

# Connect to Shawnee State students with Handshake

We invite you to join Handshake, Shawnee State University's career platform, where you will be able to post jobs, request on-campus interview schedules, manage your applicants, sign up for SSU career fairs, and more. To register, follow the steps below:

## 1. Create a user account.

Visit online at [shawnee.joinhandshake.com](http://shawnee.joinhandshake.com) to set up your account.

**For more information on how to create a User Account, visit online at:**  
<http://bit.ly/ssu-handshake-employers>

### Troubleshooting Tips:

If you are having difficulties receiving the confirmation email, try checking your spam and junk folders to ensure that emails are not being filtered out. Add [handshake@m.joinhandshake.com](mailto:handshake@m.joinhandshake.com) to your email contacts or address book, and lastly, check with your IT department and ask them to whitelist Handshake or check for quarantined emails. Then, resend the confirmation email once you've taken these steps. You can resend the confirmation by logging into Handshake and using the link in Step 4 on the right side of your screen, as pictured here:

#### Didn't receive the email?

1. Is [sharon@sprinkledreams.com](mailto:sharon@sprinkledreams.com) your correct email without typos? If not, you can [restart the sign up process](#)
2. Check your spam folder
3. Add [handshake@m.joinhandshake.com](mailto:handshake@m.joinhandshake.com) to your contacts
4. Click [here](#) to resend the email

**See back for more.**



## **2. Join your existing company on Handshake, or create a new one.**

You will need to be connected to your company profile on Handshake prior to taking any actions with schools. Your company should pull up based on the domain of your email address, if it is already in Handshake. If it isn't, you should see the option to create a new company profile.

### **Troubleshooting Tips:**

**Use your corporate email address if you have one.** This will ensure that your company profile is shown to you if it is in Handshake, and can expedite the process of connecting to your company. Schools also will tend to decline users with generic email addresses. The goal of this step is to connect you with your company, not schools you'd like to recruit from (that comes later). If you want to recruit from Stanford, do not list Stanford as your company. On-campus employers are obviously the exception to this rule.

## **3. Request to connect with Shawnee State University.**

You must request and receive approval from Shawnee State University to begin posting jobs with us.

### **Questions?**

If you have questions or need more information, visit online at [support.joinhandshake.com](https://support.joinhandshake.com), and select "Employer" to read articles on a variety of topics. You may also call Angie Dudit, Director of Career Services, at (740) 351-3322 or email her at [adudit@shawnee.edu](mailto:adudit@shawnee.edu).

