KSU's Department of Career Planning and Development uses Handshake—a free platform where you can post jobs, connect with students, register for career fairs, schedule interviews, and promote recruiting events.

Creating a Handshake Employer Account

1. Visit the Handshake registration page to create your free employer account.
2. Enter your name, work email, and set a password.
3. Review and accept Handshake's Terms of Service and Privacy Policy.
4. Confirm your email address via the confirmation email.
5. Complete your personal profile and click "Continue."
6. Join or create your company profile:
   - If your company already exists in Handshake, select it and click "Request to Join."
   - If not, create a new company profile. You'll need a business registration number and government ID.
7. Wait for approval from Handshake or your company's account owner.
8. Add Handshake (handshake@notifications.joinhandshake.com and handshake@m.joinhandshake.com) to your address book so system emails will not be filtered to your spam or junk mail.
9. Once approved, you can begin posting jobs and requesting events.

   Common reasons and employer would be declined:
   - Use of personal email domains (e.g., Gmail, Yahoo)
   - Incomplete company information
   - Third-party recruiters or private individuals (e.g., nanny/tutor roles)
   - Mismatched or invalid company websites
   - Pay-to-work or investment-based opportunities

Posting a Job in Handshake

You can post internships, co-ops, part-time, full-time, volunteer, and seasonal positions. All role types except for Representatives can post and manage jobs. You may use the following hyperlink to explore the Handshake Employer Role Types. To change your role type, you must contact your company's account manager.

1. Log in to your Handshake account and click "Jobs."
2. Click "Create Job" and complete the form:
   - Job Title, Category and Description
   - Time Commitment and Compensation
   - Candidate Preferences (skills, GPA, major, etc.)
   - Location and Modality (on-site, remote, hybrid)
   - Application Instructions
3. Highlight any perks (e.g., free meals, parking, flexible scheduling).

4. Save as a draft or publish once complete.

   Need help? View Handshake's job posting guide or visit the Handshake Help Center.
   Tip: Use O*NET OnLine to build strong job descriptions. Watch O*NET training videos for guidance.

Requesting to Host an Event

1. Log into Handshake and select "Create an Event" from your dashboard.
   - Don't see this option? Contact careerctr@kennesaw.edu.
2. Title your event with "Information Session" and select "Employer On-Site" as the type.
3. Choose Kennesaw State University as the Host School and select "On-campus" as the location.
4. Complete *all* survey questions, including:
   - Target majors, agenda/timeline, job title(s), and Handshake Job ID(s)
   - Two alternate dates/times in case of space conflicts
5. Submit your request. Our team will follow up if needed.
   Note: Events may be rescheduled if space is needed for academic purposes.

Scheduling an On-Campus Interview

1. Ensure you've posted a job in Handshake and/or participated in a KSU career fair.
2. In Handshake, go to "Interviews" → "Request Interview Schedule."
   - Need access? Contact careerctr@kennesaw.edu or call 470-578-2724.
3. Select Kennesaw State University and complete the form:
   - Interview type (on-campus, virtual, or at your location)
   - Interviewers from your team
   - Job description(s) for candidates to apply
   - 2–3 alternate dates and number of rooms needed
4. Submit your request at least *4 weeks* in advance to allow time for approval and student applications.
5. Once approved, manage applicants and schedule interviews directly in Handshake.

Additional Resources

Handshake Help: Creating an Account
Handshake Help: How to Post a Job
Create a Handshake Account, Join a Company, and Connect with Schools
Optimize your Events and Fairs: More details about managing the event page
Additional Employer-Facing Handshake Help Articles
Free Classifieds via The Sentinel