

Employer Guide: Handshake - Employer Approval Process

2024 - 2025

Employers looking to share job/internship opportunities or engage with our students and alumni through the Career and Professional Development Center must be an approved employer for RMU in Handshake.

Employers are required to meet the following requirements and provide the following details to be considered for approval in Handshake:

- The employer must have an official business set-up. No private individuals or families will be approved.
- The employer must provide a complete profile with location, industry, size, full business address, business phone, social media sites, and include at least one staff member with a business email address.
- The employer must have a fully operating website (in English language) where the information matches what is listed on the Handshake request. Social Media sites do not replace websites.
- The employer must have a complete address that is where the business is located (not a residential address or P.O. Box).
- The employer must have a full operational business phone number.
- The employers must have an email address that is registered to a business domain; not a personal email (@gmail, etc.).
- The employer's website should have hiring opportunities listed.
- The employer profile cannot contain spelling or grammatical errors.
- The employer may not offer goods or services that are illegal according to Pennsylvania and federal law.
- The employer may not charge fees for participation or placement.

Any employer who is denied will be notified through Handshake and given the opportunity to respond.

Any exceptions to the requirements must be approved by the Director of the Career and Professional Development Center.



Kathy Graziani

Outreach & Career Development Specialist
grazianik@rmu.edu
412-397-6240