



## Recruiting for Jobs and Internships with Handshake

Are you an employer wanting to post internships, full-time, part-time, seasonal, volunteer, and/or freelance jobs? All employer registrations will go through the Tarleton State University Office of Career Services for approval. In the interest of our students and alumni, we reserve the right to restrict or deny employer access to our job posting database, on-campus recruiting, and to any other recruiting activity.

### HOW DO I CREATE A COMPANY PROFILE?

#### Step 1

- Visit [app.joinhandshake.com/register](https://app.joinhandshake.com/register)
- Select the Employer account type from the options presented
- Fill out the information requested then click **[Sign Up]**
- Enter your recruiting interests and Alma Mater to help us better understand how you'll use Handshake, then click **[Continue]**
- Read the Employer Guidelines, Terms of Service, Privacy Policy, and Third-Party Recruiter Policy
- You'll need to **verify your account** via the e-mail address you provided

#### Step 2

- Log into Handshake
- If your company already exists in Handshake, you can click **[Join]** to connect your account with the company profile (If you are Tarleton faculty/staff, you must select **Tarleton State University – On Campus Jobs**)
- If your company does not exist, click **[Create New Company]** to enter your company information, logo, and personal settings
- Connect with Tarleton State University!

### HOW DO I POST A NEW OPPORTUNITY?

- Start by clicking **[Post a Job]** from your home dashboard
- You will be prompted to fill in:
  - Job Basics
  - Job Details
  - Job Preferences
  - Schools to post the opportunity to

#### **\*Pro Tip\*:**

When applying filters, less is always more. You may not see the student you are looking for if you have too many filters applied. Try one filter at a time to assure the best possible array of students.

### HOW DO I EDIT MY COMPANY PROFILE?

- Click on the company name near the top of the left-hand navigation bar (Just under Profile)
- You'll be taken to the Overview page where you can edit the logo and branding image
- To update other company information, click the **[Edit tab]** in the upper right corner. You will be taken to the company information page where you can change the company's information
- Click **[Update Employer]** when you are done editing the profile

### QUESTIONS?

Please visit [support.joinhandshake.com](https://support.joinhandshake.com) to access the Help Center. If you have any additional questions, you can contact Career Services at (254) 968-9071 or [careers@tarleton.edu](mailto:careers@tarleton.edu)

