

CREW *Handshake*

CAREER CENTER

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:

Page 2 - Create your User Account

Page 4 - Create your Company Profile

Page 8 - Post a Job



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!

Contact CREW Career Center

Website: <https://crew.cc>

Phone: (502) 213-4520

Email: jf-crew-career-center@kctcs.edu

Follow CREW on Social Media



@CREWCareerCenter



@CREW_Career_Center



@CREWCareerCenter

Create Your User Account

Step 1- Visit <https://app.joinhandshake.com/employerRegistrations/new>, enter in your information and click **Sign Up**.

Welcome to Handshake

Before continuing, we need a bit more info

First Name

Last Name

Phone Number

Job Title

Tell us the types of candidates you would like to find
Don't worry if you can't find all the categories you need.
You'll be able to add more later.

- ☐ Agriculture, Food & Horticulture
- ☐ Arts & Design
- ☐ Business, Entrepreneurship & Human Resources
- ☐ Civics & Government
- ☐ Communications
- ☐ Computer Science, Information Systems & Technology
- ☐ Education
- ☐ Engineering

Add your Alma Mater
School Name

Graduation
Year

☐ My school is not listed, let me type my own

[Add another Alma Mater](#)

Next: Employer Guidelines

Handshake

Already have an account?

Log In

Sign up as an Employer

Email Address (use your work email)

Password

Confirm Password

Sign Up

One Trusted, Integrated Network

Recruit top students from over 700
University partners



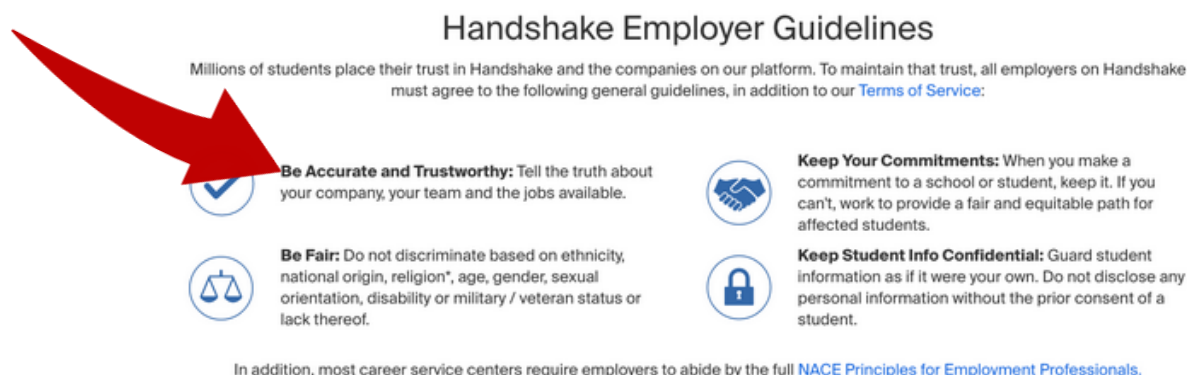
Step 2 – Click the blue button **Sign Up**, and on the next page, enter all the necessary information.

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.



Handshake Employer Guidelines

Millions 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](#):

-  **Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available.
-  **Be Fair:** Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.
-  **Keep Your Commitments:** When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.
-  **Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

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.

Confirm your email address on Handshake

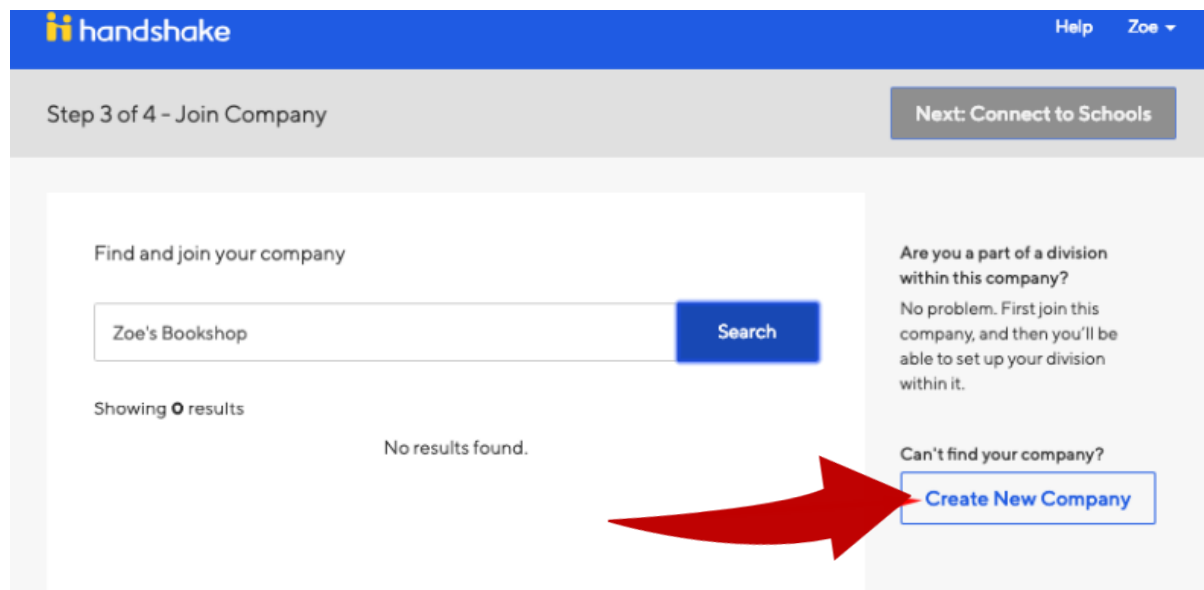
Hi Alexei,

Welcome to Handshake! Please confirm your email address to get started:

Confirm Email

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 screenshot shows the Handshake website interface for 'Step 3 of 4 - Join Company'. The top navigation bar is blue with the Handshake logo and user options 'Help' and 'Zoe'. A grey bar below the navigation contains the step indicator and a 'Next: Connect to Schools' button. The main content area is divided into two columns. The left column, titled 'Find and join your company', contains a search bar with 'Zoe's Bookshop' and a blue 'Search' button. Below the search bar, it says 'Showing 0 results' and 'No results found.' The right column contains a section titled 'Are you a part of a division within this company?' with explanatory text. At the bottom of this column, there is a link 'Can't find your company?' and a blue button labeled 'Create New Company'. A large red arrow points from the 'No results found.' message to the 'Create New Company' button.

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.

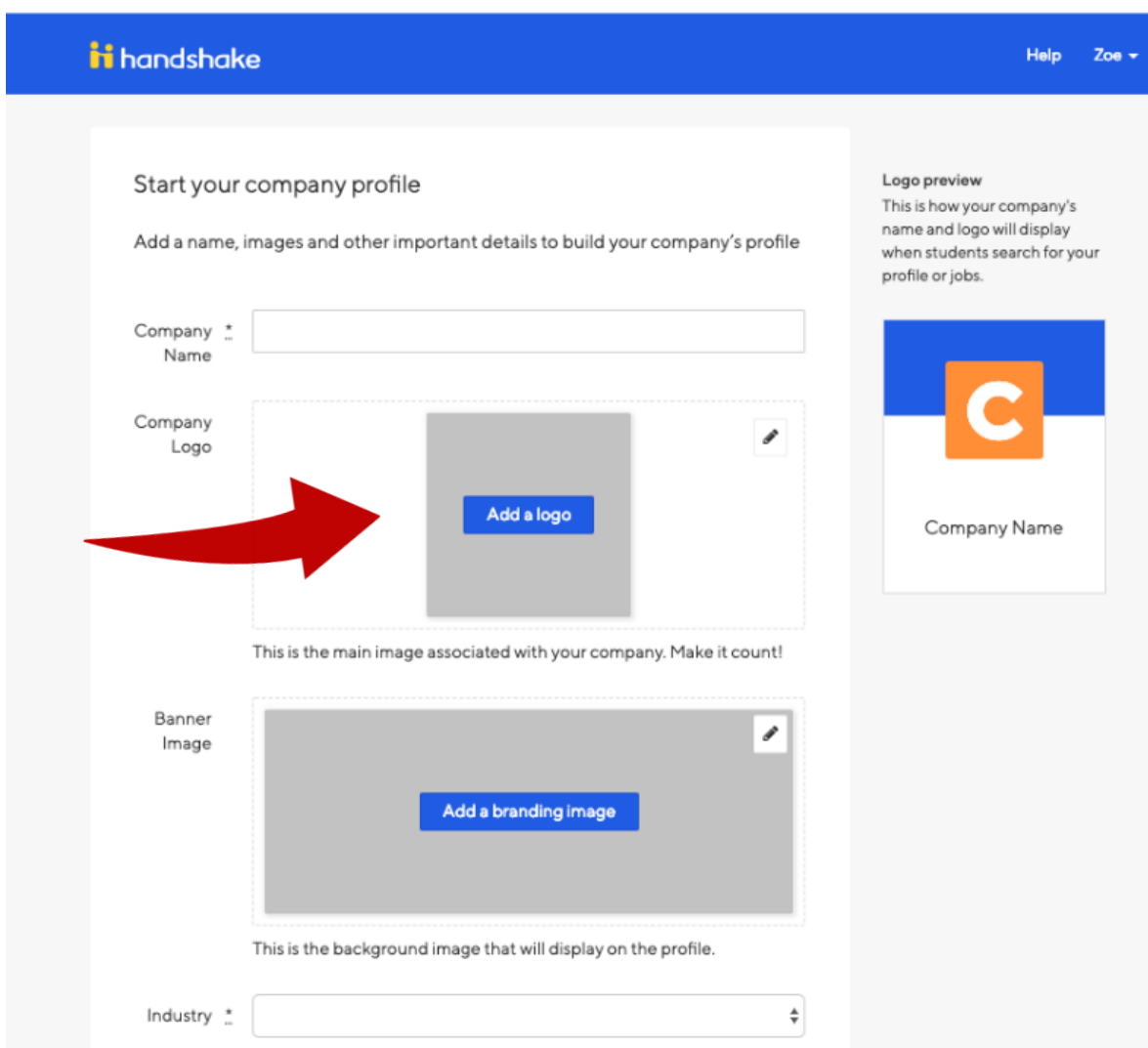
If you need to create a company profile, click on the button *Create New Company* located to the right of the page.

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*.



Start your company profile

Add a name, images and other important details to build your company's profile

Company *
Name

Company Logo

Add a logo

This is the main image associated with your company. Make it count!

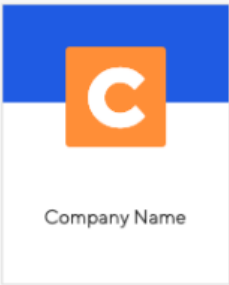
Banner Image

Add a branding image

This is the background image that will display on the profile.

Industry *

Logo preview
This is how your company's name and logo will display when students search for your profile or jobs.



Company Name

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](#).

The screenshot displays the Handshake 'Connect with Schools' interface. At the top, the Handshake logo and user name 'Alexei' are visible. The progress bar shows 'Step 4 of 4 - Connect with Schools' with '0 Schools selected' and a 'Next: Finish' button. The main area features a search bar, a list of 373 results, and filters on the right. A red arrow points to the 'Rank' filter.

School Logo	School Name	Students	Rank	Action
	Cornell College	Ithaca, New York • 25,000 students • #1 Undergraduate E...		+
	Handshake	Palo Alto, California • 10,000 students • #1 Top Public Sch...		+
	Cornell University	Ithaca, New York • 30,000 students • Top 10 Engineering ...		+
	University of Michigan	Ann Arbor, Michigan • 43,625 students • #1 Regional Univ...		+

Filters on the right:

- My Selected (0) [Clear](#)
- Filter Schools by
- Region
 - ☒ Midwest
 - ☒ Northeast
 - ☒ South
 - ☒ West
- Location
- Rank

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](#).

HelpAlexei ▾

Thank You for Signing up for Handshake!

Your Current Status:
Pending approval at Pawsome Pet Supply and Grooming
Pending connections with 0 schools



Your approval request has been sent to the Account Administrator(s) at Pawsome Pet Supply and Grooming: O. Martinez. **As soon as you're approved, we will notify you via email.**

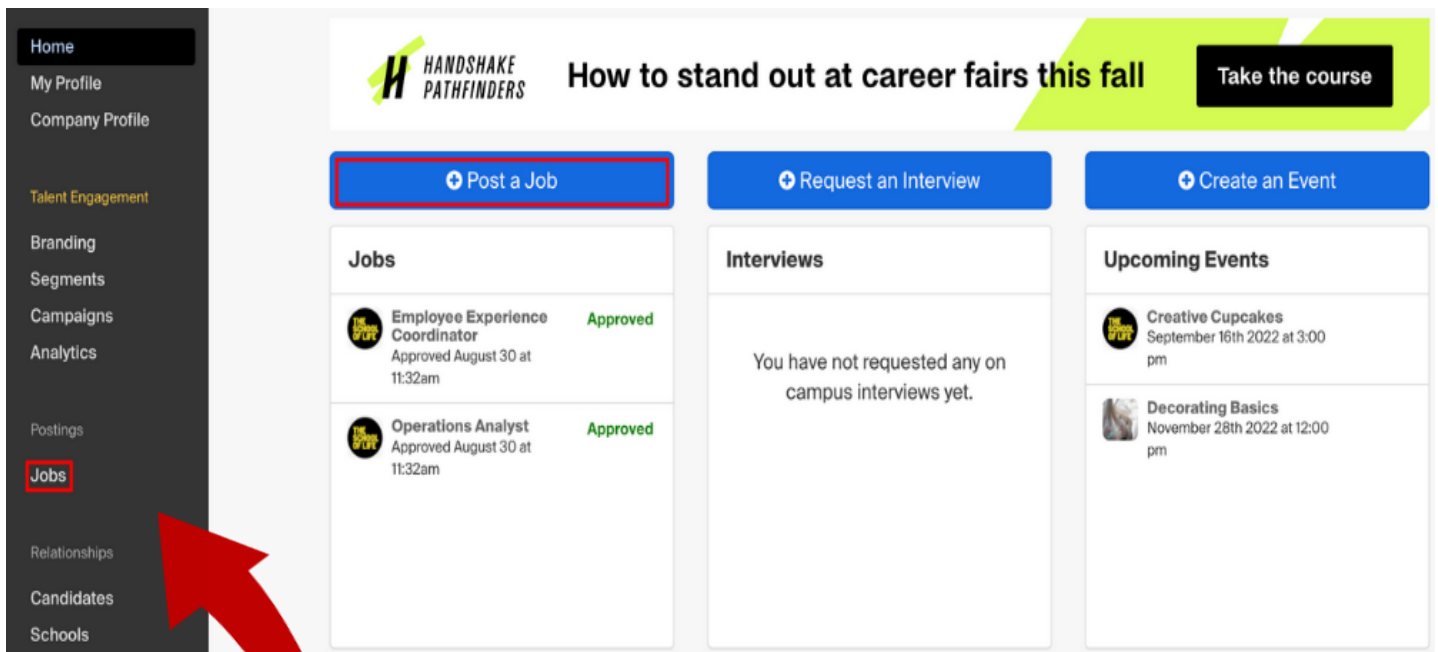
Posting A Job

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.



The screenshot shows the Handshake Pathfinders dashboard. On the left is a dark sidebar with navigation links: Home, My Profile, Company Profile, Talent Engagement, Branding, Segments, Campaigns, Analytics, Postings, **Jobs** (highlighted with a red box and a red arrow pointing to it), Relationships, Candidates, and Schools. The main content area has a header with the Handshake Pathfinders logo, the text "How to stand out at career fairs this fall", and a "Take the course" button. Below the header are three blue buttons: "Post a Job" (highlighted with a red box), "Request an Interview", and "Create an Event". The dashboard is divided into three columns: "Jobs", "Interviews", and "Upcoming Events". The "Jobs" column lists two approved jobs: "Employee Experience Coordinator" and "Operations Analyst", both approved on August 30 at 11:32am. The "Interviews" column shows a message: "You have not requested any on campus interviews yet." The "Upcoming Events" column lists two events: "Creative Cupcakes" on September 16th, 2022 at 3:00 pm, and "Decorating Basics" on November 28th, 2022 at 12:00 pm.

Pro Tips

- 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