



 handshake

Employer Quick Guide

1 Set-up Your Account

2 Customize Your Profile

3 Start Using Handshake!

Log on to app.joinhandshake.com to sign up for a new account, then select the "Employer" button to proceed with the set-up process.

Be sure to select "Florida Tech" to connect to our school!

Then follow all the steps provided.

Click on "Profile" located in the left sidebar menu to add your title, work experience, and photo, if you wish. Then click the "Account" tab on the top-left to update your notification preferences.

Now you can begin to use Handshake to post jobs, search for candidates, RSVP for events, request on-campus interviews, and even connect with more Handshake schools.

TAKE IT MOBILE!

Take your recruiting efforts mobile by using Handshake!

Post Full-time, Part-time, Internship, or Co-op Positions


Review Applications and Résumés

Request On-Campus Interviews

**Register for Career Fairs
or Request Your Own
Recruiting Event**




RECRUIT AT FLORIDA TECH - AND BEYOND!



Handshake is a powerful
recruiting tool for employers!

The "Postings" area houses all the jobs you have posted and gives you a quick-glance view of applicants. You can view or export applicant packages to make your hiring decision easier. You can list a position for Florida Tech students and alumni - or expand your listing to more schools.

Narrow down potential hires to those who best fit your qualifications using advanced filtering options.



The "Relationships" area keeps all your student, school, and company contacts organized in one place.

The "Campus" area helps you manage your recruiting events, including info sessions, meet & greets, on-campus interviews, and career fairs.

Want to contact a candidate directly? With direct student messaging you can send them a private message through Handshake and receive a fast response.

STAY ORGANIZED!



Handshake keeps your recruiting activities organized with an easy-to-use interface.

As soon as you log in, you will see all your active jobs, interview schedules, and upcoming scheduled events.

You can also easily post a job, request an interview schedule, or create an event right from your home page.

HAVING LOG-IN ISSUES?

Email career@fit.edu or visit the Handshake Help Center at support.joinhandshake.com to create a service ticket for assistance.



app.joinhandshake.com



career@fit.edu



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