Navigating Handshake

Step 1: Sign up as an Employer
This is the landing page to create a Handshake account. Please use your work email address to create the account in Handshake.

Step 2: Welcome Page and Employer Guidelines
Continue to fill out the information in this section. You will be directed to acknowledge Handshake’s employer guidelines on the next page.

Step 3: Connect to your Company/Organization
On this page, you will need to request approval from your organization’s account administrator to join your organization's Handshake account. Your organization's account administrator will need to approve your request before you can submit a job posting. (You may want to reach out to them separately to explain more about the externship program.)
Step 4: Connect to a Company

On this page, select Carleton College as a school. This will link your organization to the Carleton College job board. Once selected, click the “Next:Finish” button at the top right-hand corner of the screen.
Step 5: Posting an externship

The image below shows what your homepage would look like after creating your handshake account. To post a job, click on the “Post a Job” button.

There are several screens that will ask for the required details of the job posting. Please follow the prompts and examples below for creating your externship posting. *Note, if you login as a Carleton manager and few the job description, the tabs don’t match what you see below which is the employer posting layout.*

**FIRST SCREEN: Basics**

- **Where should students submit their application?**
  - Select “Apply in Handshake”

- **Job title**
  - Please format your job title with “CARLETON EXTERNSHIP” at the beginning of the title. *Ex. CARLETON EXTERNSHIP: XCompany Research Extern*

- **Display your contact information to students?**
  - Select “Name only”.

- **Job Type:**
  - Select “Experiential Learning”.

- **Employment Type:**
  - Select “Part-Time”.

- **Duration:**
  - Select “Temporary / Seasonal”.

- **Start date & End date:**
  - Select the start and end dates of your proposed externship. Please note the externship season is limited to three weeks maximum. The dates should fall between Monday, November 30 - Friday, December 18, 2020.

- **Is this a Work Study job?**
  - Select “No”.

Select Next>

**SECOND SCREEN: Details**

- **Description:**
  - Be as descriptive as possible (see below for examples)
    - **Diversity or Sustainability Best Practices:** Assist in the development of a [diversity/sustainability] best practices manual. Identify between 10 and 20 thoughtful articles that highlight the importance of [sustainability/diversity] in organizations, best practices, and challenges when best practices are not implemented. Summarize key points across the articles in a single document.

    - **Public Document Review:** Review board minutes and other public documents related to a targeted, public initiative (i.e. such as helping a K-12 school district to understand the needs around special education). This review would include current vendors and contract size, key discussion items, upcoming RFPs, etc.

    - **User Experience Testing:** Conduct comprehensive UX testing (including enlisting additional reviewers) on a site and provide feedback and suggestions to the organization on key improvements.
- **Create Marketing collateral**: Design a physical piece and/or webpage for organizational marketing.

- **Job role(s):**
  - Select as many job roles that fit by scrolling through the list or typing a keyword from the list.

- **How many students do you expect to hire for this position?**
  - Be specific; how many externs would you like to host? For the Carleton externship program you may host up to five students.

- **Approximate salary:**
  - Select “Unpaid” or “Paid”. note: Most externships are unpaid but some organizations choose to offer compensation to the student (typically between $16 - $20/hour).

- **Job location:**
  - Use your company's address for the location. Please select “Allow remote workers” just below it.

- **Does this position require U.S. work authorization?**
  - Yes or No (check with your human resources department if you are unsure.)

- **Required documents:**
  - By default, Handshake requires resumes. You should also request a cover letter from applicants. (We encourage students to write a cover letter for their externship application, which facilitates the selection process.) You may request additional materials, such as a writing sample.

**THIRD SCREEN: Preferences**

- **Graduation date range:**
  - Leave blank.

- **School (Class) years:**
  - Select Freshman, Sophomore, Junior and/or Senior (based on your preference).

- **Minimum GPA:**
  - Leave blank unless there is a strong preference.

- **Major categories:**
  - Leave blank unless there is a strong preference.

- **Applicant package recipients:**
  - You will automatically receive a packet of application materials shortly after the posting expires. You can request that packets also be sent to additional individuals, either by selecting pre-created account holders or adding new contacts to Handshake.

**FOURTH SCREEN: Schools**

- **Search and select:**
  - Select “Carleton College”.

- **Interview on campus?**
  - Please note that interviews are not required but highly encouraged. Please leave this blank if you are not anticipating interviewing students. Interviews must take place virtually.

- **Apply start date:**
  - Select the date you would like to start accepting applications. This is the date that the position will be visible to students in Handshake.

- **Expiration date:**
  - Please select “Sunday, October 18 at 11:55 pm CST” as the job expiration date. All applications will be due at the same time.

**FIFTH SCREEN: Preview**
This is where you can see how everything looks and make any changes before posting. Proofread and review the appearance of the posting. If you are satisfied, click “Save”. Please be aware that your organization account administrator will receive an email about this posting.