# ROXBURY COMMUNITY COLLEGE

# Handshake

# HANDSHAKE 101 FOR EMPLOYERS

## WHAT IS HANDSHAKE?

Handshake is the ultimate career network and recruiting platform for college students and alumni.

Handshake employer partners can easily post jobs, participate in career fairs, and proactively search and engage with Roxbury Community College students and alumni.

This guide will provide you with valuable steps and resources to help you maximize your experience and results in Handshake.

**6M+**

active students

**900+**

participating universities and colleges

**500K+**

employers

# HOW TO GET STARTED WITH HANDSHAKE

**1** GET APPROVED AS AN INTERNSHIP HOST SITE (IF APPLICABLE)

If you would like to post for credit internship opportunities, Please click **HERE** for more information on the internship approval process.

**2** CREATE YOUR USER ACCOUNT

If you've received an invite from a school or a colleague, you can follow the link to take you to the account creation process. If you're signing up without an invite, go **HERE** to create an employer account. Please use your work email to create an account.

**3** JOIN YOUR EXISTING COMPANY, OR CREATE A NEW ONE:

If your company is already in Handshake, it should pull up based on the domain of your email address. You will be able to click "**Request**" in the top right corner of the box displayed to connect.

If your company isn't already in Handshake, you should see the option to "**Create New Company**" on the right side of the screen

**4** REQUEST TO CONNECT WITH SCHOOLS

You can choose Roxbury Community College and additional schools during your sign-up process, and can always select more at any time afterwards. You must request and receive approval from Roxbury Community College before posting jobs.

**5** POST JOBS

Once you've been approved, you'll be able to start posting jobs. **Please note, there are additional steps required to become an approved internship host site.**
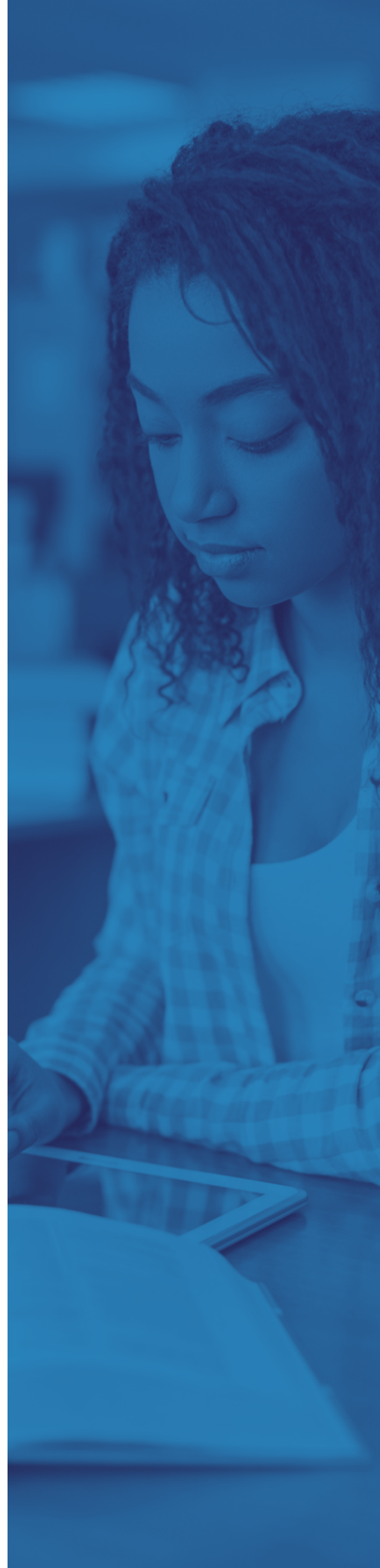
# FREQUENTLY ASKED QUESTIONS

**Why am I not seeing a confirmation email when I set up my account?**

First, try checking your spam and junk folders to ensure that emails are not being filtered out. Second, add handshake@m.joinhandshake.com to your email contacts or address book, and lastly, check with your IT department and ask them to unblock Handshake or check for quarantined emails. Then, resend the confirmation email once you've taken these steps. You can resend the confirmation by logging into Handshake and using the link in Step 4 on the right side of your screen.

**Why can't I connect with my company in Handshake?**

Make sure you are using your company email to sign up for Handshake. If you use your company email and the profile doesn't show up, you can search for the company name if it doesn't appear automatically. If you can't find it, your company might not have a profile in Handshake and you will have to create one.

**How long does it take to join my company's Handshake account?**

If your company has "auto-approve staff" enabled, you will be added immediately. If not, you'll have to be approved by an existing staff member.

**How long does it take to connect with Roxbury Community College?**

Requests to connect are typically processed by Career Services within 5-7 business days.