

Millersville University

CAREER CENTER

As a first-time user, you will need to create an account on Handshake.

<https://www.millersville.edu/careercenter/handshake>

1. You will click on “Sign-up Here” in the top right-hand corner

2. Under “Sign Up Here” you will click on “New User”

3. Enter your email address and create a password – you will then receive an email to confirm your email address

4. Log back into Handshake. You should now be on the “My Profile” page where it will ask you what company to join – select Millersville University On-Campus Internship

NOTE: You do not need to select a major or minor to join. Click “Finish” in the top right corner.

5. The Career Center will receive notification to approve your request. Once approved, you will receive an email stating “Welcome to Handshake”

6. You have an opportunity to create a profile for an internship

7. Now you are ready to post a job and/or internship opportunity – Click On “Post a Job” Box

8. Select if you want students to apply through Handshake or outside of Handshake

9. Enter Job Title

10. Select the appropriate company division from the drop-down options

11. Select “Internship” as the job type

12. Select “Part-time” as employment type

13. Select “Temporary/Seasonal” as duration and “On-Campus” as the membership status

When selecting majors be sure you select the correct options, because this now a student can search based on their major.

14. You will then be asked to select schools – you will enter Millersville University of Pennsylvania

The Career Center will receive notification to approve your request. Once approved, you should also receive a notification

PLEASE NOTE: When logging back into Handshake, you will be asked to log in with your email address and password. You want to click on the link below, the blue box that says, “Sign in with your email address”