



Employers must register an employer account to post jobs. Once the employer account is activated by staff, employers may submit job postings for review and approval.

CREATE AN EMPLOYER ACCOUNT:

1. Sign up for an account at https://columbia.joinhandshake.com/employer_registrations/new or log in to an existing Handshake account.
2. Complete the required information and add Columbia University under **Schools**.
3. Click **Create New Employer** and verify your registration by clicking the link sent by Handshake to your email.
4. You will be directed to a new landing page to post a job.

NOTE FOR:

- **Staffing Agencies & Third Party Recruiters:** Include this in the employer information section.
- **Individual employers** not affiliated with a company posting for personal reasons such as tutoring and babysitting: Register your employer 'organization' with your **Last Name – Temp Time**. *Example: Smith – Temp Time*. List your website as www.nowebsite.com.

POST A JOB/INTERNSHIP

CREATE A NEW JOB POSTING:

1. Click **Post a Job** on your home dashboard.
2. Complete all required form information. Only fields with an *asterisk are required.
3. Under the **Schools** section of the job form, click **+ADD ALL SCHOOLS** to search and select **Columbia University** as one of the schools to submit your posting.
4. Click the green **Create** button to submit your job posting to Columbia University.

MODIFY AN EXISTING JOB POSTING OR POST TO MORE SCHOOLS:

1. On the left hand navigation, click **Job Templates**.
2. Select the specific job posting to edit.
3. Under the **Schools** section of the job form, choose **Target More Schools** to add Columbia University and/or additional schools to submit your posting.
4. Click the green **Save Changes** button to submit your job posting to your selected schools.

The Center for Career Education (CCE) responds to all employer registration and job posting requests within two business days. If your employer status is not updated within three business days, please notify CCE by emailing careereducation@columbia.edu.

Access the Handshake support site for more detailed [employer registration](#) and [job posting instructions](#) as well as information about how to maximize your use of the Handshake platform.

For questions or assistance using LionSHARE, contact CCE's Employer and Alumni Relations at cce@columbia.edu or (212) 854-9167. Employers may also directly contact the providers of the recruiting platform, Handshake, at support@joinhandshake.com.

COLUMBIA UNIVERSITY CENTER FOR
Career Education