

Handshake

EMPLOYER GUIDE



Handshake provides employers the ability to:

- Connect with students and alumni from 500+ colleges nationwide with one click!
- Narrow down applicants to find the best fit through advanced filters on a customizable interface.
- Navigate a sleek, user-friendly job portal and access 24-hour support.

HOW TO JOIN

Go to Site

JoinHandshake.com
/Employers

1

Select Sign Up

You will be taken to a form to fill out your information

2

Receive Approval

You will receive a notification when your account is approved by the universities selected

3

Complete Profile

Complete your employer profile with as much information as possible. More information will generate greater applicant interest.

4

Post Jobs

You are now able to post your job openings on the site.

5

If you already have a Handshake account with another school, navigate to *Add More Schools* and request NSU

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HOW TO POST A JOB

Sign In

Use your employer account to log in

1

Click Jobs

On the left side navigation toolbar, click *Jobs*

2

Click Create Jobs

On the top right, click *Create Jobs*

3

Add Details

Complete the job posting with as much detail and description as possible.

4

Select NSU

On the left hand navigation bar, you will be able to add NSU as a school

5

Set Job Details

Enter application start and expiration dates

6

Note: You can provide qualifications for positions. Applicants who do not meet your preferences will still be able to apply, but Handshake will highlight and filter those out if you choose to do so.