IT STARTS WITH A HANDSHAKE.
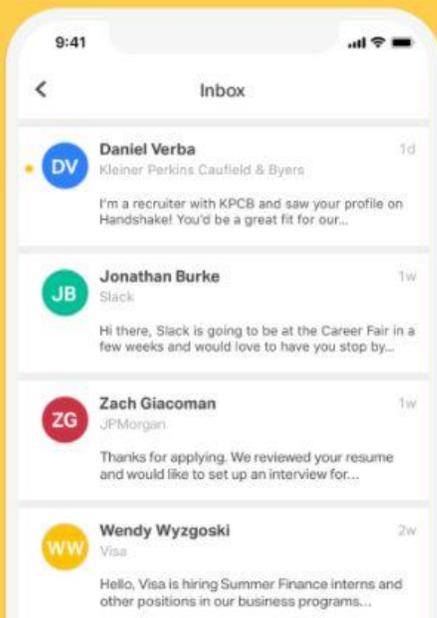
handshake
Employer Guide

Welcome to Handshake!

Thank you for your interest in recruiting at **Manhattanville College**! We can't wait for you to get connected with our student and alumni who are looking to work for organizations like yours.

We are excited to be able to provide you and your organization with free access to Handshake, our online career management system. Handshake allows you to easily interact with our students and alumni, post your open positions, and register to attend our Career Fairs and recruiting events.

If you don't already have a user account and company profile in Handshake, you'll need to do that first. If you already have a Handshake account with another school, you'll want to use it to connect with Manhattanville. Let's get started!

In this Guide:

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 Manhattanville, please don't hesitate to contact our office; we're here to help!
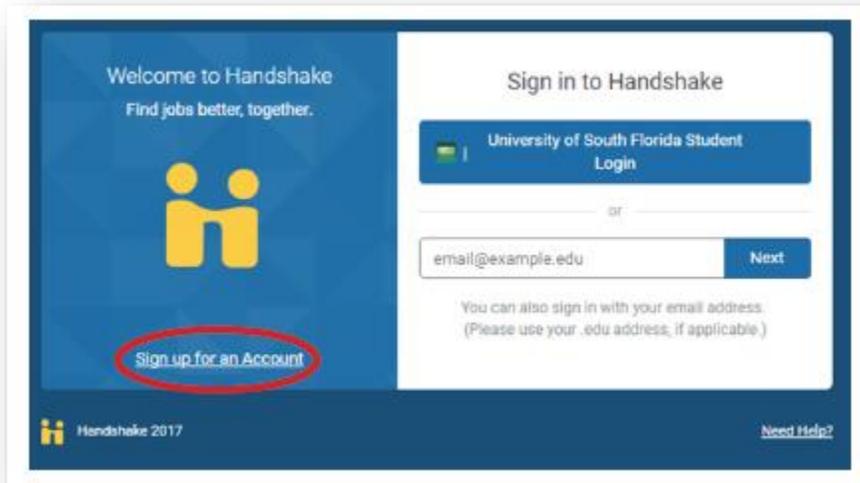
Center for Career Development
Manhattanville College
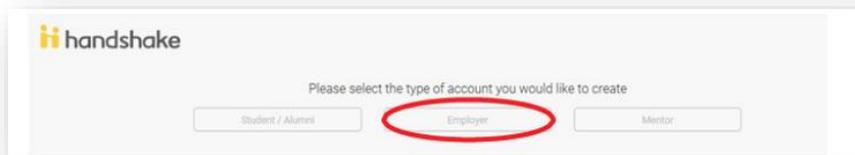Phone: (914) 323-5484
Email: Careers@mville.edu
Online: www.mville.edu/careers

Visit https://mville.joinhandshake.com Click **Sign up for an Account.**
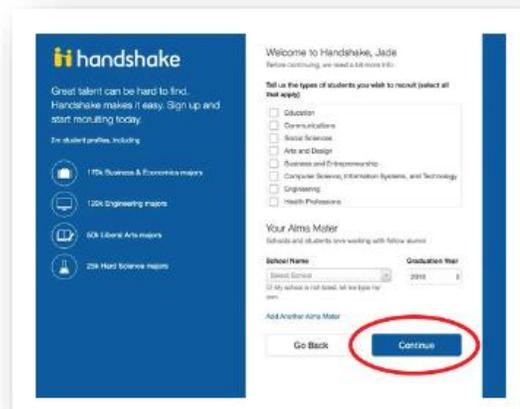

Select **Employer** account type from the options presented

Fill out the information requested and then click **Sign Up**. Please note, you should enter your company email address to expedite your approval process. Employers must use an email address that matches the company's website and are NOT using public domain email addresses (i.e. Gmail, Hotmail, Yahoo, Outlook, or other public email services).

Enter your recruiting interest and alma mater to help us better understand how you'll use Handshake. Then click **Continue**.

Read the Employer Guidelines, Terms of Services, and Privacy Policy.
If you are not a 3rd party recruiter, select **No.** Then click **Continue**.

You are just one final step away from creating your user account. You should receive an automated email from Handshake at the address you used during the registration process. You must click the link in this email to confirm your account.
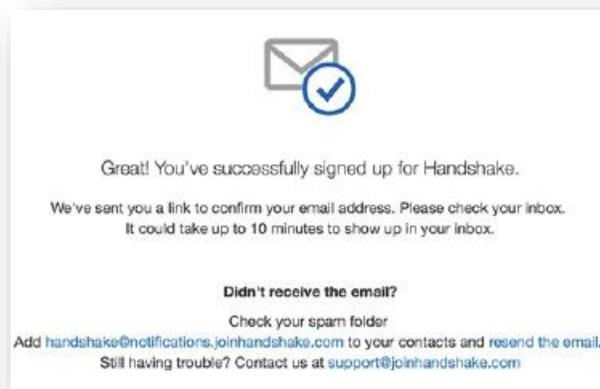
When the email arrives, click the **Confirm Email** button to verify your account.
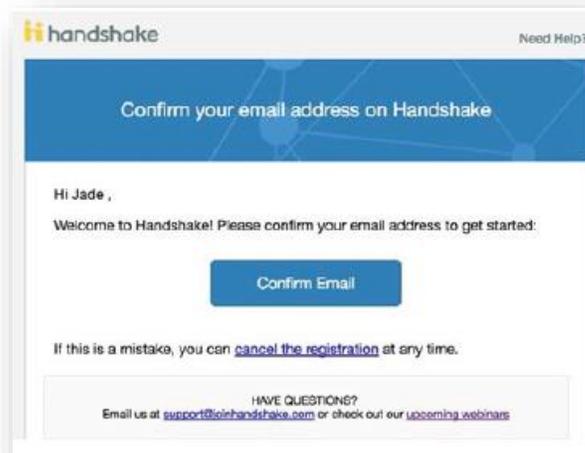
Create Your User Account…….Continued

When you click the **Confirm Email** button in your confirmation email, you will be brought back to Handshake where you will connect with your organization or company.
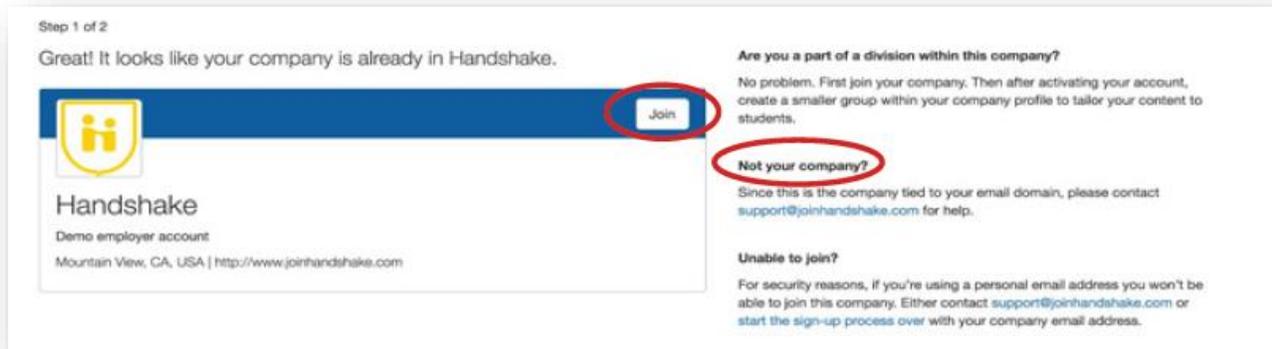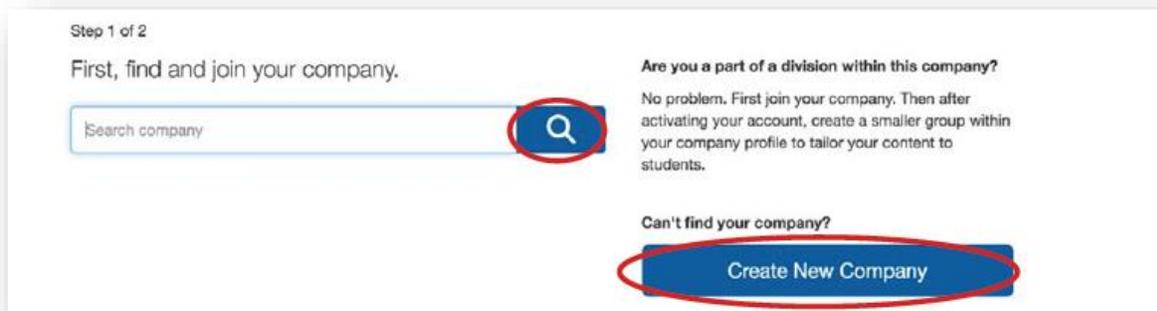
Click the **Join** button if Handshake was able to find your organization. If a company appears but is incorrect, please follow the on-screen instructions shown under "**Not for your company?**"

Once you click "**Join**" you may get a notification that you are pending approval from another staff member in your company. For more information, view the article "**What is a 'pending' status at my company?**"

If no company populates, use the **search bar** to find your company, as pictured below. If your company does not exist, you can click "**Create New Company**". Read the article "**How do I create a company profile?**" to learn more about completing your company profile in Handshake.

Next, you will choose schools you want to connect with. To post positions, register for fairs, or search for students, you must be connected to a school. Use the filters on the left side of the screen to search for **Manhattanville College**.
To request to connect with **Manhattanville College**, click the **+ button** in the corner of the school logo.
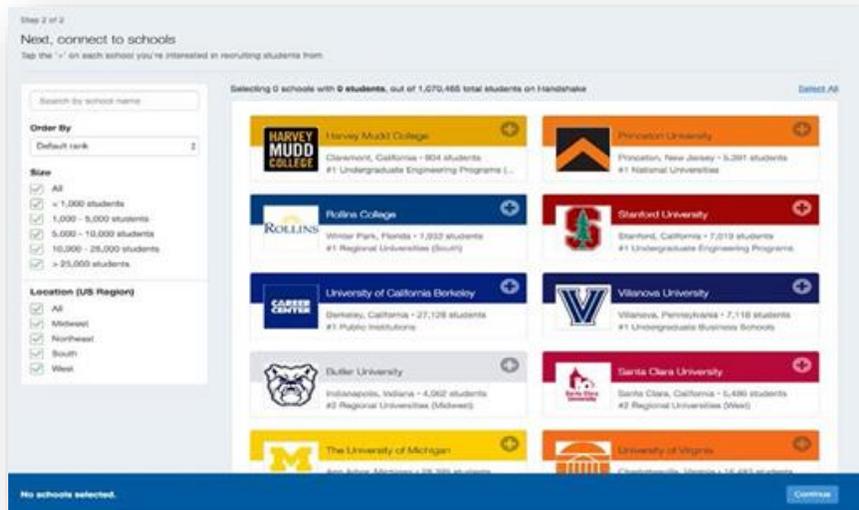
When you are done adding schools, click **Continue**. Please note that once you complete this process you will become a **pending employer**. Approving new employers is done by Career Development staff and can take 2-3 business days depending on the volume of requests. Until your employer request is approved, you **cannot** post internships or jobs. To learn more about being in a pending status at a school, read the article "What is pending status at a school?" If our staff has any questions about your organization, we will contact you via Handshake.
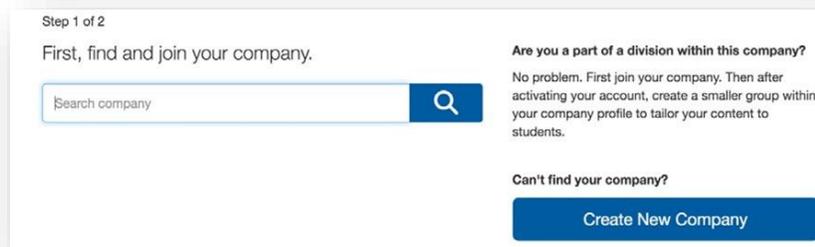
Once your employer request is approved, you will receive an email from Handshake.
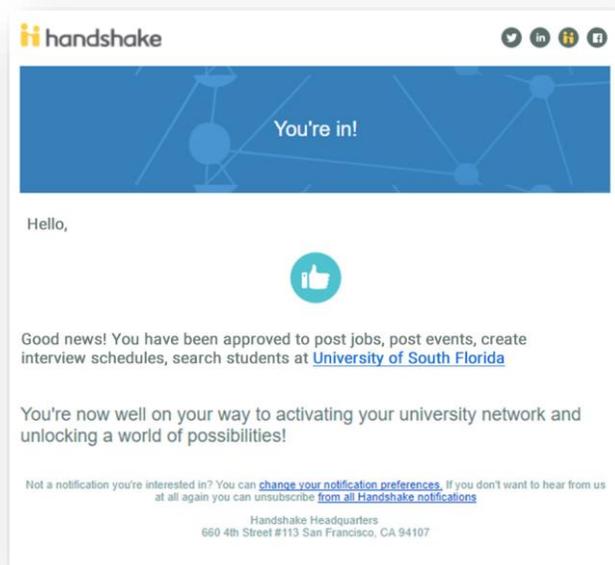
Once you **log In to Handshake**, you will be directed to your profile and you may begin posting your opportunities.

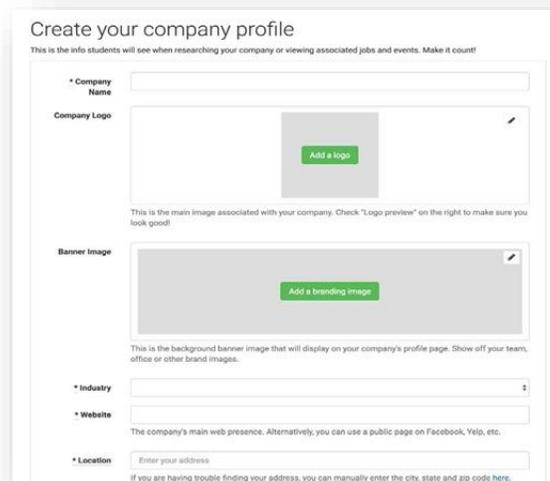To create your company profile, begin by searching for an existing profile.

If your company doesn't appear in the search results, click Create New Company. You will be taken to the following page where you create your company profile.

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. Please keep in mind that a 1:1 (width to height) ratio is best for your logo with a minimum size of 150x150 pixels and maximum size of 400x400 pixels.
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. Please keep in mind that a ratio between 4:1 and 5:1 (width to height) is best for your branding image with a minimum size of 1200x300 pixels and a maximum size of 2000x500 pixels.
4. Click Select image.
5. Click Save.

Create Your Company Profile………Continued

Scroll down to the area of the page where you can add basic information about your company.

Enter your company's information.

Required:

1. Company name
2. Website
3. Phone
4. Location
5. Description

Additional options to help students research your company include:

1. Company size
2. Public email
3. Business pitch
4. Social media account information

You can also allow the following options:

Auto Approve Staff
Click this to enable any user with a confirmed email address from your company domain name to be automatically approved when they request access at your company. (To manually approve all staff requests, leave this box unchecked).

Allow Student Messages
Click this to allow students to initiate conversations with your company through the Handshake platform. (Leave this box unchecked if you want students to contact you via email or other off-platform channels).

Click **Create New Employer** when you are finished entering your company information. You will then be taken to the employer landing page where you will be able to create job postings and events.

You may edit your company information at any time after you have created your account.
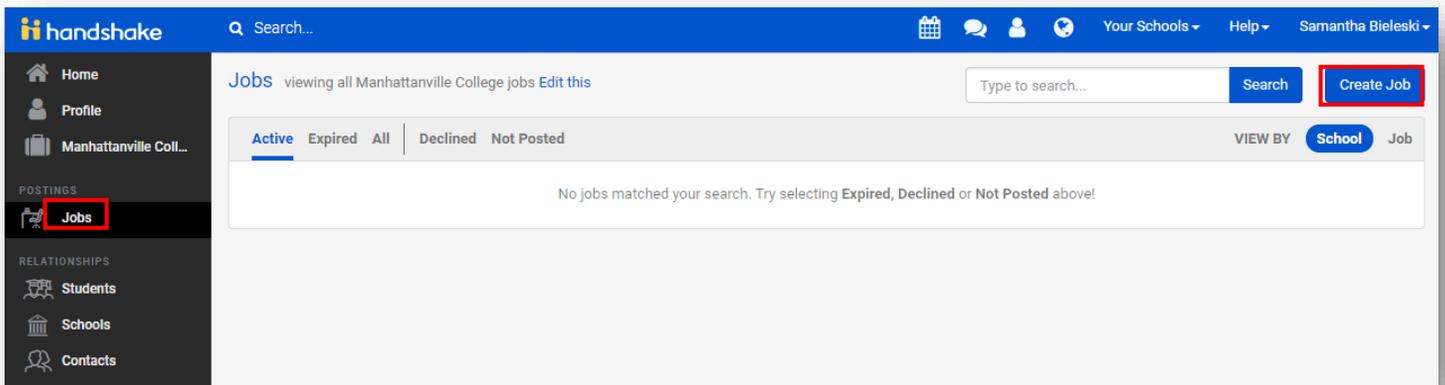
Once you have been approved to post positions at Manhattanville, there are two ways to post a job:

1. On the homepage of your Handshake account, click **Post a Job**
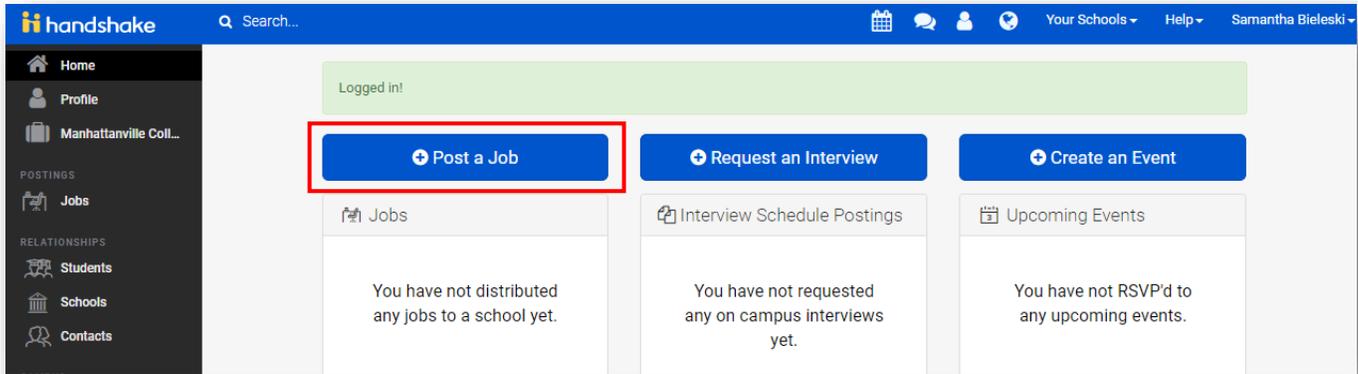

OR

2. Click the **Jobs** tab and click **Create Job**

There are four required pages of the job posting form: **Basics, Details, Preferences, and Schools**. You can use the toolbar at the bottom to navigate between pages on the job post form. While these pages contain both required and optional fields, we highly recommend completing all fields. Some of the fields you should expect to complete include Job Title, Job Type (job vs internship), Employment Type (full-time vs part-time), and Duration.
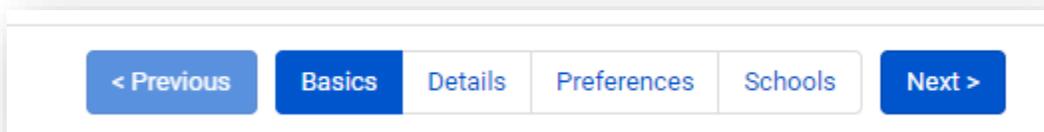
Once you have finished editing your job posting, select **Manhattanville College** from the left hand column using the **+ button** and click **Create** to post your job. Schools will only be visible once you have been approved at that school.
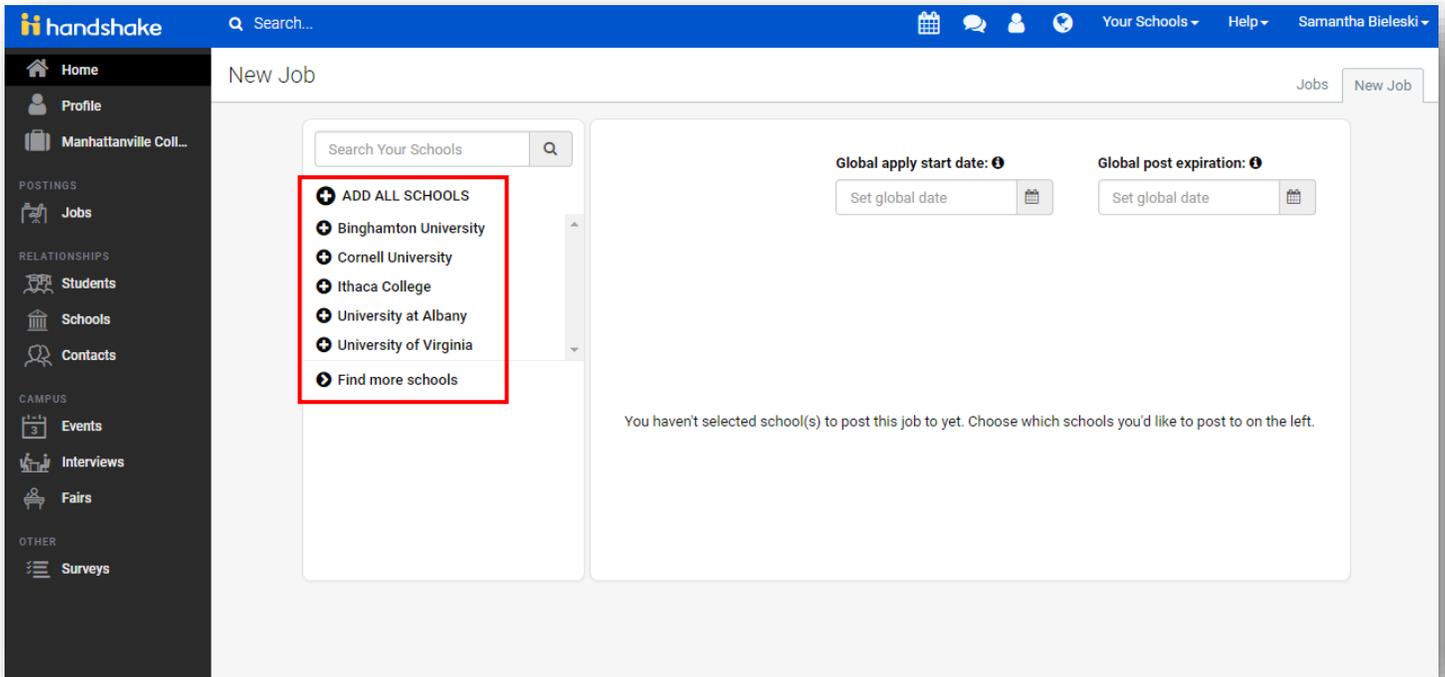
At Manhattanville College, your position will need to be approved before becoming visible to students. You can add other schools to job postings even after it was initially created. To do this, return to this screen and click the + button next to the school's name.

When you are logged into Handshake, click on the **Fairs** tab on the left menu bar and search for **Manhattanville College**. This will show all of our upcoming events.
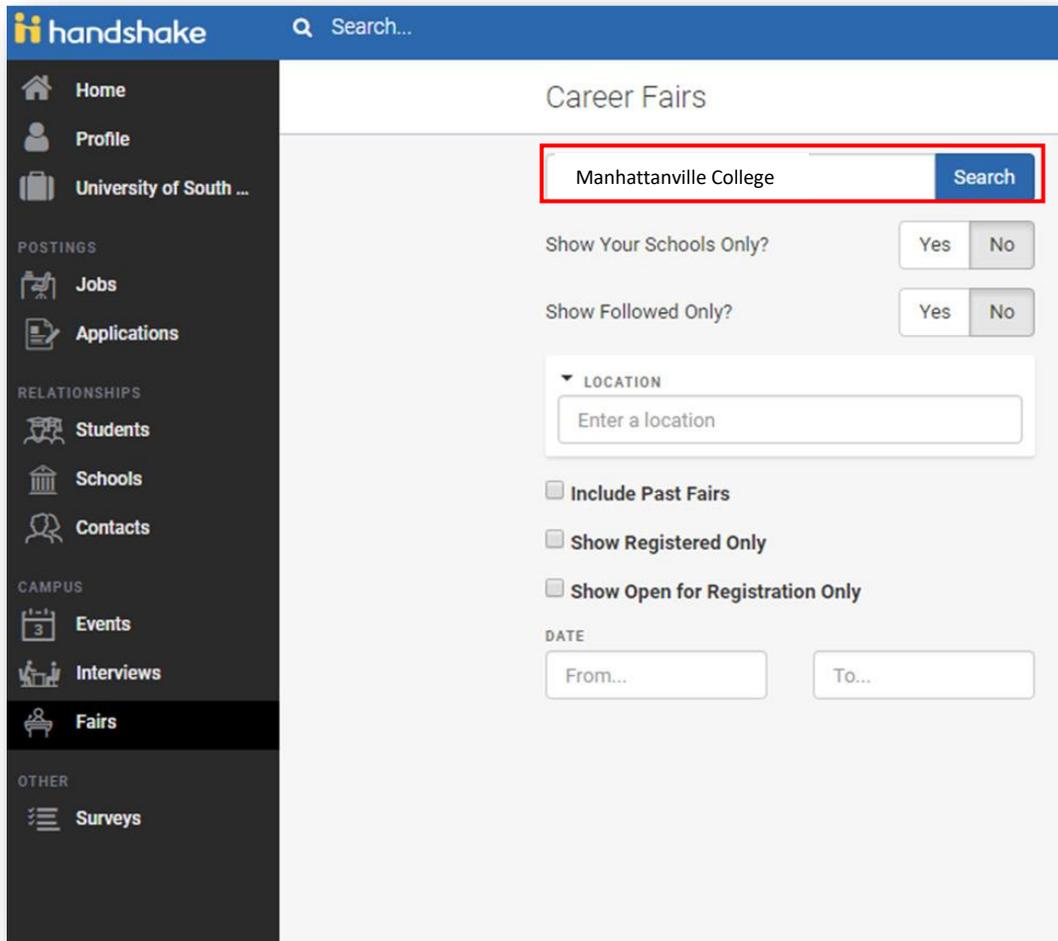
Click on the name of the fair you are interested in and review the information and attachments provided. The attachments provide details concerning parking and other important information about the event. If you will not be attending the event yourself, please forward this to the representatives that will be attending.

To register, click "+ Register" on the upper left corner of the page.