

Thank you for your interest in registering for Career Day! I've created a step-by-step tutorial to walk you through creating an employer account, connecting with Juniata College and then registering for Career Day. Most of it is pretty intuitive, but there are a couple places that I'd like to draw your attention to so you don't accidentally create a student account and so I can best connect you with our students.



- Please look for this symbol, specifically in steps 3, 4, and 11.

If you have any difficulty throughout the registration process, please do not hesitate to contact Tammy Stuber at 814-641-3350 or stubert@juniata.edu

STEP 1:

 Handshake

[Learn More](#) [Help](#)



Juniata College **Feb. 28, 2020**

Career Day

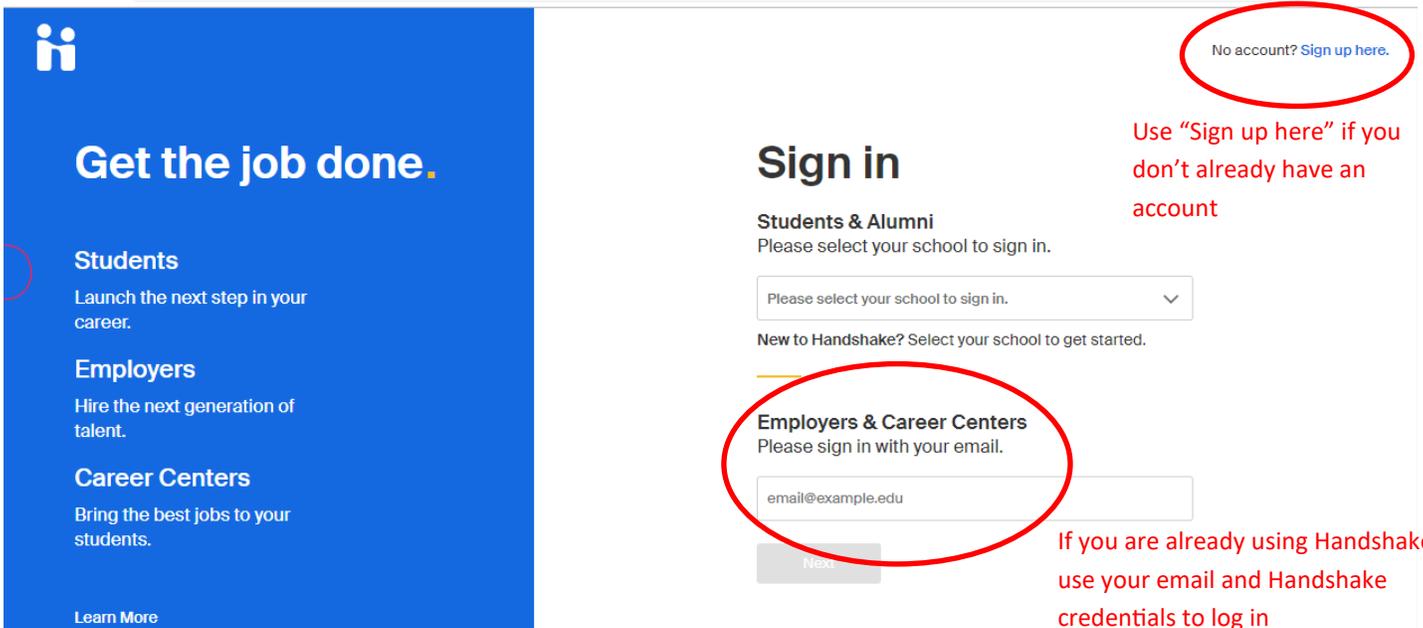
Juniata College Career Day 2020
Friday, February 28th 2020, 11:00 am - 3:00 pm EST
1700 Moore St, Huntingdon, PA - Kennedy Sports and Recreation Center, IM Gym

[Sign in to register](#) [+ Register](#)

[Details](#) [Map](#) [All Employers](#)

START HERE

STEP 2:



 **Get the job done.**

Students
Launch the next step in your career.

Employers
Hire the next generation of talent.

Career Centers
Bring the best jobs to your students.

[Learn More](#)

Sign in

Students & Alumni
Please select your school to sign in.

Please select your school to sign in.

New to Handshake? Select your school to get started.

Employers & Career Centers
Please sign in with your email.

email@example.edu

No account? [Sign up here.](#)

Use "Sign up here" if you don't already have an account

If you are already using Handshake, use your email and Handshake credentials to log in

Join the Handshake community

STEP 3:

Discover jobs and internships based on your interests.

Are you an employer? Create an account here



Create an **EMPLOYER** account, NOT a student account, which is why you see the big "X" to the right

My school is not listed, let me type my own

First Name Last Name

Email Address

Major

Grad Date

Password Confirm Password

I agree to the [Terms of Service](#) and have read the [Privacy Policy](#).

STEP 4:

Handshake Already have an account?

Sign up as an Employer

Email Address (use your work email)

Password Confirm Password

PLEASE NOTE:

- * You must use a work email to connect with an existing employer at a later step.
- * Passwords must be at least 12 characters

One Trusted, Integrated Network

Recruit top students from over 2100 University partners



STEP 5:

This list includes “Major Groups” creating broad categories which have been mapped to Juniata specific majors/POEs.

You’ll have the option in the Career Day registration to see both “Major Groups” and “Individual Majors”

When done, click here

STEP 6:

Next: Confirm Email

STEP 7: You’ll receive an email from Handshake to confirm your email. Depending on your company’s firewall and security settings, this may go to your spam folder.

Confirm your email address on Handshake

Hi Charles,

Welcome to Handshake! Please confirm your email address to get started:

[Confirm Email](#)

If this is a mistake, you can [cancel the registration](#) at any time.

STEP 8:

Handshake Help Tammy

Step 3 of 4 - Join Company Next: Connect to Schools

Find and join your company

Search for your company Search

Try here first

1 2 3

Search & request Connect Approval

Search for your company then request to join Connect to schools to recruit from Get approved by the schools or the company's staff

Are you a part of a division within this company?
No problem. First join this company, and then you'll be able to set up your division within it.

Don't find your company?
Create New Company

If you don't find your company, you may create a new one

STEP 9:

Handshake Help charles

Step 3 of 4 - Join Company

When done joining your company or creating a new one

Next: Connect to Schools

Great! It looks like your company is already in Handshake.

If your company already exists, click "request"

Request

NOV

National Oilwell Varco

Since 1841, National Oilwell Varco (NOV) has been dedicated to ensuring customers receive the highest quality oilfield products and services. Leveraging over 800 worldwide manufacturing, sales and service centers, National Oilwell Varco supplies customer-focused solutions that best meet the quality, productivity, and environmental requirements of the energy industry. National Oilwell Varco...

7909 Parkwood Circle Dr, Houston, Texas 77036, United States | <http://www.nov.com>

Are you a part of a division within this company?
No problem. First join this company, and then you'll be able to set up your division within it.

Not your company?
The email domain you used to sign up with (@nov.com) has already been taken. Please [contact us](#) for additional help.

Unable to join?
For security reasons, if you're using a personal email address you won't be able to join this company. Either [contact us](#) or [start the sign-up process over](#) with your company email address.

Trouble Shooting and Tips

STEP 10:

We recommend selecting 10-15 schools to connect. Don't worry, you can add more later.

Type in "Juniata College"

Search

Showing 879 results

If you recruit at other schools who are using Handshake, you may request to connect with those schools, also.



Medaille College
Buffalo, New York • 2,759 students



Arizona State University
Tempe, Arizona • 71,946 students • #1 Most Innovative Sc...



Babson College
Wellesley, Massachusetts • 3,681 students • #1 in Entrepr...



California Polytechnic State University - San Luis Obispo
San Luis Obispo, California • 19,246 students • #1 Top Pu...



Calvin University
Grand Rapids, Michigan • 3,894 students • #1 Regional C...



Fairfield University
Fairfield, Connecticut • 4,113 students • #1 Regional Univ...



Harvey Mudd College
Claremont, California • 804 students • #1 Undergraduate ...



Oregon Institute of Technology
Klamath Falls, Oregon • 5,659 students • #1 Top Public S...



Princeton University
Princeton, New Jersey • 5,391 students • #1 National Univ...



My Selected (0) [Clear](#)

Filter Schools by

Region

- Midwest
- Northeast
- South
- West

Location

Rank

STEP 11: This should look familiar. We are back where we started and you can now register for Career Day!

Search... Favorite Schools Help Tammy Stuber

Juniata College

Feb. 28, 2020

Career Day

Juniata College Career Day 2020
Friday, February 28th 2020, 11:00 am - 3:00 pm EST
1700 Moore St, Huntington, PA - Kennedy Sports and Recreation Center, IM Gym

Favorite Register

Click "Register" or scroll for basic event information

STEP 12: After clicking "Register" scroll on this page to actually fill out the registration

A message from Juniata College:

PLEASE NOTE: When registering your company for this event, please ensure that your registration information is as complete as possible. Students, alumni and faculty view your registration information in advance of the event to target the employers they want to meet with at the event, so be sure your profile stands out and clearly identifies your target audience!

IMPORTANT: When completing your registration, you will have an option to choose "Major Groups" and/or "Individual Majors." Please choose the "Individual Majors" tab to select those specific to Juniata (Major Groups are broader categories used by many schools). When done, scroll all the way down to "finish."

If you need overnight accommodations, we recommend the Comfort Inn, Huntingdon. For reservations, call 814-643-1600 no later than February 4, 2020, and request the "Juniata Alumni Council and Career Day" block. Or, the Fairfield Inn has blocked rooms under the name of "J.C. Alumni/Career". Call 814-643-3672 by January 26, 2020.

Please do not hesitate to contact me if you have any questions or if there is information you would like to share about your company and/or its opportunities. We look forward to hosting you in February!

Booth Options
Please select your booth options below

Career Day 2020 - Friday, Feb 28, 11:00 am - 3:00 pm

Booth Type

- Standard Booth - Each employer will be provided with a 6-foot table with table drape and 2 chairs. Wi-Fi will be available to all participants. If you would like to request access to electricity or add additional chairs, please select those from the "extra items." Booth Cost: \$0.00
- I will not be attending this day

Extra Items
No extra items available

Booth Type

- Standard Booth - Each employer will be provided with a 6-foot table with table drape and 2 chairs. Wi-Fi will be available to all participants. If you would like to request access to electricity or add additional chairs, please select those from the "extra items." Booth Cost: \$0.00
- I will not be attending this day

Representatives

Total Representatives Count for Session: [dropdown menu]

Names of Representatives Attending this Session: [Choose contacts...]

Total number of representatives attending the fair: [dropdown menu]

Not seeing the contact you're looking for? [Create it here](#)

Create Contact

Email: [input field]

First Name: [input field] Last Name: [input field]

Title: [input field]

Phone: [input field]

Cancel Create Contact

General Items

These items apply to your entire registration

Extra Items

Available Items	Description	Price	Quantity Available	Quantity Requested
Access to electrical outlet	We will make every attempt to fulfill your request. Requests will be granted on a "first come, first served basis." If you are requesting access to an electrical outlet, it would be helpful if you plan to bring an extension cord.	\$0.00	1	<input type="text" value="0"/>
Additional Chairs	2 chairs are provided. Please select this option if you would like to request 1 or 2 additional chairs. Due to space limitations, we cannot accommodate more than 4 chairs (total) at a booth.	\$0.00	2	<input type="text" value="0"/>

Basic Information

Company/Organization Description

This is where you will add a description about your company. Students, other employers, faculty and alumni will see exactly what you enter here.

The career fair organizer has set a limit. 599 characters remaining

Billing Address

Registration Division

If you want to register a specific division of your company, rather than the entire company, choose your division here. If you want to register the entire company, just leave this blank.

If you're not seeing the division you want, you can add a division [here](#).

Looking For

Employers should fill out the following fields, others can leave them blank.

My job isn't posted on Handshake, let me type my own.

I'm not hiring for a specific job right now

Note: Jobs are only visible to students if they are posted at their school.

* Do any of the positions that you are hiring for require work authorization?

Yes

No

Accept all majors

Major Groups

Interested in selecting a specific major? Select it here

Select Major Groups

Employment Type

Full-Time

Part-Time

Job Types

Job

Internship

Cooperative Education

Experiential Learning

On Campus Student Employment

Fellowship

Graduate School

Volunteer

School Years

Freshman

Sophomore

Junior

Senior

Looking For

Employers should fill out the following fields, others can leave them blank.

Job Titles

You can add multiple job titles here (separate with a comma)

My job isn't posted on Handshake, let me type my own.

I'm not hiring for a specific job right now

Note: Jobs are only visible to students if they are posted at their school.



"Individual Majors" are specific to Juniata and will best help us match our students to your needs.

Select Majors By Group

Select Individual Majors

Type to search...

Search

- Accounting
- Anthropology
- Art History
- Biochemistry
- Biology
- Biology Secondary Education
- Business
- Chemistry
- Communication
- Computer Science

Payment

* Payment Method

Manual

There is no cost to attend, however space is limited and students are researching employers prior to the event. Should you need to cancel, please allow as much notice as possible.

I have read and agree to the refund policy.

Please answer these extra questions that are being asked by the career fair host. They may have specified special instructions regarding these questions, which are at the top of this page.

Page 1

Are any of these representatives Juniata graduates? If so, please list Name, Maiden Name (if applicable) and Graduation Year.

Are any of these representatives a parent of a Juniata Student? If so, please list Student's Name, and Graduation Year.

* I am especially interested in students with proficiency in the following NACE Career Competencies:

- Communication (Oral and Written)
- Career Management
- Global/Intercultural Fluency
- Critical Thinking/ Problem Solving
- Professionalism/ Work Ethic
- Teamwork
- Digital Technology
- Leadership

Cancel

Create Registration

ALL DONE! THANK YOU!

If you have any questions or need assistance registering, please contact Tammy Stuber at 814-641-3350 or stubert@juniata.edu