

# ON CAMPUS JOBS THROUGH HANDSHAKE



# CREATING YOUR ACCOUNT

- First, identify who in your department will be the **Point of Contact**.
  - This person will be the account owner. Other members of the department can create accounts, and the account owner will approve them. Any active contact within your “company” can post positions.
- Next, click [here](#) to create your account. Enter your contact information and click “Sign Up.”

**Handshake** Already have an account? [Log In](#)

### Sign up as an Employer

Email Address (use your work email)

Password  Confirm Password

[Sign Up](#)

### One Trusted, Integrated Network

Recruit top students from over 2100 University partners

• • •

## Welcome to Handshake

Before continuing, we need a bit more info

First Name

Last Name

Phone Number

Job Title

Tell us the types of candidates you would like to find

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civics & Government
- Communications
- Computer Science, Information Systems & Technology
- Education
- Engineering

Add your Alma Mater

School Name

Graduation Year

My school is not listed, let me type my own

[Add another Alma Mater](#)

[Next: Employer Guidelines](#)

## Rich, Validated Data

Find the right fit across 8.5 million verified student profiles



550k business students



360k finance students



245k computer science students



435k consulting students



You will now enter more information, including the types of candidates you are seeking. You can select as many options as you like, and this will help students find your organizational profile within the system. For example, if you are with MTSU Creamery, you can choose "Agriculture, Food & Horticulture."





Next, agree to the Terms and Conditions.

Find the Handshake confirmation in your email and click "Confirm Email."

First Name Last Name

### Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):

-  **Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available.
-  **Be Fair:** Do not discriminate based on ethnicity, national origin, religion\*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.
-  **Keep Your Commitments:** When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.
-  **Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.


In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of another company?

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

\*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

handshake Help Zoe ▾



Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

**Didn't receive the email?**

1. Is [lszoe+++@bookshopdreams.com](mailto:lszoe+++@bookshopdreams.com) your correct email without typos? If not, you can [restart the sign up process](#)
2. Check your spam folder
3. Add [handshake@m.joinhandshake.com](mailto:handshake@m.joinhandshake.com) to your contacts
4. Click [here](#) to resend the email


**Still having trouble?**  
[Contact us](#)

handshake Need Help?

### Confirm your email address on Handshake

Hi Zoe,

Welcome to Handshake! Please confirm your email address to get started:




If this is a mistake, you can [cancel the registration](#) at any time.

HAVE QUESTIONS?  
[Check out our help center](#) or sign up for one of our [upcoming webinars](#)

Find and join your company


Showing 7 results



**Handshake**

Our story began 3 years ago in college at Michigan Tech University in remote Houghton, Michigan, covered by 200 inches of snow a year and eight hours from Chicago or Detroit. We had limited opportunities to quickly or easily connect with their dream jobs in Silicon Valley. And we watched friends and extremely qualified students struggle to start their careers. We set out to help every college...

2601 Mission St, San Francisco, CA 94110, USA | <http://joinhandshake.com>



**Handshake University Student Employment**

Demo employer account

Mountain View, CA, USA | <http://joinhandshake.com>

Are you a part of a division within this company?

No problem. First join this company, and then you'll be able to set up your division within it.

Can't find your company?

On the right, click "Create New Company."

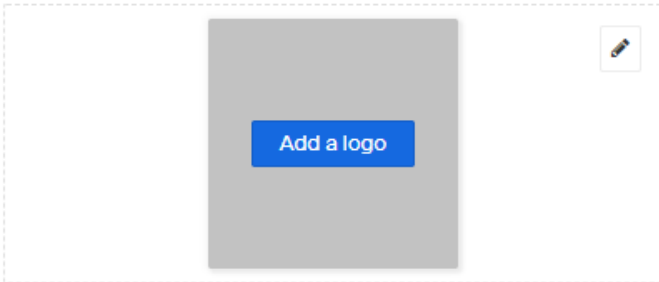
NOTE: For additional users who want to post positions after the POC creates the "company," you will follow the same steps through here, but instead, search for the name of your company, i.e. "MTSU: Library," and request access.

## Start your company profile

Add a name, images and other important details to build your company's profile

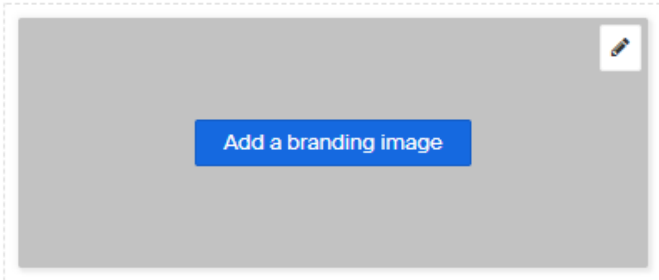
Company  
Name

Company  
Logo

A square placeholder for a company logo. It contains a blue button with the text "Add a logo" and a small edit icon in the top right corner.

This is the main image associated with your company. Make it count!

Banner  
Image

A rectangular placeholder for a banner image. It contains a blue button with the text "Add a branding image" and a small edit icon in the top right corner.

This is the background image that will display on the profile.

Industry

Website

**IMPORTANT:** You must use the following naming convention for your department:

MTSU: *Department Name*  
*i.e.* MTSU: James E. Walker Library  
MTSU: Recreation Center

Feel free to upload your department's logo.

Search for Middle Tennessee State University and click the “+.” Then, you’re done! The Career Development Center will approve your account, and you are ready to post your on-campus opportunities.

The screenshot displays the Handshake interface for connecting with schools. At the top, the Handshake logo is on the left, and 'Help' and 'Zoe' are on the right. Below the header, the progress bar indicates 'Step 4 of 4 - Connect with Schools' and '1 School selected'. A blue button labeled 'Next: Finish' is highlighted with a red arrow. The main content area features a search bar with a 'Search' button. Below the search bar, it says 'Showing 301 results'. A list of schools is shown, each with a logo, name, location, student count, and ranking, and a selection button. The selection button for Andover College is highlighted with a red arrow. To the right, a filter sidebar is visible, showing 'My Selected (1)' and 'Filter Schools by' with options for Region (Midwest, Northeast, South, West) and Location.

Logo	School Name	Location	Students	Ranking	Action
	Amaranta University	Palo Alto, California	10,000 students	#1 Top Public Scho...	+
	Cornell College	Ithaca, New York	25,000 students	#1 Undergraduate En...	+
	Cornell University	Ithaca, New York	30,000 students	Top 10 Engineering U...	+
	University of Michigan	Ann Arbor, Michigan	43,625 students	#1 Regional Univer...	+
	Andover College	Clawson, Michigan	0 students		✓
	Johns Hopkins University	Baltimore, Maryland	0 students		+
	Abilene Christian University	San Francisco, California	12,345 students	Top 500 Libera...	+

For more helpful tips on using Handshake, see the links below:

[How to Post a Job](#)

[View Your Postings as a Student](#)

[Managing Applications](#)

For any questions or concerns, contact the Employer Relations team at:

Tim Shope  
[Tim.Shope@mtsu.edu](mailto:Tim.Shope@mtsu.edu)  
615-494-8911

Jeanette Stevens  
[Jeanette.stevens@mtsu.edu](mailto:Jeanette.stevens@mtsu.edu)  
615-898-2862