

Handshake

1. Log onto or create your Handshake account at: <https://app.joinhandshake.com/>
2. Create a new account by selecting “Sign up for an Account” and following the on screen directions.

Connect with Shippensburg University:

1. From any page on Handshake, click on “Schools” located on the left hand navigation bar. This will bring up the schools overview screen. To find our school, click on the “Find Schools” tab located in the upper right of your screen or the “Add More Schools” button next to the search bar.
2. Type “Shippensburg University of Pennsylvania” in the search bar.
3. When you have located our school, click the “+” button next to the school logo. Your request will immediately be sent to our Career & Professional Development Center for review. Your request should be approved within 1 business day.

Post Jobs:

1. Select “Post a Job” from your home dashboard. You can also select “Jobs” in the left hand navigation bar and then select “Create Job” near the right hand corner.
2. You will be asked to complete 4 steps: Job Basics, Job Details, Job Preferences, and Schools. An asterisk indicates a required field.
3. PLEASE NOTE: If Shippensburg University of Pennsylvania does not appear in your drop-down list of available schools during step 4, please connect with us following the instructions above.

Find and Register for Career Fairs:

1. Click on “Fairs” on the left navigation bar.
2. Use the filters and search bar on the left side of the screen to narrow down your search results. Search “Shippensburg University of Pennsylvania” to find our upcoming fairs.
3. Click on the name of the fair to register.
4. Click “Register” on the top right corner.
5. Once you login, you will be taken to career fair registration page. Click “Register.”
6. Follow the onscreen directions. If payment is required, select your payment method.
7. Select “Create Registration.” Our office will approve your registration, but you can view your registration at any time and leave comments for our office with questions about the status.

On Campus Recruitment:

1. To interview on campus, select “Request an Interview” from your home dashboard and follow the onscreen instructions.
2. To visit campus for an information table, select “Create an Event” from your home dashboard and follow the onscreen instructions.
3. For further instruction, visit career.ship.edu or contact us directly.

For more information or assistance, please contact the Career & Professional Development Center at 717-477-1484 or career@ship.edu

