

# Recruiting for Jobs and Internships with Handshake

Chatham welcomes and appreciates your interest in recruiting our students and alumni for job and internship opportunities. Upon accepting your opportunity for promotion, your posting will be accessible to students and alumni 24/7 via **Handshake**, our on-line job and internship management platform. As appropriate, we'll use additional methods of promotion as well such as e-mails, fliers, e-newsletter, notice to faculty, career advising, etc. While we cannot guarantee interest, we can strongly encourage it!

To post your position on Handshake, follow the simple instructions listed below. Once you have set up your company profile in Handshake, you can post new opportunities at any time!

Already have Handshake? You can add Chatham University to your list of schools when promoting job, internship, and volunteer opportunities!

## Getting started with Handshake

### WHO IS ELIGIBLE?

Any employer wanting to post internships, full-time, part-time, seasonal, volunteer, and/or freelance jobs. All employer registrations will go through the Chatham University Office of Career Development for approval.

*In the interest of our students and alumni, we reserve the right to restrict or deny employer access to our job posting database, to on-campus recruiting, and to any other recruiting activity.*

### HOW DO I CREATE A COMPANY PROFILE?

#### Step 1

- Visit [app.joinhandshake.com/register](http://app.joinhandshake.com/register)
- Select the "Employer" account type from the options presented
- Fill out the information requested then click **Sign Up**
- Enter your recruiting interests and Alma Mater to help us better understand how you'll use Handshake. Then click **Continue**
- Read the Employer Guidelines, Terms of Service, Privacy Policy, and Third-Party Recruiter Policy
- Check your e-mail! You'll need to verify your account via the e-mail address you provided

#### Step 2

- Log into Handshake
- If your company already exists in Handshake, you can click **Join** to connect your account with the company profile
- If your company does not exist, click **Create New Company** to enter your company information, logo, and personal settings
- **Connect with Chatham University!**

### HOW DO I POST A NEW OPPORTUNITY?

- Start by clicking **Post a Job** from your home dashboard
- You will be asked to complete four steps:
  1. Job Basics
  2. Job Details
  3. Job Preferences
  4. Schools to Post the Opportunity to
- Choose **Create** on the bottom navigation to create and review your posting
- Additional help can be found at [support.joinhandshake.com](http://support.joinhandshake.com)

### HOW DO I EDIT MY COMPANY PROFILE?

- Click on **your company's name** near the top of the left-hand navigation bar (just under Profile).
- You'll be taken to the Overview page where you can **edit your logo and branding image**.
- To update other company information, click the **Edit tab** in the upper right corner. You will be taken to the company information page where you can change your company's information.
- Click **Update Employer** when you are done editing your profile.

### QUESTIONS OR ADDITIONAL ASSISTANCE NEEDED?

Please visit [support.joinhandshake.com](http://support.joinhandshake.com) to access the Help Center. If you have any additional questions, you can contact the Office of Career Development at 412-365-1209 or [careers@chatham.edu](mailto:careers@chatham.edu).