign-up process and can always select more at any time afterwards.

Check out this article: [School Network Management](#) to learn how to choose additional schools in Handshake after you've gotten set up.

Troubleshooting tips:

- **Only request a select few schools initially.** *This will allow you to build positive relationships with schools while also growing your Trust Score. You can request additional schools as you become approved at your initial schools. More information can be found in the [How Can I Increase My Trust Score?](#)*
- **It can often take a few days to approve your request.** *If you do not receive a response within soon, contact the [Career Center](#).*

3. Take action!

Once you've connected to one or more schools, you will be able to post jobs, request on-campus interview schedules, manage your applicants, and more. Here are some quick links to more detailed articles on these topics:

[How to Post a Job](#)

[How to Post an Interview Schedule to a School](#)

[Managing Interview Schedule Applicants](#)