

HIRING VILLANOVA STUDENTS AND ALUMNI

POST YOUR OPPORTUNITY ON HANDSHAKE

Handshake is Villanova's career management system for all students and alumni.

1. Create a Handshake account:

- Visit villanova.joinhandshake.com/register. Click on the [Employer](#) area when registering. You will be able to join your company's Handshake account or create a new Handshake account for your company.

2. Post a job or internship:

- Log into your Handshake account. Click [Job Postings](#) on the left column, then [New Job](#) in the top right-hand corner. Complete the fields in as much detail as possible, and then click [Create Job](#) at the bottom of the page.
- To distribute the posting to Villanova University network, use the [Schools](#) tab, then select [Villanova University](#) in the [Choose a School](#) drop-down.
- All jobs must be approved by the Career Center to be visible to Villanovans. Jobs are usually approved within 48 hours of posting.

3. Receive applications:

- All applications will be sent directly to the email address provided in the job description. Yes, it is really that simple!

SPREAD THE WORD

Promote your recruiting on Twitter, Facebook and Instagram by using [#HireNova](#) and mentioning [@VUCareerCenter](#).

BUILD A RECRUITMENT STRATEGY

Engage with Villanova beyond the job posting by building your employment brand on campus. The Career Center will work with you to create a customized recruitment plan that meets your hiring needs. Some options include:

- Host a company event or information table on campus showcasing a topic of your choosing
- Attend the Fall and Spring Career Fairs
- Become a mentor to Villanova students
- Interview on campus in-person or via Skype
- Purchase a corporate sponsorship package with the Career Center and/or one of the academic colleges

To explore any of these options, contact our Director of Employer Relations, Maggie Songer at margaret.songer@villanova.edu or (610) 519-4061, or visit our website, hirenova.villanova.edu.