

## How to Create an Employer Account on Handshake & Connect with St. Bonaventure University

1. Go to [https://sbu.joinhandshake.com/employer\\_registrations/new](https://sbu.joinhandshake.com/employer_registrations/new)
2. Fill out your information to sign up as an Employer
3. Read the Employer Guidelines, Terms of Service and Privacy
4. Follow the instructions to verify your account via the email address you provided. You must click the link in the email sent to you before you can proceed with the registration process.
5. After you have completed the verification process, you will be directed to connect with your company. If your company already exists in Handshake, you can click *Request* to connect with your company. If your company does not exist, you can click *Create New Company* button.
6. Next, you will connect with our school. In the search bar, enter St. Bonaventure University and click the + button to the right of our school.

For more information about creating an Employer Account on Handshake:

<https://support.joinhandshake.com/hc/en-us/articles/115015204688-Employer-Roles-Admin-Tools>

<https://support.joinhandshake.com/hc/en-us/articles/115011431228-Getting-Started-With-Handshake-Employers>

### Tips for posting a job to Handshake:

- The more detail the job description has the better! Students are more likely to apply for positions if there is a complete description.
- If you have an online application for students to apply through, you can select *Apply through external system* on the first page of completing the job form.
- Select specific majors and school years on the preferences page to have only students who fit that criteria see the posting. To include all majors and school years, keep all the boxes unchecked.
- The apply start and apply end date are when the position is visible to students to apply. If needed, you can change the end date (expiration date) once the position is posted.
- If you are posting a temporary position, you can include the dates of employment but it is not required.

### Guide to posting a position on Handshake:

<https://support.joinhandshake.com/hc/en-us/articles/218693198-How-do-I-post-a-job->



**Career and Professional Readiness Center**

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