

Instructions for Posting on Handshake

Hello all,

In case you get contacted by an employer requesting help with advertising their opportunities. Please refer them to Handshake in addition to sending it out to your students directly. Handshake is Mason's career and internship database and posting positions will ensure equity of access to all students; although employers can set screening criteria, so only those qualified students will be able to apply. Here is a template you can share with employers:

"Thank you for your interest in hiring Mason students. To begin the recruiting process, I recommend creating an account in [Handshake](#) which will give you the broadest exposure to students and recent grads.

If you do not have an account in [Handshake](#), please use the following steps to create an account.

To register, go to [Handshake](#) and click on the "Sign Up For An Account" tab.

Complete and submit the required information. Handshake will follow-up with a confirmation.

Once you are registered, connect with George Mason University.

Career Services will review your request to connect within two business days.

If you already have an account in Handshake, please locate George Mason University and add us as one of your schools.

For additional information on all our employer services, please visit our website at <http://careers.gmu.edu/employers>

**If you have any questions, please contact us at (703) 993-2370."*

****Please feel free to copy and paste this exact message template to send to employers***