

STUDENT SOCIETY GUIDE

HOW TO REGISTER FOR A HANDSHAKE ACCOUNT, POST VACANCIES & EVENTS

Registering for a Handshake account

Visit <https://app.joinhandshake.co.uk/login>

Societies will register as employers, so you may need to sign out of your student account to reach this screen:

Sign in

Students & Alumni

Please select your institution to sign in.

New to Handshake? Select your institution to get started.

Employers & Career Centres

Please sign in with your email.



In the sign in box, enter the email address your society will be using to manage your Handshake presence – this should be one of your published society email accounts e.g. president@society, events@society – to ensure the account can be accessed and managed across changes of committee members and academic years.

If your society already has an account you will be directed to it, but if not, you will see the following options. Select 'I'm an employer'.

You can sign up for a new account by selecting one of the following options:

I'm an Employer 

I'm a Student or Alumni

I'm with Career Services

Welcome to Handshake

Tell us more about yourself.

First Name

President

Last Name

A Cambridge Society

Phone Number

Current job title

President - A Cambridge Society

Types of students you are recruiting

Don't worry if you can't find all the categories you need. You'll be able to add more later.

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civics & Government
- Communications
- Computer Science, Information Systems & Technology
- Education
- Engineering

Add your education history

Institution Name

The University of Cambridge

[Remove](#)

Graduation Year

2020

My institution is not listed, let me type my own

[Add another University](#)

[Next: Employer Guidelines](#)

Once you have agreed to the Terms and Conditions of Use, you will be sent a confirmation request to the email address you provided.

Once you've done this, the next step is to create your society as an organisation:



Step 3 of 4 - Join Company Next: Connect to Institutions

Find and join your company

Search

① ————— ② ————— ③

Search & request	Connect	Approval
Search for your company then request to join	Connect to schools to recruit from	Get approved by the schools or the company's staff

Are you a part of a division within this company?

No problem. First join this company, and then you'll be able to set up your division within it.

Can't find your company?

Create New Company

*NB if you find that you are unable to progress this step because your email domain is linked to another account, please get in touch with us to discuss alternative approaches, by emailing enquiries@careers.ac.uk

Fill out the details as requested:

Start your company profile

Add a name, images and other important details to build your company's profile

Company Name:

Company Logo:

This is the main image associated with your company. Make it count!

Banner Image:

This is the background image that will display on the profile.

Industry:

Website:
The company's main web presence. Alternatively, you can use a public page on Facebook, Yelp, etc.

Location:

Description:

Logo preview
 This is how your company's name and logo will display when students search for your profile or jobs.

On the next page only choose to connect with University of Cambridge.

You will then see a page which confirms you have completed your registration.

+ Post a Job	+ Request an Interview	+ Create an Event
<p>Jobs</p> <p style="text-align: center;">You have not distributed any jobs to a school yet.</p>	<p>Interviews</p> <p style="text-align: center;">You have not requested any on campus interviews yet.</p>	<p>Upcoming Events</p> <p style="text-align: center;">You have not RSVP'd to any upcoming events.</p>

Posting vacancies/opportunities

Societies may advertise their committee positions or other volunteer roles via Handshake. To do so, click on post a job and complete the fields as requested. Please note that for committee positions, the 'Job Type' should be 'Volunteer'.

In the 'Job Role' field also select 'Volunteer'.

Leave the 'Level of study' field blank to ensure it reaches all students .

Job Type

- Job
- Internship
- Placement
- Experiential Learning
- On Campus Student Employment
- Fellowship
- Graduate School
- Volunteer
- Apprenticeship

The next screen asks where you would like the vacancy posted. Ensure that you only have University of Cambridge selected and that the box 'Include students on the Handshake open network' remains unticked.

Job postings

Search your institutions to add job postings

Add All Institutions Add Favorite Schools Find More

Include students in the Handshake Open Network ⓘ

Institutions	Interview on campus?	Ap
 University of Cambridge	<input type="checkbox"/>	

Finally add the closing date for applications, preview how the role will appear and click 'Save'. The vacancy will then come through to the Careers Service, who will check and approve it, so it is visible to students.

If you have any paid opportunities, you may post those following the same process, but choose the appropriate role type from the menu. All vacancies must comply with the [Careers Service's Vacancy Policy](#).

Creating an event on Handshake

From your society account, select 'Events' then 'request event' (all events have to be approved by the Careers Service prior to being accessible to students)

Fill out the fields as requested, although please note that whilst the description field is listed as optional we require you to provide a description of the event before we are able to approve the listing. All events must have a clear description of the event, including, but not limited to:

1. Title
2. Target audience
3. Intended purpose of the session
4. Instructions on how to sign-up for the event, apply or register interest
5. A contact email for questions and enquiries.

If a society partners with an employer(s) to deliver an event, that employer(s) should also have, or create, an employer account on Handshake. Where event speakers are attending in an individual capacity e.g. alumni or individual contacts not representing their organisation, this does not apply.

The Careers Service will seek to ensure that a given event only appears once on Handshake, i.e. is posted either by the employer or by the society. All events will be approved individually and need to be compliant with the [Careers Service's Events Policy](#).

CAREERS SERVICE

University of Cambridge Careers Service

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