

# WELCOME TO



# handshake

## HANDSHAKE STEP BY STEP GUIDE FOR EMPLOYERS

**Welcome!** Handshake is the College of Charleston's online job portal where students can log on to view internships, jobs and volunteer opportunities.

**To create** an employer account and post a job **click here**

**Next steps:** After creating an account we will manually approve you as an employer, then you will be able to post your job, internship or volunteer opportunities. We receive a high volume of connection requests and work hard to confirm all requests within 2-3 business days.

Please review our recruiting policies and guidelines.  
<http://careercenter.cofc.edu/Employers/index.php>

Please **call 843-953-5692** we are happy to answer any questions



COLLEGE *of*  
CHARLESTON

---

CAREER CENTER