



Student Success Starts Here

Employer Frequently Asked Questions

Middlesex Community College Career Development Office

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How to Create a Handshake Account

Please utilize your work email address to create an 'Employer Account' in Handshake via <https://support.joinhandshake.com/hc/en-us/articles/115011431228-Getting-Started-With-Handshake-Employers>

Next, follow the below instructions:

1. Fill out the information requested, indicate the types of students you wish to recruit, and click 'Next: Employer Guidelines'.
2. You will then be asked if you are a third party recruiter; select "Yes" or "No" appropriately.
3. After reading the "terms of service" and "privacy policy" click 'Next: Confirm Email'.
4. You will receive a confirmation email within 10 minutes with a link enabling you to verify your account. You won't be able to proceed with the registration process until your account has been confirmed. If needed, it is advised to check your spam folder first before utilizing the [Confirmation Email Troubleshooting Guide](#).
5. When you click the link to confirm your account, you will be brought back to Handshake and be given the opportunity to 'Find and join your company' (an approval request will be sent to the existing staff members for security purposes which protects your organization's brand on the site and reduces the number of fraudulent employers on Handshake) OR, if your company does not have an existing Handshake profile, to 'Create New Company'.
6. Next, you can begin connecting with schools (Step 4) by clicking the 'Next: Connect to Schools' tab located on the upper right side of the screen. You can search for a particular school (Middlesex Community College-MA) by clicking in the search bar and pressing the grey plus sign. Once the school is added, there will be a blue check mark. Then click 'Next: Finish'. NOTE: Middlesex Community College in Massachusetts is NOT affiliated with Middlesex Community Colleges in NJ or CT.
7. Once you have been approved at your company or created a new one, and approved by MCC, you can start using Handshake to connect with MCC talent!

For more information on creating a Handshake account, please visit [Handshake Help Center](#)

Using Handshake for Job/Internship

“How do I post a job on Handshake?”

1. Log-in to Handshake by clicking this [Middlesex Community College-MA link](#). Make sure to post after registering on Handshake (see directions in question 1).
2. From the home screen, select “New Job” at the top of the page or by selecting the “Job Postings” tab on the left navigation bar. This will bring up the Job Postings page with all of your current postings listed. To add a new job posting, select “New Job” in the upper right hand corner to begin filling out information.
3. As you complete the required information on each page, click the next” button in the bottom right corner. We encourage you to fill out as many of the fields as possible to ensure the position shows up in as many student/alumni searches as possible. The last page of this process asks you to select those schools where you would like the position posted (this is where you select Middlesex Community College-MA). Once you're finished completing the information through the pages (Basics, Details, Preferences), then click “create.” This will bring you to the job summary page, where you can see all the information you just entered.
4. The new job has now been submitted for approval. The Middlesex Community College Career Development Office will review the posting request within 48 hours of submission.

“I posted a job on Handshake but don’t see that it has been approved. How long does it take for a job to be approved?”

At MCC, our goal is to review and approve all jobs that meet our posting criteria within 2 business days.

“How long does a posting remain on Handshake?”

The default is 90 days but an employer can indicate when they would like the post to expire and can also extend the posting date if needed.

“Can we extend the resume submission period?”

Yes, by going into the position on Handshake and hitting “edit” then changing the submission deadline to your preference.

Using Handshake for Recruiting

“How do I recruit students and/or alumni using Handshake?”

There are multiple ways to recruit at MCC using Handshake. Use it to post jobs, schedule an information session, and to register for our Career Fairs. Need more help with the system? Visit the [Handshake Help Center](#) for employers.

“How do I register for a Career Fair?”

Registration is through your [Handshake account](#). Once you have logged into Handshake, choose Fairs under the *Campus* column then type Middlesex Community College-MA in the search bar. If there is currently a registration open, the name of the fair will appear. Choose the fair link to register. Once your registration is approved, you will receive a confirmation email with an invoice attached.

“Are we able to send out an email through Handshake to help increase applicant flow?”

An employer can use Handshake to search for students that meet their qualifications and send messages to students through the Handshake system.

“How much does it cost to recruit from MCC on Handshake?”

It is free! All of our recruiting services are free, except for our Career Fair and additional items that can be purchased through that registration form (i.e. sponsorship opportunities, etc.)

“We are a third-party recruiter who has worked with MCC in the past. Why can't we recruit using Handshake now?”

MCC no longer allows third party recruiters to post positions at MCC.

“We noticed on Handshake that an employer can choose “workshop” under events. What types of workshops can an employer present?”

We encourage employers to use information sessions to present on their company as well as topics that are relevant to their specific industry. In the past, such topics have included: “Tech Talks,” “Pricing and Profitability,” as well as Coding Contests. Requests are subject to review and approval by the MCC Career Development Office.

“How does an employer gain access to students’ resumes on your Handshake database?”

Companies have the ability to search for students within Handshake so long as they have been approved to connect with MCC. This feature will allow you to search students utilizing various filters, including major, GPA, and class year, to help you narrow down your candidate pool. There is no waiting period in order to access this information. PLEASE NOTE: only students who make their Handshake profiles public will be searchable through Handshake.

“How does our company advertise an on-campus information session?”

An employer is responsible for creating advertisements for their session and can post these advertisements on their Handshake page. Since MCC is offering only remote services and programs for 2020 Fall Semester, we will not be accepting any fliers from employers to post on campus. Additional ways an employer can increase student turn-out include reaching out to MCC student groups, utilizing alumni within their company, or using the student database in Handshake.

“How do I request an information session at MCC?”

Information Sessions at MCC are now remote. They are a great way to provide students with more information about your organization and the opportunities available. Requests can be made through your Handshake account or by emailing careerservices@middlesex.mass.edu. All information sessions for 2020 Fall semester will be remote.

Follow the instruction below to request an interview schedule through your Handshake account.

1. Click on “Events” in the left side navigation bar.
2. Select “Request Event”.
3. Input “Info Session” as the type and then fill out the Event Name, Start and End Date, Description and Host School (Middlesex Community College-MA)
4. In the location section you can provide the link for the remote platform you plan to use.
Need more help? Visit [Handshake Help Center](#).

On-Campus Interviews

“What are the logistical details for my on-campus interview day?”

Due to COVID-19, MCC is not allowing any in-person interviews and at this time encourage employers to use a virtual platform to interview students. If an employer is interested in interviewing a student, we recommend using your platform and sending the link directly to the student(s) you wish to interview remotely.

“How do I request an on-campus interview at MCC?”

MCC is not allowing in-person on –campus interviews at this time.

“How do I stay informed out about Middlesex Community College career events?”

Once you create a Handshake account and link to Middlesex Community College-MA, you will be added to the employer email distribution list. The CDC uses this list to distribute our employer newsletter which contains information about upcoming events and how to register. You can also see upcoming events on our [MCC Career Development Office website](#)

Need more help? Visit [Handshake Help Center](#).