Handshake Account Setup for On-Campus Student Employment

- 1. Go to Handshake and click "Sign up for an Account"
- 2. Select "Employer"
- 3. Fill out the following using your TU email address

	First Name	Last Name
Great talent can be hard to find. Handshake makes it	Kyle	
easy. Sign up and start recruiting today.	Email Address Use your work email	1
Recruit the best talent from schools like	@towson.edu	
Stanford Cornell University Of California	Password	Confirm Password
Berkeley	•••••	
Villanova Villanova University	Phone Number	
of Virginia University of Michigan	410-704-2233	
Carnegie Michigan Haivereity		
Mellon Mellon State Oniversity Of Chicago		Sign Up
	Alrea	dy have an account? Log In
And over 150 more!		

4. Select the types of students you wish to recruit, and add your Alma Mater

n handshake	Welcome to Handshake, Kyle Before continuing, we need a bit more info
Great talent can be hard to find. Handshake makes it	Tell us the types of students you wish to recruit (select all that apply)
asy. Sign up and start recruiting today.	Arts and Design
million student profiles, including	Business, Entrepreneurship and Human Resources Civics and Government
170k Business & Economics majors	Communications Computer Science, Information Systems, and Technology Education
120k Engineering majors	Engineering Health Professions
50k Liberal Arts majors	Your Alma Mater Schools and students love working with fellow alumni
25k Hard Science majors	School Name Graduation Year
	Albright College 🔹 2010 👻
	Add Another Alma Mater

5. Select "No" for "Are you a 3rd party recruiter working on behalf of a company?" Click "Continue"

reat talent ca	Aillions 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:
asy. Sign up a million student prot	Be Accurate and Trustworthy: Tell the truth about your company, your team and the jobs available.
170k 120k	Be Fair: Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.
50k Li	In addition, most career service centers require employers to abide by the full NACE Principles for Employment Professionals.
25k H	Are you a 3rd party recruiter working on behalf of a company? Yes No
B; Pi fr	r continuing, you agree to the Terms of Service, acknowledge you have read the Privacy olicy, and agree to Handshake's Employer Guidelines. You will also receive communication om Handshake related to your jobs and on campus activities.
*A re	s with EEOC's Trite VII, this does not apply to institutions whose purpose and character are primarily ligious (i.e. a ministry).

6. You will receive the following message. Then check your email for the confirmation email to "Confirm Email"

	Great! You've successfully signed up for Handshake.
	We've sent you a link to confirm your email address. Please check your inbox.
	r courd take up to to minutes to show up in your moox.
	Didn't receive the email?
1. ls	@towson.edu your correct email without typos? If not, you can restart the sign up process. Otherwise:
2. Check your sp 3. Add handsha	am folder ke@notifications.joinhandshake.com to your contacts
4. Click here to	esend the email.
	Still having trouble? Contact us.

Cyle,		
come to Handshake! Please co	afirm your email address to get started:	
uis is a mistake, you can <u>cancel</u>	Confirm Email	
	HAVE QUESTIONS? Check out our help center or sign up for one of our upcoming webings	
	If you don't want to hear from us at all again you can unsubscribe from all Handshake notifications	
	Handshake Headquarters 660 4th Street #113 San Francisco, CA 94107	

7. Log in to Handshake to finish setting up your account. Click "Request to join" Towson University

Step 1 of 2	
Great! It looks like your company is already in Handshake.	Are you a part of a division within this company?
Request to join	No problem. First join your company. Then after activating your account, create a smaller group within your company profile to tailor your content to students.
	Unable to join?
Towson University One of the nation's too regional public universities. Towson University offers a welcoming environment	For security reasons, if you're using a personal email address you won't be able to join this company. Either contact us or start the sign-up process over with your company email address.
for living and learning, close to the area's top educational, cultural and community resources. 8000 York Road, Towson, MD 21252 http://www.towson.edu/	Not your company?
	Create New Company

8. Only connect with "Towson University" and then click "Continue"



9. You just set up your Handshake profile!

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	Thank you, Kyle! You have Handshake. Your request has been sent to the staf email.	successfully requested to join	Towson University on you're approved, we'll let you know via	Still waiting to get approved? If you reach out to a school that you work with, they'll be able to approve you directly.	
	Berkeley	\$	HARVEY MUDD College	Have some questions or need help? Send us a message. Want to start over?	
	Berkeley 27,126 Students #1 Top Public Schools	Stanford 4,894 Engineering Students #1 Best Undergrad Engineering Programs	Harvey Mudd 804 Students #1 Best Undergrad Engineering Programs	If you made this request accidentally, you can cancel it now.	
			M		
	Spelman 2,135 Students #1 Historically Black Colleges	University of Virginia 21,238 Students #3 Top Public Schools	University of Michigan 3,295 Business Students #4 Undergrad Business Programs		
		And over 150 more!			

Familiarize yourself with the new system by reviewing these great <u>training articles and videos</u>.
 When <u>posting new jobs</u>, make sure you select your department's name from the "Company Division" drop down menu, and select "On-Campus Student Employment" for "Job Type"

New Job		Job Templates	Job Postings	New
	* Job Title			
	Marketing Intern			
	+ add an ATS / job code to match against your applicant tracking system (this will not sync applications)			
	Company Division			
	Communications & Media Relations x *			
	Display your contact information to students? Name Only Name and Email Don't show my info			
	* Job Type			
	O Job			
	On Campus Student Employment <u>Show more options</u>			
	* Employment Type			
	Full-Time			
	Part-Time			

11. Learn how to <u>set saved searches</u> in the Jobs and Applicants view to just show your division, so you aren't seeing other department's applicants

H	handshake					
*	Home	Job Templates shows every job created on Handshake (whether or not it's posted to a school)		Job Templates	Job Postings	New Job
	Towson University	Type to search Saved Searches +				
POST		Location + Job Type + Employment Type + Duration + Tracking Code + Label + Not Labels + Major	Division - Ranges		Followed Only	
নির্রা	Job Templates	Career Center (2) 🗶	Career Center (2)			
ার্লা চ্রি	Job Postings Applications	Job ID : Title : Applicants : Locations :	Find more	pe :	Division ¢	
		735264 Marketing Intern 0 8000 York Rd, Towson, Maryland 21204, United States	All Options		Career Center	=
RELA	Students	741213 Public Speaking Intern 0 8000 York Rd, Towson, Maryland 21204, United States	memorp rat		Career Center	=
龠	Schools					
Q	Contacts					
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1-1	Events					
vind.	Interviews					
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