Setting Up a Handshake Account / Posting a Job

**Step 1:** Use the link below to connect yourself as a contact to the employer name *Saint Joseph’s University – On-Campus Jobs:*

https://sju.joinhandshake.com/register?user_type=Employers&employer_invite_token=ocKu_H-lBpq4DTKeZyAhIDg1IutVyB9j

Once you click this link and complete the first page, you will be directed to a “Welcome to Handshake” page. Once here, select any and all types of students you’ll recruit. You can add your alma mater name or not in the next section before clicking “Next: Employer Conditions”. Once on this page, select “No” to the 3rd party recruiter question. Confirm your selections and then confirm your email to complete the process.

**Step 2:** Post your job. Attached is a document titled “How to Post a Job on Handshake”. If you’d like to view a video on posting a job, click [here](#).

**IMPORTANT NOTE:** Be sure to include *your department name* in the job title.

**Step 3:** The Career Development Center will review and approve your job. Once approved, students will be able to access the details and apply.