

On-Campus Student Employment Utilizing Handshake

Handshake is the primary online resource for preparing and connecting KU students with employers.

NEW USERS (Easy Steps):

Visit: https://app.joinhandshake.com/employer_registrations/new

You can view the details of this process, with screenshots, by checking out [How to Create a User Account](#)

Step 1 – Sign up as an Employer

- Complete the requested information. All fields marked with an asterisk (*) are required. Incomplete requests will delay the approval process and run the risk of being denied access.
- Create the account using your Kutztown.edu domain.
- It will ask for a Company/Department name after you have confirmed your email address.

Step 2 – Create New Company

- Each department should use: **Kutztown University: Specific Department Name**
- If you see your specific department already was created then you should “request” to join instead of “creating new.”
 - Each department has the capacity for unlimited users (job posters) but it is more likely that only 1 person from each office will be the point person with an account.

Step 3 – Post Position(s)

- Select “Post a job” to create a new job.
- You will have the option to select where students should apply. It is recommended to select “Apply in Handshake” and “Email every time a new student applies” options. You also have the decision to require documents (resume, cover letter, etc.) for your individual postings. Please make sure to review these selections thoroughly for each posting. You are encouraged to inform students to use the Career Development Center to draft a quality resume and have it reviewed before submitting to you.
- Select ‘**Position Type**’ as **On-Campus Student Employment**
- Choose **Kutztown University** on the schools tab.

NOTE:

- We will strive to approve campus department registrations as quickly as possible (typically within 1-2 business days). Once your department registration is approved, job postings also require approval before being visible to students.

EXISTING USERS:

Step 1 – [Log into](#) HANDSHAKE Account with your username and password.

Step 2 – Post Position(s)

- You have the option to enter a new position, copy an existing position, or reactivate an archived posting. If posting a new position, follow Step 3 above.

Forgot Password: If you forgot your password or need a new one, simply click on the ‘Forgot Password’ link on the main log-in page. Enter in your username (Kutztown email).

Please Note: Due to the high volume of postings received, the Career Development Center cannot create, maintain, nor edit postings for employers. Questions? Contact the KU Career Development Center at recruiting@kutztown.edu or 610.683.4067