

USE OF HANDSHAKE CAMBRIDGE BY STUDENT SOCIETIES & SPORTS CLUBS

The Careers Service encourages student societies to utilise the Handshake platform to promote their career and employability-related events, and to post any committee positions or paid opportunities the Society may offer.

Registering for a Handshake account

Societies wishing to use Handshake should register as 'Employers' using the official society name as registered with the [Proctors](#) or the [Sports Department](#) and the published society contact details e.g. president@society, events@society to ensure the account can be accessed and managed across changes of committee members and academic years.

The Careers Service will confirm that the request is from an eligible society (using links above) and attach either the 'Society' or 'Sports Club' label as appropriate and approve.

Society or sports club vacancies

Societies may post vacancies for their committee positions and paid roles.

Societies are requested to inform their Senior Treasurer (ST) before posting any paid vacancies.

All vacancies from an organisation with a Society label would be approved individually and need to be compliant with the [Careers Service's Vacancy Policy](#).

Publicising events

Societies may post details of their careers-related events.

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 from an organisation with a Society or Sports Club label would be approved individually and need to be compliant with the [Careers Service's Events Policy](#).

A user guide for student societies and sports clubs is available [here](#).