

## Handshake Account Setup for On-Campus Student Employment

1. Go to [Handshake](#) and click “Sign up for an Account”
2. Select “Employer”
3. Fill out the following using your TU email address



Great talent can be hard to find. Handshake makes it easy. Sign up and start recruiting today.

Recruit the best talent from schools like

Stanford University

Cornell University

University of California Berkeley

University of Virginia

Villanova University

University of Michigan

Carnegie Mellon University

Michigan State University

University of Chicago

And over 150 more!

Sign up as an Employer:

**First Name**  **Last Name**

**Email Address** Use your work email

**Password**  **Confirm Password**

**Phone Number**

[Sign Up](#)

Already have an account? [Log In](#)

4. Select the types of students you wish to recruit, and add your Alma Mater



Great talent can be hard to find. Handshake makes it easy. Sign up and start recruiting today.

2 million student profiles, including

- 170k Business & Economics majors
- 120k Engineering majors
- 50k Liberal Arts majors
- 25k Hard Science majors

Welcome to Handshake, Kyle  
Before continuing, we need a bit more info

**Tell us the types of students you wish to recruit (select all that apply)**

- Arts and Design
- Business, Entrepreneurship and Human Resources
- Civics and Government
- Communications
- Computer Science, Information Systems, and Technology
- Education
- Engineering
- Health Professions

**Your Alma Mater**  
Schools and students love working with fellow alumni

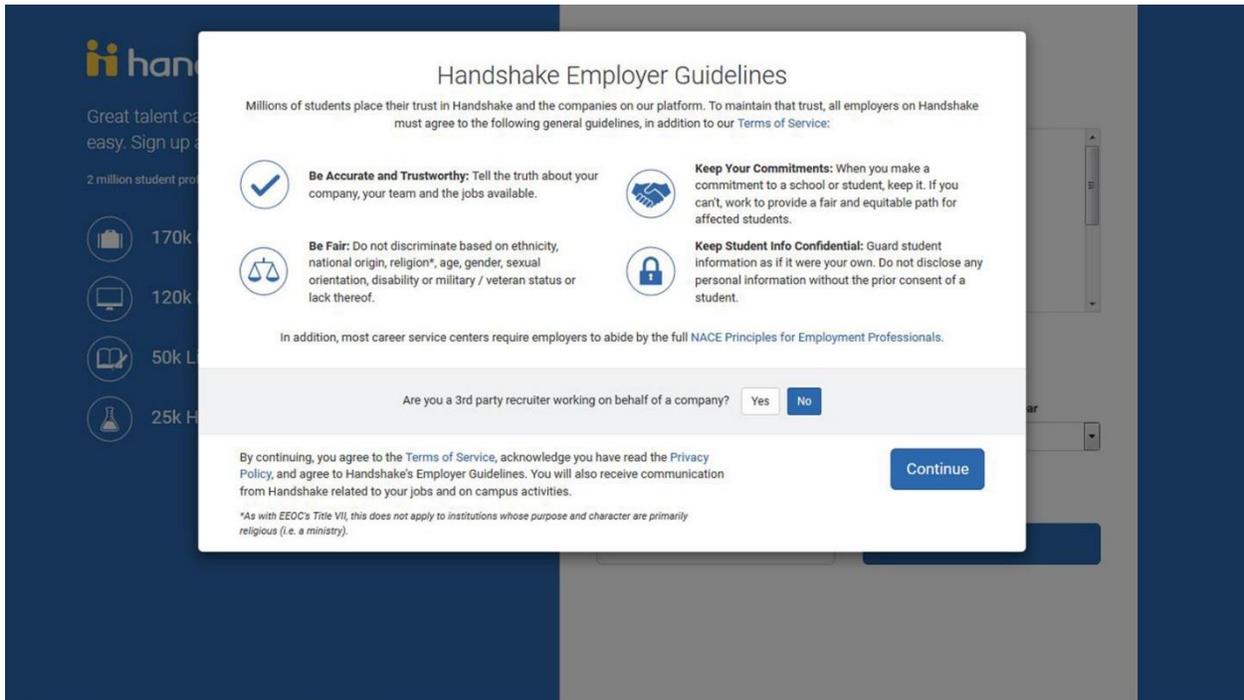
**School Name**  **Graduation Year**

My school is not listed, let me type my own

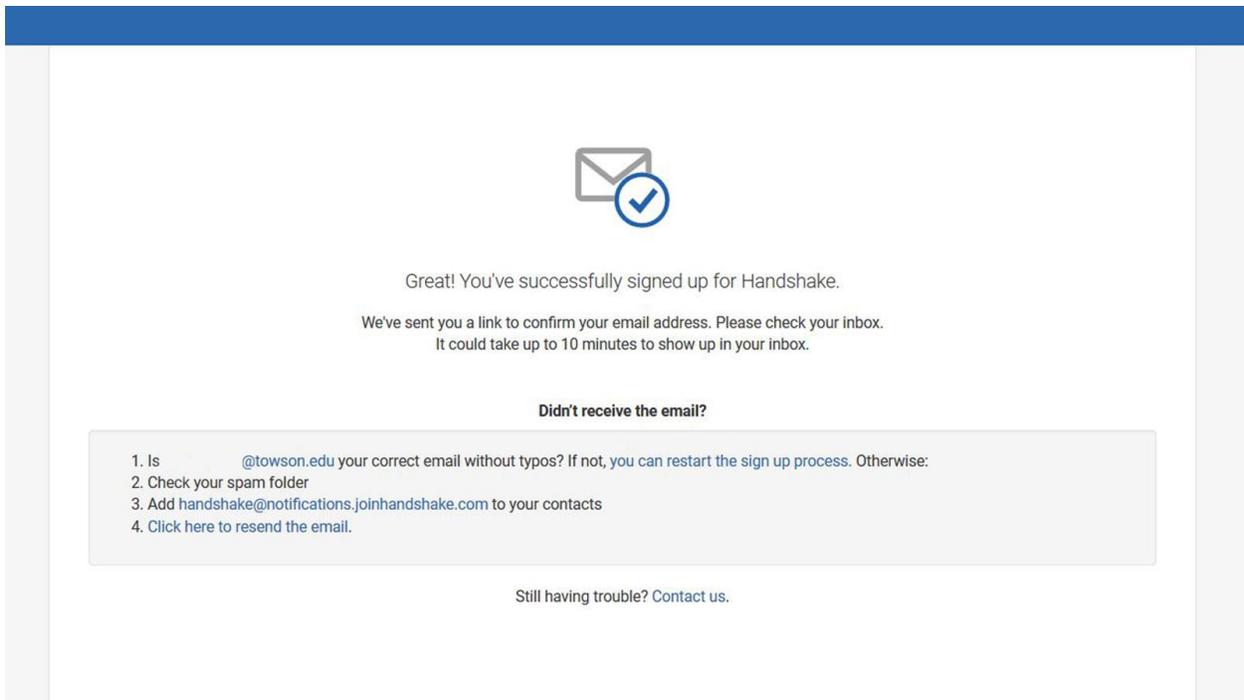
Add Another Alma Mater

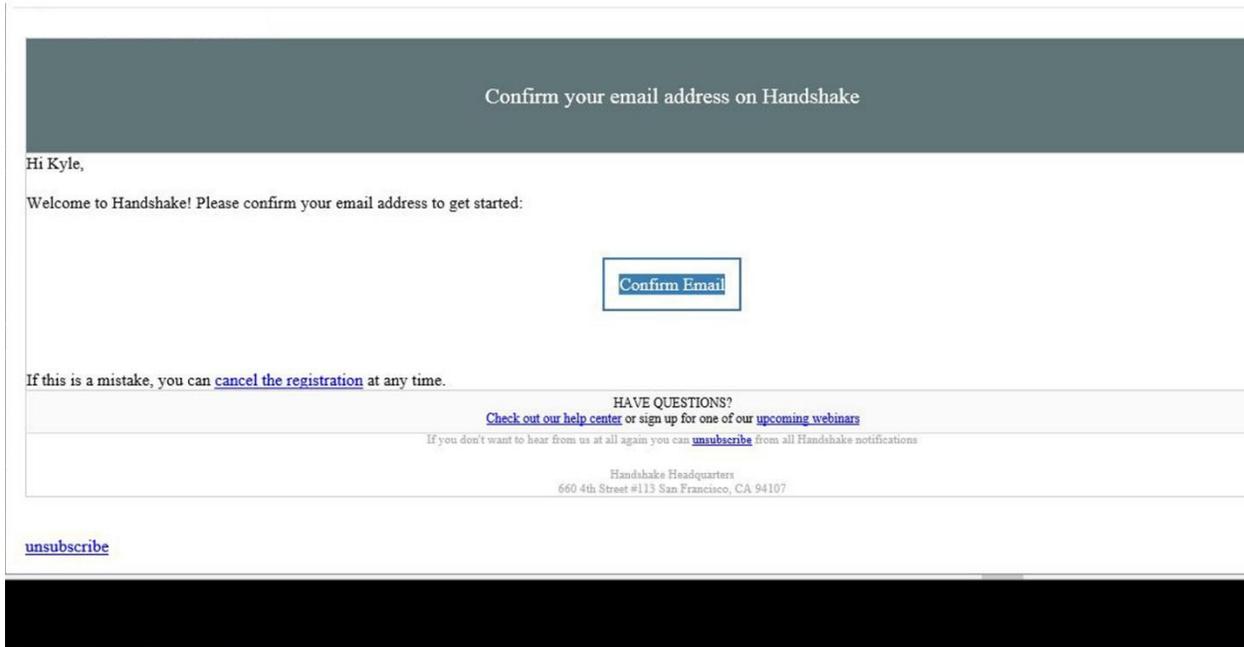
[Go Back](#)
[Continue](#)

5. Select “No” for “Are you a 3<sup>rd</sup> party recruiter working on behalf of a company?” Click “Continue”

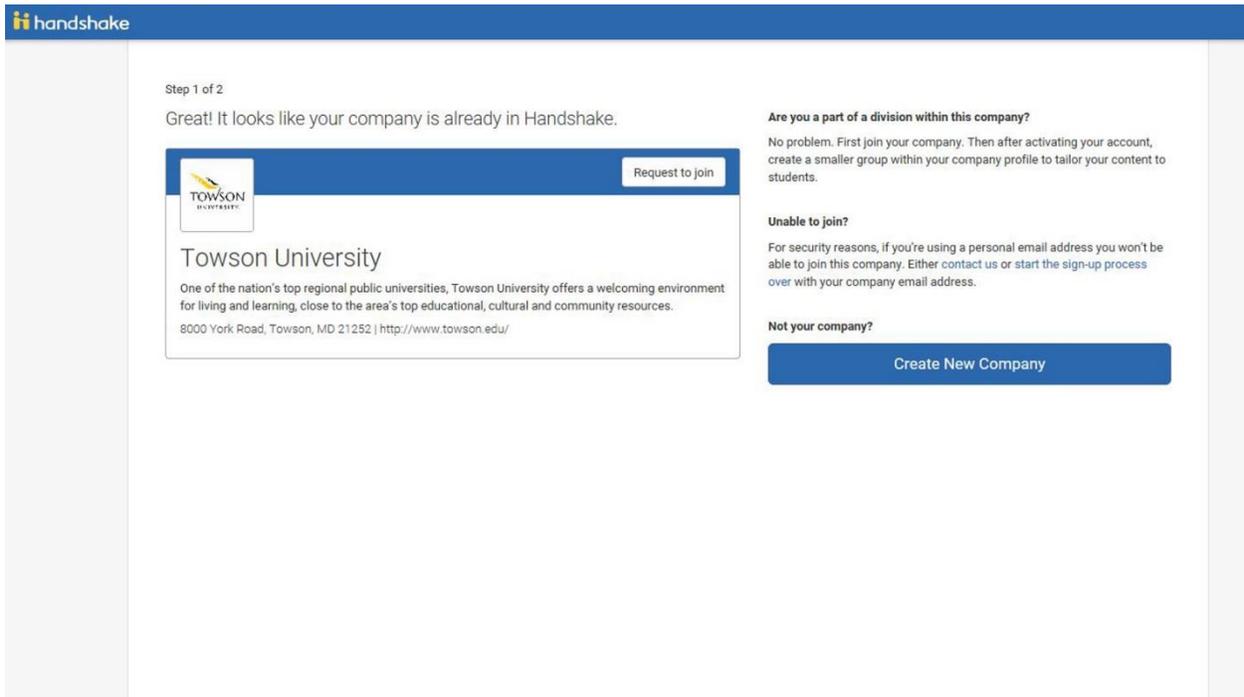


6. You will receive the following message. Then check your email for the confirmation email to “Confirm Email”





7. Log in to Handshake to finish setting up your account. Click “Request to join” Towson University



8. Only connect with “Towson University” and then click “Continue”

Step 2 of 2

Next, connect to schools

Tap the '+' on each school you're interested in recruiting students from

If you requested to connect with Towson University accidentally you can cancel it now.

Selecting 1 school with **22,284 students**, out of 1,558,035 total students on Handshake

Search by school name

Order By: Default rank

Size:

- All
- < 1,000 students
- 1,000 - 5,000 students
- 5,000 - 10,000 students
- 10,000 - 25,000 students
- > 25,000 students

Location (US Region):

- All
- Midwest
- Northeast
- South

Schools listed:

- Towson University** (22,284 students, #14 Top Public Schools (North)) - **Selected**
- Arizona State University (71,946 students, #1 Most Innovative Schools)
- Babson College (0 students, #1 in Entrepreneurship)
- California Polytechnic State University (19,246 students, #1 Top Public Schools (West))
- Calvin College (3,894 students, #1 Regional College - Midwest)
- Harvey Mudd College (804 students, #1 Undergraduate Engineering Programs (West))
- Oregon Tech (0 students)
- Princeton University (5,391 students)

Connecting to: [Towson University icon] Continue

9. You just set up your Handshake profile!

Thank you, Kyle! You have successfully requested to join Towson University on Handshake.

Your request has been sent to the staff members at Towson University. As soon as you're approved, we'll let you know via email.

Still waiting to get approved?  
If you reach out to a school that you work with, they'll be able to approve you directly.

Have some questions or need help?  
Send us a message.

Want to start over?  
If you made this request accidentally, you can cancel it now.

Recommended Schools:

- Berkeley** (27,126 Students, #1 Top Public Schools)
- Stanford** (4,894 Engineering Students, #1 Best Undergrad Engineering Programs)
- Harvey Mudd** (804 Students, #1 Best Undergrad Engineering Programs)
- Spelman** (2,135 Students, #1 Historically Black Colleges)
- University of Virginia** (21,238 Students, #3 Top Public Schools)
- University of Michigan** (3,295 Business Students, #4 Undergrad Business Programs)

And over 150 more!

Continue

- Familiarize yourself with the new system by reviewing these great [training articles and videos](#). When [posting new jobs](#), make sure you select your department's name from the "Company Division" drop down menu, and select "On-Campus Student Employment" for "Job Type"

New Job

Job Templates Job Postings New

**\* Job Title**  
  
+ add an ATS / job code to match against your applicant tracking system (this will not sync applications)

**Company Division**

**Require students to also apply through website or applicant tracking system?**  
 Yes  No

**Display your contact information to students?**  
 Name Only  Name and Email  Don't show my info

**\* Job Type**  
 Job  
 Internship  
 On Campus Student Employment  
[Show more options](#)

**\* Employment Type**  
 Full-Time  
 Part-Time

- Learn how to [set saved searches](#) in the Jobs and Applicants view to just show your division, so you aren't seeing other department's applicants

handshake

Home Profile Towson University

POSTINGS  
 Job Templates Job Postings Applications

RELATIONSHIPS  
 Students Schools Contacts

CAMPUS  
 Events Interviews Fairs

OTHER  
 Surveys

Job Templates | shows every job created on Handshake (whether or not it's posted to a school)

Job Templates Job Postings New Job

Type to search... Search Saved Searches +

Location Job Type Employment Type Duration Tracking Code Label Not Labels Major Division Ranges Other Followed Only

Career Center (2)

Job ID	Title	Applicants	Locations	Division
735264	Marketing Intern	0	8000 York Rd, Towson, Maryland 21204, United States	Career Center
741213	Public Speaking Intern	0	8000 York Rd, Towson, Maryland 21204, United States	Career Center

Career Center (2)  
 Find more...  
 All Options