

Create a Handshake Account for On Campus Supervisors

Handshake is the only job posting site at Stony Brook University and serves as the Career Center's recruiting and career services platform for students, alumni and employers.

Benefits of Posting on Handshake:

- Handshake can direct to an external link if your department already has a recruitment process (ex: Link to a Webpage, Google Form or Qualtrics Link)
- Increase awareness and access of on campus opportunities to all students
- Career Center staff become aware and can promote the opportunity. A link to the post can be included in the bi-weekly email sent to all students about On Campus Jobs and Internships

Steps:

1. Go to https://stonybrook.joinhandshake.com/employer_registrations/new
2. Fill out the form using your Stony Brook University email account
3. Receive an email confirmation from Handshake

Note: If you do not see this email, please check your spam folder

4. Click the link in the email confirmation and login
5. Join your company as **Stony Brook University**
6. You will get a notification that your account is awaiting verification
7. Once approved, you will be able to use the system and post jobs

Note: If you have had a student account at any point, you would gain access through the steps above and then can switch to Employer under your profile and click **Switch Users**

Questions?

[Contact the Student Employment team](#)

If you accidentally created a separate Handshake account or have an account through Stony Brook Medicine, this will need to go through Handshake Support. Please contact the Student Employment team to best assist.