



Instructions for Creating your Employer Handshake Account

The Employer Relations team is excited to present you with our platform for recruiting Canisius talent – Handshake! The following step-by-step instructions will allow you to glide through the registration process, which should take you no more than 5 minutes to complete.

URL | <http://canisius.joinhandshake.com>

Step 1

Go to <http://canisius.joinhandshake.com>. Click on “Sign up for an Account” underneath the Handshake logo.

Step 2

Click “Employer” from the three boxes that appear on the registration page.

Step 3

Fill out the fields for your name, email address and password, and agree to the terms and conditions. Click Submit.

Step 4

Let Handshake know whether or not you are a third party recruiter and click Finish.

Step 5

Check your inbox for a message from Handshake, confirming your email address. Click on the link in the email to proceed.

Step 6

Once your account has been confirmed, click Continue to connect with Canisius College and associate your contact profile with your company.

Step 7

Start typing Canisius College into the search bar and click Request to Connect. This will allow you to post opportunities and request on-campus interviews, information sessions, and tables at Canisius. Click Continue once you have requested to connect to Canisius College.

Step 8

Click Got It to advance to search and see if your employer is already created in Handshake. If your organization already exists, you can select Join Company.

Step 9

If it does not, you can click on Find or Create Company which will allow you to search by name and/or website. If you still cannot find your employer, click on Create Company Profile. Fill out the information requested. This is an opportunity for you to connect students to your website and social media sites, and showcase your brand.

Step 10

You're all set! Once we approve your employer account, you will be able to:

Post full-time, part-time, and internship opportunities to Canisius Students and Alumni

Click on JOBS in the left hand navigation, and then click NEW JOB in the upper right corner to post an opportunity to our students and alumni.

Request on-campus interview schedules, information sessions, and information tables

Click on EVENTS in the left hand navigation, and then click REQUEST EVENT in the upper right corner to schedule your on-campus information sessions or tables.

Click on INTERVIEWS in the left hand navigation, and then click REQUEST INTERVIEW SCHEDULE in the upper right corner to schedule your on-campus interview date(s).

Register for Griff Fair

Click on FAIRS in the left hand navigation to search for fairs, or use the link sent to you to register for a private career or graduate school fair.

Search for Students and Alumni that match your vacancy's needs

Click on STUDENTS under Relationships in the left hand navigation to search for Canisius students and alumni based on major, GPA, skills, graduation date, and more.

Thank you for your interest in recruiting Canisius College talent! If you have any questions, would like to post an opportunity, or would like to know how you may further engage with the college, please contact a member of our Employer Services team.

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