Handshake Tutorial for Campus Partners

Plymouth.joinhandshake.com
Career Development Office
What is Handshake?

Handshake is the leading career platform for college students, connecting them to employers and job/internship opportunities.

Handshake Features:

- Internship, Job & Part-Time Job Board
- On-Campus Student Employment Job Board
- Employer Events & Career Fairs (Virtual)
- Career Workshops & Events (Virtual)
- Career & Employer Exploration Tool
- Career Development Communication Tool (listserv)
- Career Guides & Resources
What’s Unique About Handshake?

• Handshake’s mission is to democratize access to opportunity for all college students

• Handshake allows students to get hired, discovered and connected to career opportunities and employers in one place

• Jobs & Internships for all college majors and all career fields

• Allows students to search for employers and employers to search for students – two way connections

• One-stop platform for all Career Development resources, events and finding jobs/internships
Student Perspectives of Handshake

Two Options to Access Handshake as Faculty and Staff

• **Student User:** Ideal for faculty and staff who *advise, coach, mentor students on exploring career paths and finding internship and job opportunities*. As a student user, you will experience Handshake the same as PSU students do.

• **On-Campus Student Employer User:** Ideal for faculty and staff who *hire on-campus student employees*. You will be a employer user of Handshake.
Student User Access & Benefits

**BENEFITS**

1. You experience and see what students see – jobs, internships, employers, events, fairs and more
2. Utilize Handshake to support **advising students** on career exploration and job/internship search questions
3. View, promote and share upcoming events with students
4. Gain access to **Career Development Office weekly newsletter** and special updates for events, career opportunities, resources and employer spotlights

**ACCESS HERE**

1. Utilize your **PSU email address** NOT personal email to create account
2. **Select Plymouth State University** as your University, regardless if PSU is not your undergraduate alma mater. *Once approved, you will be assigned a class year, graduation date and PSU major*
3. Update your **Settings & Privacy** to “Private” under Privacy section. This will ensure employers do not mistake you as a current student or try to reach out to you.

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**Let's find your next job**

Join Handshake's community of students, schools, and employers to find internships, land a job, and more. Get started by creating a free account in just a few steps.

**.edu email address**

[Next]

Are you an employer?
Sign up here

Already have an account?
Sign in here
**Employer User Access & Benefits**

**BENEFITS**

1. Post on-campus student employment positions
2. Specify students, skills and/or majors you are interested in
3. Get support from the Career Development Office to promote your student employment needs

**ACCESS HERE**

1. Utilize your **PSU email address** or **PSU general email** (if you want a student user account as well)
2. **DO NOT** select Plymouth State University as the employer; create a **NEW employer account**.  
   Example Plymouth State University: Career Development Office
3. Review more detailed instructions [HERE](#) to create your on-campus employer account.
What’s Next?

• Create a student user and/or on-campus employer account.

• Request a 20-minute career presentation for your class, program or student club/organization.

• Follow Plymouth State Career Development Office on LinkedIn, Instagram and/or Facebook for more updates, tips and resources on Handshake.

• Share with students. Help us reach our 50% activation rate this spring semester!