Posting a job opening on Handshake

Handshake is a new system being utilized by Rockefeller College for job listings, interview scheduling, career event advertising, and other purposes. By posting a job on Handshake, an employer can easily share a job not only with students at University at Albany, but also with students at numerous other colleges and universities throughout the nation.

**Step 1:** Visit [https://Albany.JoinHandshake.com](https://Albany.JoinHandshake.com) and click the button that says “Employers”

**Step 2:** Click the link that says “Need an Account?” Once your account has been created this is how you will log in to your account.
Step 3: Select an Employer account and enter your name, email address, and password for your account. Agree to the terms and conditions of using Handshake, and then hit submit.

Step 4: Handshake will ask if you are a third party recruiter. Select the appropriate answer, and then hit the green “Finish” button.
Step 5: An email will be sent to the address you entered when registering. You will receive an email to confirm your email address. Click on the link in this email to proceed.

Step 6: Upon confirming your email address, click “Continue” at the bottom of your page
**Step 7:** First, you need to connect with University at Albany – you can do this by typing “University at Albany” into the search bar and clicking the “Request to Connect” button.

![Connect with Schools](image1)

**Step 8:** Second, you must connect your personal account to your employer – or create a profile for your company if they are not yet listed on Handshake. You can search your employer by name, website, or email domain. You only need to enter information in one of the three fields.

If your employer is already listed on Handshake, simply click “Join Company.”

![Join Company](image2)
If your employer is not listed then scroll to the bottom of the page and click the blue “Create Company Profile” button. This will give you an opportunity to enter contact, branding, and social media information for your company.

**Step 9:** You’re all done with the registration process! University at Albany staff will need to approve your employer account. We try to approve employers as quickly as possible, but please allow up to three business days for approval. If you are not approved after this time please contact our office.

**Step 10:** Upon approval you’ll be able to post full-time, part-time, and internship opportunities to both University at Albany students and alumni. To do this, click “JOBS” in the navigation bar on the left side of the screen and then select “New Job” on the top right corner of that page.

**Other Uses of Handshake**

- To create an interview schedule for on-campus interviewing click “Interviews” on the left side and select “New Interview Schedule” in the top right corner of the page.
- To advertise an on-campus informational table or event click “Events” on the left hand side and select “New Event” in the top right corner of the page.

If you have any questions, don’t hesitate to contact our office. Thank you!