HOW TO POST A JOB ON HANDSHAKE:

To start the process of posting your opportunity to Handshake, below is the step by step process. Before submitting, we encourage you to review the policies and procedures **(https://career.colostate.edu/employers/policies-practices)**

STEP 1	Create an account/Login to Handshake **(https://app.joinhandshake.com/login)**
STEP 2	Select Schools on the left navigation bar
STEP 3	Click on New Approval Request on the top right
STEP 4	Then select Colorado State University
STEP 5	Next click on New Job in the upper right hand corner
STEP 6	Fill out the Basics
STEP 7	Then fill out job Details and Preferences. Make sure to select appropriate industry areas, majors and school years for your job to ensure your opportunity is seen by your target audience. Click Save Changes.
STEP 8	Review your posting and Post to Schools by pulling down the menu on the left side and choose Colorado State University.
STEP 9	Your posting will be reviewed by our staff and posted as soon as possible. During the academic year, this time period is typically 2 business days.

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CAREER SERVICES