SETTING UP YOUR SOU HANDSHAKE ACCOUNT

Handshake is SOU's official job and internship board. The system contains full-time, part-time, internship, and volunteer opportunities, both on and off campus. Every student has an account and the ability to search open positions, so it is a perfect place to post your job, whatever that job might be. Posting your positions on Handshake provides you with a tool for collecting and reviewing applications, messaging applicants, and storing your position descriptions in a single place for future use that is accessible to all of your team members. Importantly, it also allows equal access to the opportunity for each and every SOU student while providing critical tracking and reporting functions for the University.

Ready to get started? The first step is to create your Handshake account if you have not already done so.

- Visit https://app.joinhandshake.com/employer_registrations/new
- Enter your SOU email address and create your password, then click Sign Up
- Enter the following information (note: none of this information will be visible to students unless you decide to make your profile public):
  - Your first and last names, work phone number, job title, types of students you are interested in recruiting, and alma mater and graduation year.
- Once completed, click on Next: Employer Guidelines
- Read the Employer Guidelines, Terms of Service, and Privacy Policy
- Click No after "Are you a 3rd party recruiter working on behalf of another company?"
- Click Next: Confirm Email.
- Check your email. You should receive a message from Handshake within 10 minutes that will contain a link enabling you to confirm your account. When the email arrives, click the Confirm Email button to verify your account.
- When you click Confirm Email in your confirmation email, you will be brought back to Handshake. Click the Request button next to Southern Oregon University Campus Employment to connect your account to the SOU account, then select Next: Connect to Schools.
- Next, you will identify SOU as the school at which you want to recruit. Type Southern Oregon University into the search field and, when it appears, click the + button to the right of the school. Then click Next: Finish.
- You will likely see a Pending notice. Your account should be approved within 24 hours. You can email Max Brooks at brooksm@sou.edu if you have questions or have not received a notice of account approval in a timely manner.