

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 Career Development & Field Work Term 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.

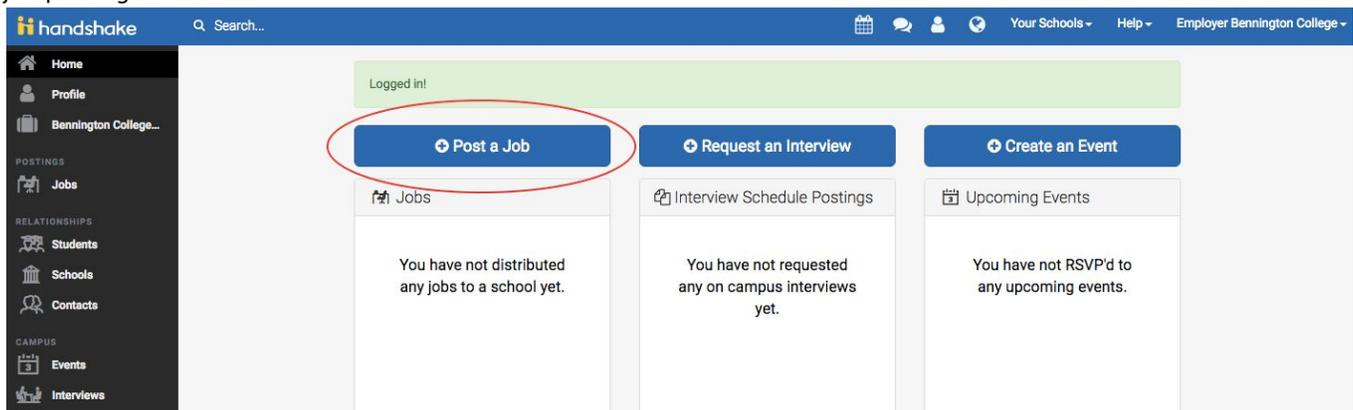
- Tip: If you're an independent artist, entrepreneur, or other self-employed professional, simply create a new company account for yourself.

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 are three columns of content: "Jobs" (with a message: "You have not distributed any jobs to a school yet."), "Interview Schedule Postings" (with a message: "You have not requested any on campus interviews yet."), and "Upcoming Events" (with a message: "You have not RSVP'd to any upcoming events."). A left-hand sidebar contains navigation options for Home, Profile, Bennington College, Postings, Relationships, and Campus.

Posting a Field Work Term Position

Every Bennington student completes an annual work-based learning experience known as [Field Work Term](#).

The dates of the Winter 2021 Field Work Term will be January 4 through February 12. The dates of the Summer 2021 Field Work Term will be June 14 through July 30. Details for employers or prospective employers are available in the Field Work Term [Student-Employer Agreement](#).

Use the job type “Cooperative Education” to indicate that your job is available for Field Work Term:

Job Type

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

Indicate in the job title if the position is offered for the winter, summer, or both:

Job title

Research Intern (Winter 2021)

Check “Allow remote workers” if you are open to candidates who prefer to work remotely (not required):

Job location

Bennington, Vermont, United States of America

[+ add another location](#)

Allow remote workers