

Employers: Getting Started



Welcome to recruiting at Carnegie Mellon University.

Handshake is CMU's online recruiting system and we've created this guide to help walk you through the process of getting started, from signing up to posting jobs, with troubleshooting tips for each step of the way. Getting started should be a smooth process!

1. Create a user account

You will need a user account in order to log in and use Handshake.

If you've received an invite from CMU, you can follow the link to take you to the account creation process. If you're signing up without an invite, go to https://app.joinhandshake.com/employer_registrations/new to create an employer account. You can view the details of this process, with screenshots, by checking out [How Do I Create a User Account?](#)

Troubleshooting Tip

If you're having difficulties receiving the confirmation email, try checking your spam and junk folders to ensure that emails are not being filtered out. Add handshake@m.joinhandshake.com to your email contacts or address book, and lastly, check with your IT department and ask them to whitelist Handshake or check for quarantined emails. Then, resend the confirmation email once you've taken these steps.

2. Join your existing company on Handshake, or create a new one

You will need to be connected to your company profile on Handshake prior to taking any actions with schools. Your company should pull up based on the domain of your email address, if it is already in Handshake. If it isn't, you should see the option to create a new company profile. You can learn more about the new company creation process [here](#).

Troubleshooting Tip

Use your corporate email address if you have one. This will ensure that your company profile is shown to you if it is in Handshake, and can expedite the process of connecting to your company. Schools also will tend to decline users with generic email addresses.

The goal of this step is to connect you with your company, not schools you'd like to recruit from (that comes later). If you want to recruit from CMU, do not list CMU as your company. On-campus employers are obviously the exception to this rule.

3. Request to connect with Schools (Carnegie Mellon University)

You must request and receive approval from CMU prior to posting jobs there. You can also choose schools during your sign-up process.

Check out this article: [How do I find and request schools?](#)

4. Take action!

Once you've connected to CMU, you will be able to post jobs, request on-campus interview schedules, manage your applicants, and more. Here are some quick links to more detailed articles on these topics:

[Posting a job](#)

[Requesting an on-campus interview schedule](#)

[Managing applicants](#)

[Register for a Career Fair](#)

[Request an Info Session](#)

[Search and download student's public resumes](#)

[Try our video tutorials!](#)

Recruiting at Heinz College

*When you request an on-campus info session or interview through Handshake, you'll need to select Carnegie Mellon University, then **Select Career Center: Heinz College.***

All employer info sessions at Heinz College are held from 12:00pm to 1:00pm, when students have a break from classes. Requests for any other time will be declined.

Request Event

* Event Name

Format

- On-campus: My company is hosting this event at a school
- Off-campus: My company is hosting this event (not at a school) and booking space ourselves
- Virtual: My company is hosting this event virtually

Host School

* Career Center

The Career & Professional Development Center (CPDC)

Heinz College Career Services

Qatar Career Center

For questions please visit the [Handshake Help Center](#) or email Makala McGinnis at makalam@andrew.cmu.edu