

USE OF HANDSHAKE CAMBRIDGE BY FACULTIES AND DEPARTMENTS

The Careers Service encourages Departments and Faculties to utilise the Handshake platform to promote any career and employability-related events, and to post any vacancies that would be relevant to current students, postdoc researchers or recent alumni.

The University of Cambridge exists as an 'employer' on Handshake and the Careers Service administrators can create Faculties or Departments as 'divisions' of the University. It is important to note that a 'division' is just a name, no individual branding can be associated to differentiate one Department from another.

Requesting a presence on Handshake

Those wishing to use Handshake should complete this [short form](#) providing basic details. Once the 'division' has been created an invite link will be emailed to the staff contact details provided.

Ideally at least one generic email address should be specified, to ensure that the account can be accessed and managed regardless of staff changes.

Vacancies

Instructions on posting a vacancy are provided in the [Handshake Help Centre](#) It is possible to post jobs to either just the University of Cambridge or also to other partner institutions.

All vacancies are approved individually and need to be compliant with the [Careers Service's vacancy policy](#).

Publicising events

Handshake can be used to advertise events that you are holding either physically or on alternative platforms.

In certain circumstances it may be possible to host a virtual event or careers fairs can be hosted on Handshake, Please discuss this option with our Events Team by emailing events@careers.cam.ac.uk

The Careers Service will seek to ensure that a given event only appears once on Handshake, i.e. is posted either by the University body *or* by a participant.

All events need to be compliant with the Careers Service's [events policy](#).