

Posting a Job on Handshake

Handshake is the platform for employers to post jobs and find qualified job candidates among Johns Hopkins Carey Business School students.

Create an Account

If your company does not have a Handshake account, visit jhu.joinhandshake.com/employer_registrations/new, add your profile information, and select **Johns Hopkins University** as a campus for recruitment.

Post a Job

After you have created your account, log in to Handshake by visiting joinhandshake.com/employers.

Click **“Post a Job”** from your Home dashboard.

You can also click **“Jobs”** in the left-hand navigation bar and then select **“Create Job”** toward the right-hand corner.

The top screenshot shows the Handshake Home dashboard. A red box highlights the 'Post a Job' button, with a red arrow pointing to it. The bottom screenshot shows the 'Jobs' page with a red box around the 'Create Job' button and a red arrow pointing to it.

You will now be asked to complete 4 steps: Job Basics, Job Details, Job Preferences, and Schools to post the job to. You don't have to fill out every field to create your job—required inputs will be identified with an asterisk (*).

Ensure Carey Students Can Access Your Job

In the third tab at the bottom, titled **“Job Preferences,”** select:

- School Year **“Masters”**
- Major Categories **“Business, Entrepreneurship & Human Resources”**

Follow these steps, and in no time, you will be engaging with talented business students from Johns Hopkins Carey Business School. For more information about job posting, please visit the **Handshake Help Center**.

For questions or more information, please contact the Career Development Office:

carey.careerdevelopment@jhu.edu
410-234-9270

The screenshot shows the 'Job Preferences' form. A red arrow points to the 'Masters' option under 'School years'. Another red arrow points to the 'Business, Entrepreneurship & Human Resources' option under 'Major categories'. The 'Preferences' tab is selected at the bottom.



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