HANDSHAKE

OFF-CAMPUS EMPLOYERS

Employers can post jobs, offer internships, and connect with Sierra College students and alumni—completely free through Handshake. Use your account to reach top talent and simplify your recruiting process.

Sign Up

1. Go to https://app.joinhandshake.com/employer_registrations/new.
2. Join your company on Handshake.
   a. **Request to join** your company's existing profile.
   b. If your company isn't on Handshake, **create a new profile**.
3. **Validate your employer account** if you haven't already done so.
4. **Request to connect** with Sierra College.

Having trouble signing up for your Handshake account? Contact Career and Transfer Connections at ctc@sierracollege.edu or by calling 916.660.7481.

Post Positions

1. **Log into** your Handshake employer account.
2. From the left menu, click **Jobs**, then select the black **Create Job** button at the top right.
3. **Fill out** the job form with detailed information.
4. Click **Create post** to publish your job.
   a. Remember to update your job postings regularly to keep them accurate.

Tips & Tricks

- **Use your corporate email address (if you have one):** Using a corporate email can match you with your company and can expedite the approval process.
- **Request to join your company, rather than Sierra College**
  ○ *On-campus employers are an exception to this rule*
- **Include wage information:** Enter a wage range that is competitive for the position you are seeking to fill and the location of the opportunity.
- **Promote benefits:** Highlight benefits such as flexible work schedules, training, and opportunities for career advancement in the job description.
- **Provide insight into the company and role:** Include thorough descriptions.
- **Offer internships:** Provide internship opportunities to work with enthusiastic students who can bring new ideas and help with short-term staffing needs.

Please keep in mind that all registrations and postings are vetted and approved by Handshake via Persona and a manual review by Handshake's Trust and Safety Team in compliance with district, state, and federal regulations. Job placement assistance is not provided. Job seekers and applicants are neither screened nor placed.

Best Practices

- **Highlight perks students will appreciate:** Many student jobs offer flexible schedules that work around classes, opportunities to apply knowledge from school, and ways to network with peers and colleagues. Mentioning these perks will attract students and allow them to visualize themselves in the role.
- **Be clear in your application instructions:** Provide directions to the work location(s) for the job and explain the process to students directly. This will allow students to feel less intimidated and pursue these opportunities with confidence.
- **Engage with students at Sierra College events:** The Career and Transfer Connections department hosts events like the annual Job Fair, where employers can promote their opportunities in-person and meet candidates.
- **Post on the Handshake Feed:** Engage with students in eye-catching ways to promote resources and jobs in a fun format.

Handshake Resources

Need some extra assistance navigating the platform? Handshake has several helpful resources that can guide you through these processes in a bit more depth. Please see the following links, which will take you to the Handshake support website.

- **[Create an Employer User Account, Join a Company, and Connect with Schools](#)**
  - This article provides a step-by-step guide to signing up, registering with your organization, and connecting with schools. If you have any questions about the sign-up process, this is a great tool to reference!
- **[How to Post a Job](#)**
  - This article provides a step-by-step guide to posting a job on Handshake. If you have any questions about the job posting process, this can help!
- **[A Guide to Employer Role Types in Handshake](#)**
  - This article provides a comprehensive view of role types for colleagues and teammates at employer organizations in Handshake. If you have multiple contacts you'd like to have access to Handshake, here's how to do it!
- **[Meet with Early Talent](#)**
  - This section outlines the processes that employers go through and the opportunities they have to participate in during events, fairs, and meetings with students. If your organization is interested in participating in an upcoming event, this resource can help you prepare and organize before and after!
- **[Interviews](#)**
  - This section outlines the process of interviewing with the assistance of Handshake, and provides some additional information that can be used to streamline the interviewing process. It's a helpful tool to prepare yourself!
- **[E-Learning Course for Employers](#)**
  - This training course is designed to guide employers through Handshake's tools, and is a great reference for anyone who needs some extra assistance navigating the platform.

Still unsure, or have a particular question that you need answered? Contact Career and Transfer Connections at ctc@sierracollege.edu or by calling 916.660.7481.