FLORIDA ATLANTIC 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** (use your first and last name, not department name)

2. Select **Employer** account type and use your **@fau.edu email**

3. Verify your account through a **confirmation email** sent by Handshake

4. The Career Center will approve the account in 1-2 business days

5. Once approved, follow the steps to post a Job/Internship

HOW TO POST A JOB/INTERNSHIP:

1. Log on to Handshake

2. Click "**Jobs**" from the left navigation bar, then click the black "**Create Job**" button in the upper-right corner of the page

3. Fill out the fields in each section:
   - Basic Information
   - Position Details (choose *"On Campus Student Employment"*, check the box for "Work Study Program" if the position is Work Study eligible)
   - Location and Time Requirements
   - Compensation and Benefits
   - Candidate Qualifications
   - Choose Schools *(Florida Atlantic University)*
   - Application Process

4. Review the details and modify any sections as necessary

5. To post your job, click the black "**Post Job**" button in the upper-right corner of the job form, or in the lower-bottom of the page

TO REGISTER FOR A CAREER FAIR:

1. Log on to Handshake

2. On the left side of the Handshake homepage, click **Fairs**

3. In the **Search** toolbar, 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 Florida Atlantic 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**

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