

# FAU DEPARTMENT GUIDE: HOW TO POST JOBS & INTERNSHIPS IN HANDSHAKE

## TO CREATE A HANDSHAKE ACCOUNT:

- 1 Create your Handshake account by visiting [fau.joinhandshake.com/register](https://fau.joinhandshake.com/register)  
Use your first and last name, not department name
- 2 Select **Employer** account type  
Use your @fau.edu email address when you create your account
- 3 Once you complete your information, be sure to **verify your account** via the confirmation email from Handshake
- 4 A member of the FAU Career Center staff will then be notified to approve your account
- 5 Once approved, follow the steps to post a Job/Internship

## TO POST A JOB/INTERNSHIP:

- 1 Log on to Handshake
- 2 Click **Post a Job** on the top of your Handshake homepage
- 3 Fill out the fields in each section: Job Basics, Details, Preferences, and Schools. In the Basics section, be sure to select On Campus Student Employment as the Job Type and select Yes for Work Study Job if this is for Work Study Eligible Students only
- 4 Click on **Florida Atlantic University** in the Schools section so that your position is posted with us
- 5 Lastly, click **Create**

## TO REGISTER FOR A CAREER FAIR:

- 1 Log on to Handshake
- 2 On the left side of your Handshake homepage, click **Fairs**
- 3 In the **Search** tool bar, type **FAU** and click **Search**  
All of our fairs open for registration will appear
- 4 When you find the fair you would like to register for, click the blue Register button near the top of the page  
*\* If you see a green button that says "Registered", this simply means another FAU department has registered as well. In this case, click the drop down arrow on the Registered button and click Register Another Division.*
- 5 Select **FAU Department Booth** as the Booth Type
- 6 Please read carefully and fill out the required fields accordingly
- 7 Select **On-Campus Internships/Jobs** as your major cluster for tabling purposes
- 8 Lastly, click **Create Registration**