Create or log in to your Handshake Employer Account at joinhandshake.com/employers

Step 1: Employer Account Home Screen

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Contacts					
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On-Campus		View All Upcoming Career Fairs			
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Step 2: Select "Post a Job" at the top of the screen.

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Step 3: Complete the Job Posting Basics and then select "Next".

Step 4: Complete the Job Posting Details and then select "Next".

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<u>Step 5:</u> Complete the Job Posting Preferences. Please note most of these items are optional. However, I would suggest that you scroll all the way down to the Applicant Package Recipients. You can add additional recipients associated with your organization. We also encourage you to select to receive an "Email every time a new student applies". Then select "Next".

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Home My Profile	Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply but we'll highlight which ones don't match (and let you filter them out).	
Postings	Graduation date range (Optional) Earliest grad date Latest grad date	
Jobs	Hiring alumni? You can leave earliest graduation date blank.	
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<u>Step 6</u>: In the "Schools" section, is where you select which schools using Handshake can include your job posting in their school postings. Be sure to search for "Hilbert College" and add it to your schools list. Then select "Next".

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Step 7: Preview your job posting and then select "Save".

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Your posting is now completed. Please be on the lookout for applicant materials. If you have any questions, please reach out to the Office of Career Development at <u>career@hilbert.edu</u> or you may contact Career Development staff members directly: Rachel Wozniak at <u>rwozniak@hilbert.edu</u> or Todd Boberg at <u>tboberg@hilbert.edu</u>.