Setting Up Your Handshake Account (Alumni and Employers)

Alumni

Student/alumni login URL: https://whitman.joinhandshake.com/login

Alumni should plan to update the email address on their Handshake account after leaving Whitman, since Whitman email accounts are deactivated approximately one year after graduation. Please send a message to ccec_info@whitman.edu with the address you would like to use instead, and CCEC staff will process the update. You will need to confirm the address change within 24 hours of it being processed in order for it to take effect.

If you had a Handshake account while attending Whitman, please do not create a duplicate account to gain alumni access. If you do create a duplicate account by accident, it will be deleted by CCEC staff and your old Handshake account will be updated with your non-Whitman email address.

Once your Handshake account has been updated with a non-Whitman address, your login process will change. Follow the steps below to log in:

- Using the button above to access the alumni/student login portal, select the option "Log in another way."
- Enter the non-Whitman email address attached to your Handshake account and click "Next." (If a different email address is already displaying on the page, first click "switch accounts" before proceeding.)
- Enter your password and click to log in.

Employers

Handshake is Whitman's preferred platform for sharing jobs, internships, and other opportunities. Creating a profile will automatically register you to receive information about future Whitman job and internship fair timelines.

Employer initial registration URL: https://app.joinhandshake.com/employer_registrations/new

Employer login URL: https://app.joinhandshake.com/login

Registering for and Maintaining a Handshake Employer Account

- To gain employer access to Handshake, use your organization email address to create a user account. Be sure to create the account using the Employer Sign-Up page rather than a different Handshake registration page (such as that for students). If you encounter troubles, email ccec_info@whitman.edu for assistance.
- If your organization or office does not yet have a presence on Handshake, create a new company profile and connect with Whitman College.
- Only the person in your organization who is registered as Owner may edit company profile settings or deactivate users who have left the organization. To make a different team member the Owner, refer to Handshake's information on transferring ownership. *Please update your team's staffing list on the company profile on a regular basis to ensure that messages sent through Handshake from the CCEC arrive in the correct inbox(es).*

Posting Jobs and Internships on Handshake

- Refer to Handshake's detailed instructions for posting jobs for direction in the process of adding jobs or internships to the platform.
- For guidance in preparing an internship posting, refer to this internship description template for a list of typically included information.
- Review these tips for increasing your chances that Whitman students will apply:
    - When specifying time requirements, be aware that selecting "temporary or seasonal" will allow you to include a timeframe for your position with any dates you choose.
    - Categorizing your job with multiple job role groups will allow students to find your posting using a wider variety of search filters.
    - When specifying candidate qualifications, consider leaving the "major groups" section blank, or else select the link that allows you to choose majors by school.

Because Whitman is a liberal arts school where students learn across many disciplines, a student from any major could potentially be qualified for work in many fields. Our offered majors do not align well with the categories suggested by Handshake, so we recommend either choosing from our list or not limiting your applicant pool by major.

- Find additional information, FAQs, and suggestions for using Handshake to its fullest capacity on the Handshake Help Center Employer Dashboard.
- For technical assistance you may also contact ccec_info@whitman.edu or call 509-527-5183.