

handshake

Employer User Guide

Nevada State College's Career Services Center offers its employers a modern college recruiting management platform called Handshake. Through Handshake, employers and their staff can:

- ❑ Post vacancies for full-time positions, part-time positions, and internship opportunities
- ❑ Advertise hiring and recruitment events. View and register for upcoming college career fairs.
- ❑ Manage ALL college campus recruiting efforts with Handshake at no cost (Handshake works with 800+ colleges and universities across the country; UNLV, UNR and CSN use Handshake)
- ❑ Handle college recruiting needs via a mobile experience – update job postings, view applicants, and more all while on the go using Handshake's responsive design
- ❑ View student profiles and message student talent within Handshake about your opportunities

There is NO COST to post jobs/internships and events on Handshake. Approved postings are accessible to our 7,200+ NSC students and alumni. 550,000+ employers hire students on Handshake.

HANDSHAKE EMPLOYER SUPPORT

Visit Handshake Support Center (click on "Employer"): <https://support.joinhandshake.com>. This site offers helpful 2-minute training videos and articles with screenshots.

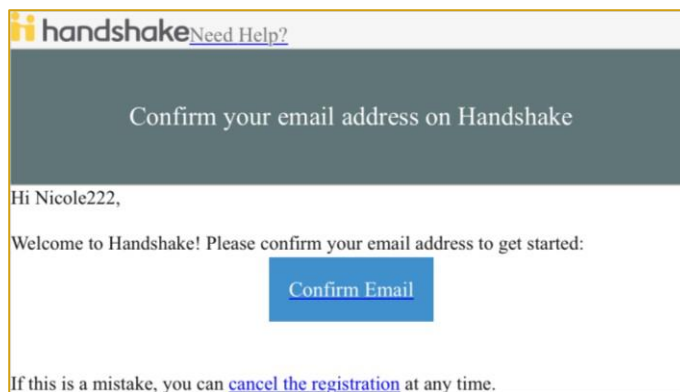
NEW USER REGISTRATION

If you are a new user, you will need to first register for an account. To register as a new user:

- ❑ Go to <https://nsc.joinhandshake.com>.
- ❑ Click on the "Sign Up for an Account" link and then click on "Employer" on the following page.
- ❑ Fill out the information requested (remember your password). Then click "Sign Up." After answering a few additional questions about your recruiting interests, you will receive an email.
- ❑ **TIP:** First impressions are important so make sure to upload a complete employer account (including an employer logo and/or branding image) when prompted.
- ❑ **TIP:** Use a corporate email domain. Registered employers with incomplete accounts and/or use non-corporate email domains have a higher likelihood of not getting approved.

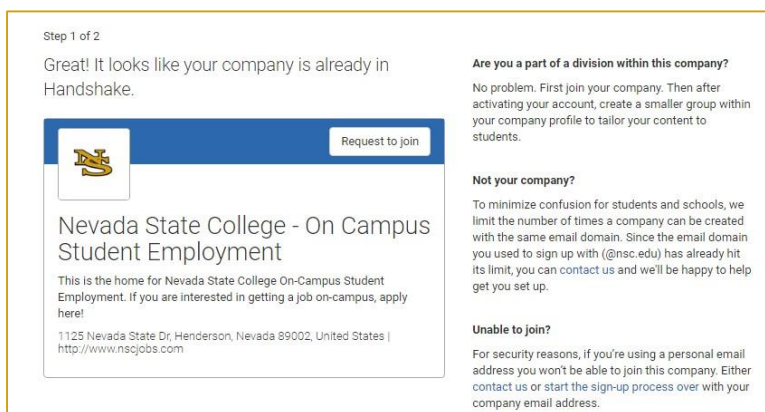
The screenshot shows the Handshake registration page for employers. On the left, there is a blue sidebar with the Handshake logo and text: "Great talent can be hard to find. Handshake makes it easy. Sign up and start recruiting today." Below this, it says "Recruit the best talent from schools like" and lists logos for Stanford University, Cornell University, Berkeley, University of Virginia, Villanova University, and University of Michigan. The main content area is white and titled "Sign up as an Employer". It contains the following fields: "First Name" and "Last Name" (two input boxes), "Email Address (use your work email)" (one input box), "Password" and "Confirm Password" (two input boxes), and "Phone Number" (one input box). At the bottom of the form is a blue "Sign Up" button. Below the button, there is a link "Already have an account?" and a "Log In" button.

Once you receive the Handshake email to your corporate email address, click the “*Confirm Email*” button to verify your account.



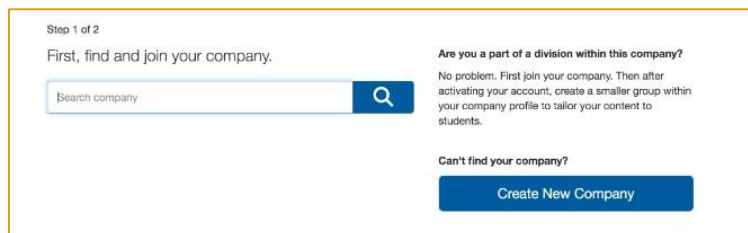
(A) CONNECTING TO EXISTING COMPANY PROFILE

After confirming your corporate email address, you will be directed back to Handshake. If your company already exists in Handshake, you’ll see a similar page as depicted below linking you to your company’s existing Handshake page. You can click the “*Request to Join*” button to connect with that company. Once your request is approved, you will receive an approval email via Handshake.

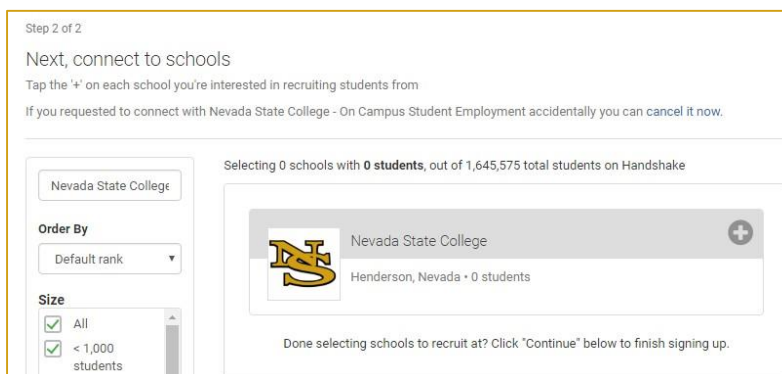


(B) CREATING NEW COMPANY PROFILE

If your company page does not pre-populate, or if the current page is not the right company, you can use the search bar to find your company. If your company does not exist, click the “*Create New Company*” button.

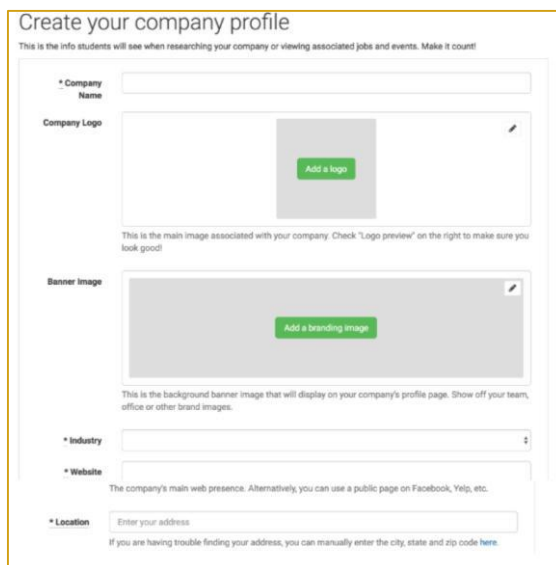


Next, you will select schools you wish to connect to. ***Connect with Nevada State College by typing “Nevada State College” into the search bar and clicking on the + button to select.***



CREATING NEW COMPANY PROFILE (continued)

When creating your company profile, **make sure to be complete and include a company logo and/or banner image**. The information you input will be seen by your requesting schools as well as students researching your company. Company profiles that are incomplete and/or use non-corporate email domains have a higher likelihood of being fraudulent and not getting approved.

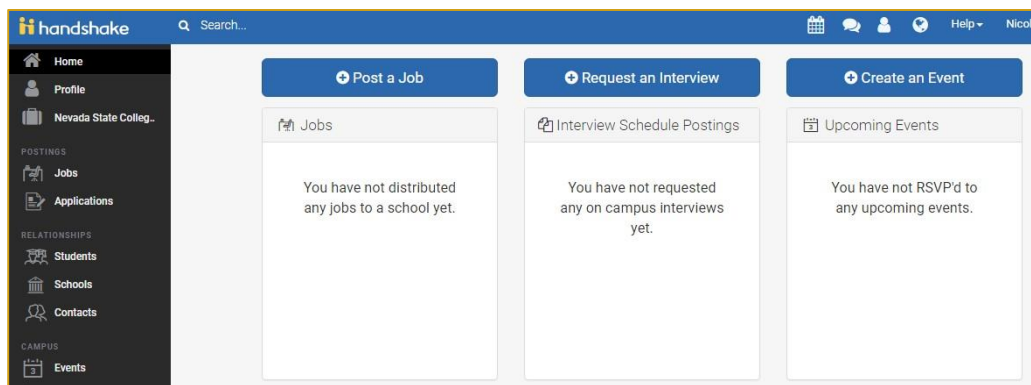


Company logos with a 1:1 (width to height) ratio are best for your logo with a minimum size of 150x150 and maximum size of 400x400. Company banner images should have a ratio between 4:1 and 5:1 (width to height) with a size minimum of 1200x300 and a size maximum of 2000x500.

Once you are finished completing your company profile, click the “*Create New Employer*” button. From there, you will be taken to the employer landing page where you will be able to create job postings and events.

CREATE A JOB/INTERNSHIP POSTING

After creating a new company profile OR receiving approved access to an existing company profile, you will be able to post a job or internship by clicking on the “*Post a Job*” button on your home page. Input the required information needed to complete your posting.



On the last page, you will be asked to select the school(s) you’d like your jobs posted to. Make sure to click on Nevada State College in the left hand column to advertise to NSC students and alumni. Once your schools are selected, click the “*Create*” button. Your posting to NSC will be in pending status until NSC Career Services reviews and approves it. If your posting is not approved after 2 business days of posting, please contact our office at 702-992-2611 or via email at career@nsc.edu.

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