

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

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

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

Next

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**  
Please use your school email

**Major**

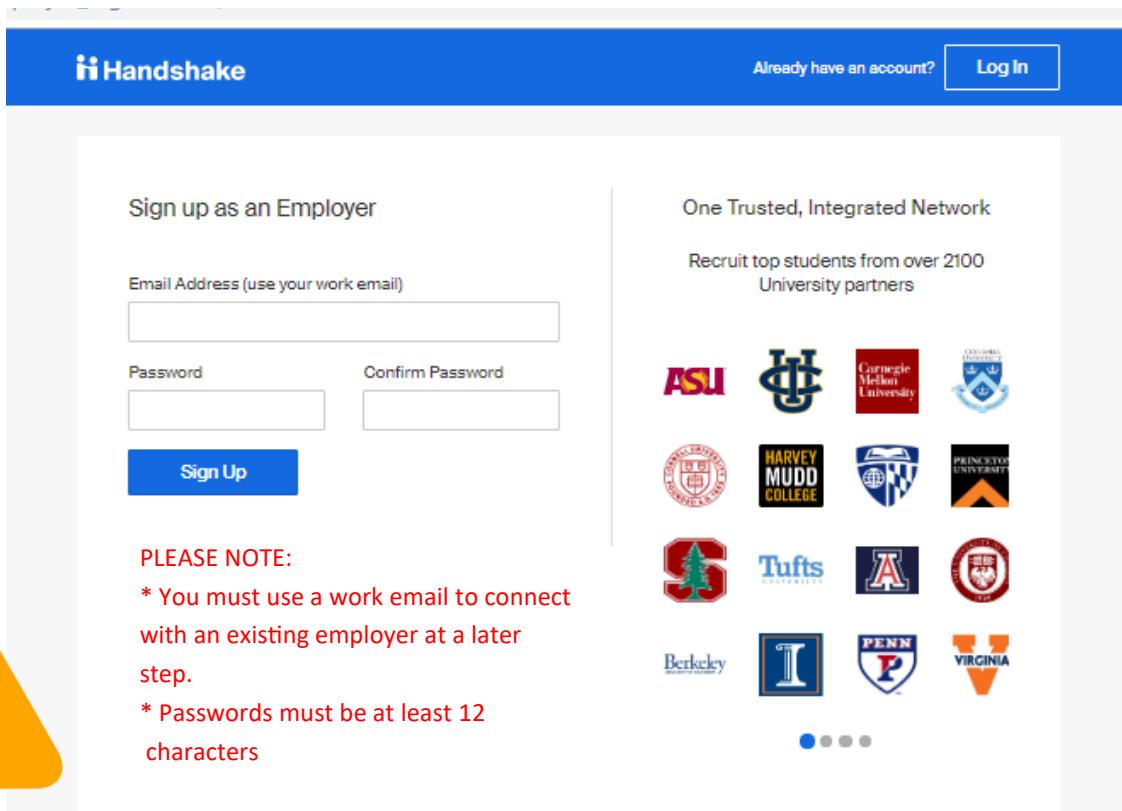
**Grad Date**

**Password**  **Confirm Password**   
At least 12 characters

I agree to the [Terms of Service](#) and have read the [Privacy Policy](#).  
By registering you will receive emails about job and other opportunities on Handshake.  
You can unsubscribe from these at any time.

**Create Account**

## **STEP 4:**



## 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”

The screenshot shows the Handshake registration interface. On the left, there are input fields for First Name, Last Name, Phone Number, and Job Title. Below these is a list of "Major Groups" with checkboxes: Engineering, General Studies, Health Professions, Humanities & Languages, Life Science, Math & Physical Sciences, and Natural Resources, Sustainability & Environmental Science. To the right, a section titled "Rich, Validated Data" lists student counts for various fields: 550k business students, 360k finance students, 245k computer science students, and 435k consulting students. At the bottom of the form is a blue button labeled "Next: Employer Guidelines". A red arrow points from the text "When done, click here" to this button, and another red arrow points down to the next step.

## STEP 6:

The screenshot shows the "Handshake Employer Guidelines" page. It features several icons with accompanying text: a checkmark for "Be Accurate and Trustworthy", a handshake for "Keep Your Commitments", a scale for "Be Fair", and a lock for "Keep Student Info Confidential". Below these, a note states: "In addition, most career service centers require employers to abide by the full NACE Principles for Employment Professionals." A red arrow points down to a question "Are you a 3rd party recruiter working on behalf of another company?" with "Yes" and "No" buttons. Another red arrow points down to a blue button labeled "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:

The screenshot shows the Handshake platform at Step 3 of 4 - Join Company. On the left, there's a search bar with placeholder text "Search for your company" and a "Search" button. Below it, a progress bar has three steps: 1. Search & request (circled in red with a downward arrow), 2. Connect, and 3. Approval. A note says "Try here first". On the right, there's a sidebar with a question about being part of a division and a "Create New Company" button, which is circled in red with an upward arrow. A note below says "If you don't find your company, you may create a new one".

## STEP 9:

The screenshot shows the Handshake platform at Step 3 of 4 - Join Company. It displays a company profile for National Oilwell Varco (NOV). The profile includes the NOV logo, company name, a brief history, address, and website. To the right, a note says "When done joining your company or creating a new one" with a red arrow pointing to the "Next: Connect to Schools" button. Below the profile, a note says "If your company already exists, click 'request'" with a red arrow pointing to a "Request" button. To the right, there's a "Trouble Shooting and Tips" section with several notes: "Are you a part of a division within this company?", "Not your company?", "Unable to join?", and "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."

## STEP 10:

Handshake

Step 4 of 4 - Connect with Schools

0 Schools selected

Next: Finish

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!

Juniata College  
Pennsylvania  
1876

Feb. 28, 2020

Career Day

Juniata College Career Day 2020  
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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

**Representatives**

Total Representatives Count for Session:   
Names of Representatives Attending this Session:   
Total number of representatives attending the fair:   
Not seeing the contact you're looking for? [Create it here](#)

**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

**Create Contact**

Email:   
First Name:   
Last Name:   
Title:   
Phone:   
Total # of Extra Items:   
Total # of Extra Chairs:   
Extra Items:  No extra items available  
  
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 and 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



"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...

<input type="checkbox"/> Accounting
<input type="checkbox"/> Anthropology
<input type="checkbox"/> Art History
<input type="checkbox"/> Biochemistry
<input type="checkbox"/> Biology
<input type="checkbox"/> Biology Secondary Education
<input type="checkbox"/> Business
<input type="checkbox"/> Chemistry
<input type="checkbox"/> Communication
<input type="checkbox"/> 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

**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](mailto:stubert@juniata.edu)