

BENNINGTON

Handshake: Guide for Employers

Bennington College now uses Handshake to connect employers with our students and alumni. We invite you to begin using Handshake to recruit Bennington talent for your career opportunities, and for internships and [Field Work Term](#) positions.

For assistance in setting up your Handshake account, posting an opportunity, and connecting with candidates, please contact the Field Work Term & Career Development Office at 802-440-4321 or fwt@bennington.edu. We're excited to offer this new tool for connecting you with our students and graduates, and we're eager to help you make the most of it.

Want to learn more about Handshake's resources for employers? Visit their employer support page [here](#).

Getting Started

Handshake is free and signing up takes about 5 minutes.

Step 1: [Click here](#) to create your employer account. You'll be asked to enter your basic contact information, recruiting preferences (optional), and agree to the Employer Guidelines.

Step 2: Check your email for a confirmation message to verify your email address.

Step 3: Once you've verified your email address, you'll be asked to either join an existing company account in Handshake, or to create your own company account.

- Tip: If you're an independent artist, entrepreneur, or other self-employed professional, simply create a new company account for yourself.

Step 4: Connect with Bennington College to begin recruiting our students and graduates. (You may also choose to extend an invitation to recruit with other schools that use Handshake.)

Check out [this resource](#) for extra assistance including screenshots of each step. Already have an employer account on Handshake? You can [click here](#) and sign in to automatically request to connect with Bennington College.

Posting a Job or Internship

To post your job, internship, or Field Work Term position, click "Post a Job" on your homepage and fill out the simple job posting form:

The screenshot shows the Handshake employer dashboard. At the top, there is a blue navigation bar with the Handshake logo, a search bar, and several utility icons. Below the navigation bar, a green banner indicates the user is logged in. The main content area features three prominent blue buttons: "Post a Job", "Request an Interview", and "Create an Event". The "Post a Job" button is circled in red. Below these buttons, there are three columns of information: "Jobs" (with a sub-header "Jobs" and a message "You have not distributed any jobs to a school yet."), "Interview Schedule Postings" (with a sub-header "Interview Schedule Postings" and a message "You have not requested any on campus interviews yet."), and "Upcoming Events" (with a sub-header "Upcoming Events" and a message "You have not RSVP'd to any upcoming events."). A left-hand sidebar contains navigation options for Home, Profile, Bennington College, Postings (Jobs), Relationships (Students, Schools, Contacts), and Campus (Events, Interviews).

Posting a Field Work Term Position

Every Bennington student, every year, completes a 6-week work-based learning experience known as [Field Work Term](#).

The dates of the Winter 2020 Field Work Term will be January 6 through February 14. The dates of the Summer 2020 Field Work Term will be June 15 through July 31. Details for employers or prospective employers are available in the Field Work Term [Student-Employer Agreement](#).

To designate your listing as a Field Work Term option, select job type “Cooperative Education” when posting your position:

*** Job Type**

- Job
- Internship
- On Campus Student Employment
- Cooperative Education
- Experiential Learning
- Fellowship
- Graduate School
- Volunteer