CREW
CAREER CENTER

Handshake
Employer Guide

Welcome to Handshake– the CREW Career Center's
online career management system that helps connect you with
Jefferson Community and Technical College students for free.

In this Guide:

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Need help?

We created this guide to provide you with the information
you need to get started with Handshake.
If other questions should come up, or if you want to learn more about recruiting
at JCTC, please don't hesitate to contact our office; we're here to help!

Create Your User Account

Step 1- Visit https://app.joinhandshake.com/employer_registrations/new, enter in your information and click **Sign Up.**
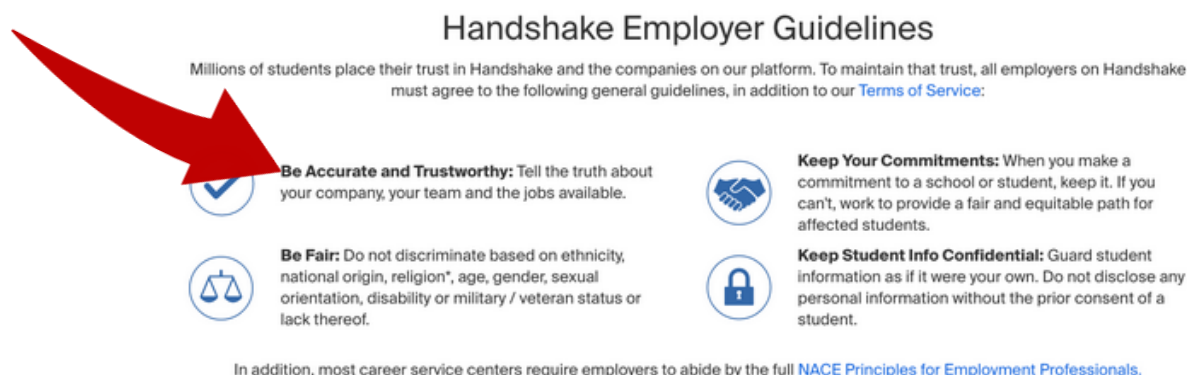
Step 2 – Click the blue button **Sign Up**, and on the next page, enter all the necessary information. **Note:** your *name*, *job title*, and *Alma Mater* & *graduation year* are displayed on your user profile. If you choose later on to be visible on your company's profile, students will be able to view your user profile.

• Alma Mater & Graduation Year: If your Alma Mater is partnered with Handshake, this will create a contact entry for you at your Alma Mater, listed as an *Alumni contact*.

Step 3 - Click **Next: Employer Guidelines**. A popup will appear with the Handshake Employer Guidelines displayed, as well as our [Terms of Service](#), and [Privacy Policy](#).

*If you are a third party recruiter, click **Yes**, then review and check the box to agree to Handshake's third party recruiter policy to move forward.

Step 4 - Click **Next: Confirm Email**. The email should arrive within 10 minutes and will contain a link enabling you to confirm your account. *You must click this link before you can proceed with the registration process.*

If you don't receive a confirmation email,
check out [Troubleshooting a Missing Confirmation Email](#).

Step 5 - When the email arrives, click the red button **Confirm Email** to verify your account. Email verification links are active for 12 hours after being sent.
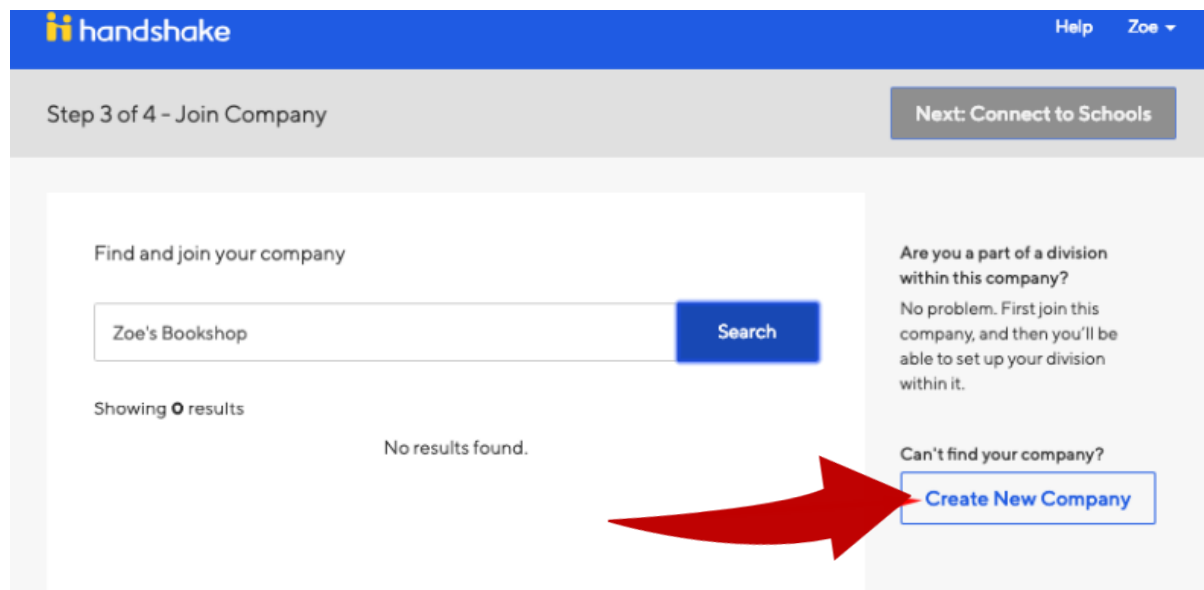
Create your Company Profile

Step 6- When you click **Confirm Email**, you will be brought back to Handshake. At this point, you'll need to either connect with an *existing company profile*, or *create a new company profile* if your company doesn't exist in our system. The determination is based on the email you signed up with.

The screen will display a list of company profiles associated with your email domain. If there is more than one, review the details for each profile.

Click the **Request** button to select that company profile, then click **Next: Connect to Schools** to submit your request to join the company.

- For third party recruiters, we recommend you register for the company you work for, and then list your client's names in the job postings, as users can only be connected to one company profile at a time per an email.

If no company pre-populates:

Use the search bar to find your company. If your company does not exist, click the **Create New Company** button on the right.
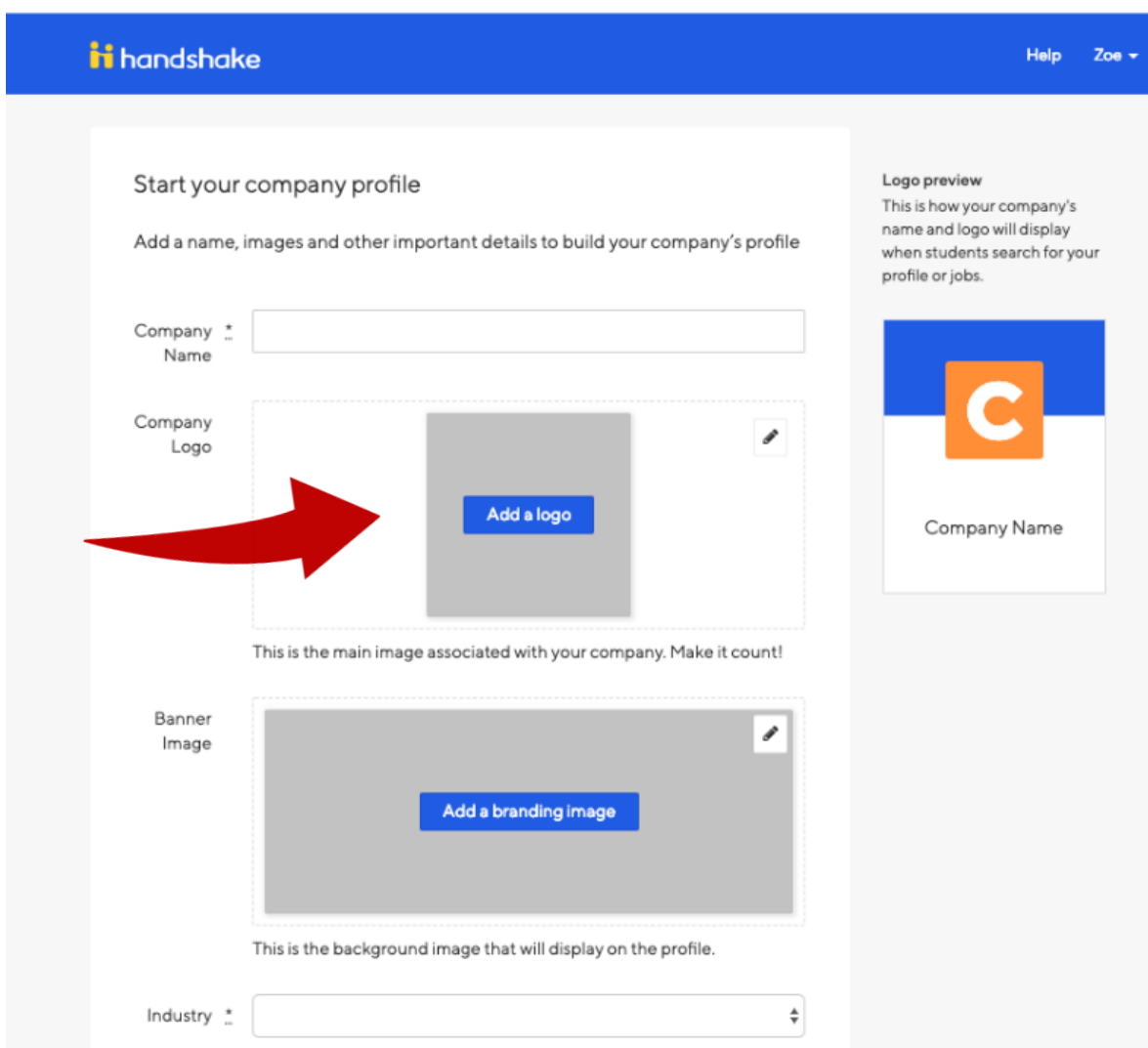
If you need to create a company profile, click on the button *Create New Company* located to the right of the page.

To add your company's logo (small square photo):

1. Click *Add a logo*.
2. Click *Upload New Image*.
3. Select the logo image you'd like to use from your computer files.
4. Click *Select image*.
5. Click *Save*.

To add your company's branding image:

(rectangular website banner):

1. Click *Add a branding image*.
2. Click *Upload New Image*.
3. Select the logo image you'd like to use from your computer files.
4. Click *Select image*.
5. Click *Save*.
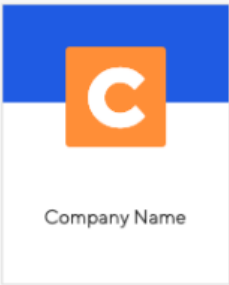
Step 7- After clicking **Next: Connect to Schools** or **creating a new company profile,** choose schools to connect to.

Select **Jefferson Community and Technical College CREW Career Center.** You can always request more schools later. For steps to do this, refer to School Network Management.

Use the filters on the right side of the screen to narrow down schools by rank, region and location, or search for specific school names in the search bar at the top of the list.

To request to connect with individual schools, click the **+** button to the right of the school. Then click **Next: Finish**.

Important: If you do not want to connect with any schools at this time, click **Next: Finish** to complete the signup process.

Step 8- The next page is determined by the company profile connection process.

Requested to connect with an existing company and:

- Your company has not configured automatic approval, your request will be sent to the company profile Owner for review.

- For more information, refer to [Pending Approval to Join Company.](#)

- Your company allows new teammates to be automatically approved based on matching email domain, you'll be taken to your Handshake homepage and prompted to set up [Applicant Status Messaging Preferences.](#)
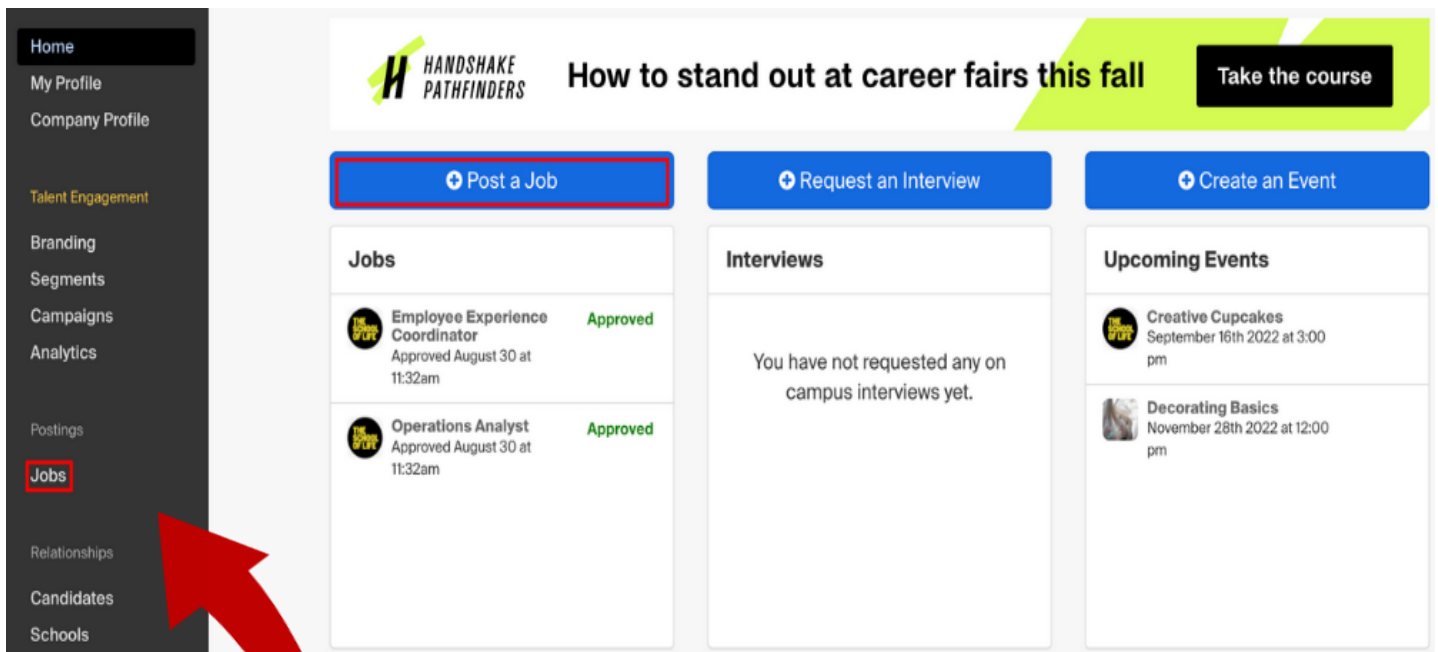
Posting A Job

In order to post a job to a school via Handshake, you'll need a confirmed user account that's connected to a company profile, and your company profile must be approved at the school(s).

Once the job is created, the schools you request to post it to will have to review and process the request. They may choose to approve or decline the posting.

STEP 9– Click **Post a Job** from your home dashboard, or click **Jobs** from the left navigation bar to access the Jobs page, then click the blue button **Create Job** in the upper-right corner of the page.

Complete the **Basics**, **Details**, **Preferences**, and **Schools** tabs in the job form as outlined below to successfully post the job. All fields are required unless specified otherwise.

- When posting a job with multiple locations, create one posting and indicate the locations in the **Job location** field in the **Details** tab.

    This will allow you to manage the posting more effectively and prevent individual postings for the same job.

- When choosing majors or majors groups in the **Major categories** field in the **Preferences** tab, select the most appropriate majors or major groups for the position instead of choosing all majors.

    The majors or major groups selected should correlate with the information provided in the description field.

- While **School years** is an optional field, select the preferred school year(s) for the job listed to narrow down your candidate pool.

Additional Resources

Consider taking our free mini course in which we dive into how to post jobs on Handshake, common mistakes to avoid, and how to think holistically about your application process. Learn more about [Posting jobs on Handshake](#).

Contact Handshake

Use the Handshake help center for webinars, training, and courses:
support.joinhandshake.com

Contact CREW Career Center

Website: https://crew.cc
Phone: (502) 213-4520
Email: jf-crew-career-center@kctcs.edu