

# HOW TO POST INTERNSHIPS ON HANDSHAKE



**Handshake** is a career recruiting platform that connects employers with students and emerging professionals, making it an ideal tool to post internship opportunities with students at **Southern New Hampshire University (SNHU)**. Follow the directions below to post an internship on Handshake:

## **Step 1: Create an Employer Account** (if you already have an account, proceed to step 2)

- Visit [Handshake](#) to create an account
- Follow these [instructions to set up your account](#)
- Southern New Hampshire University requires a professional email address and website to approve an employer account.

## **Step 2: Access Your Employer Account and Navigate to “Post a Job”**

- Go to the [Handshake Employer Login Page](#)
- Enter your credentials to sign in

## **Step 3: Navigate to “Post a Job”**

- Click [Post a Job](#) from your home dashboard or click Jobs from the left navigation bar to access the jobs page
- Click the blue button, “create job” in the upper-right corner of the page

## **Step 4: Include Position Details**

- Use a straightforward title that students can easily search for in Handshake
- Select “internship” as the position type

## **Step 5: Add a Detailed Internship Description**

- Summarize the role and responsibilities of the intern
- Highlight the training and mentoring that students will receive
- Provide an overview of expected learning outcomes, deliverables from the internship, and skills the intern will learn
- Include requirements such as major, relevant skills, and GPA
- Note if the internship must be completed for academic credit
- Add the internship location: on-site, hybrid, or remote (options for flexibility often lead to more candidates)
- Include start and end dates
- Note the hours each week and total number of hours for the internship
- Share the application deadline

### **Step 6: Set Preferences**

- Including preferences helps attract qualified candidates. Here are some preferences you may consider including:
  - Acceptable majors
  - School year
  - GPA requirement
  - Work authorization requirements

### **Step 7: Be Transparent About Compensation**

- Paid internships attract more applicants and create a more diverse candidate pool
- Clearly state whether the internship is paid
- If paid, include pay structure
- If unpaid, highlight the experience, training, and mentoring provided

### **Step 8: Select an Application Method**

- Apply through Handshake or via an external link
- Include application requirements (e.g., resume and cover letter)
- Set an application end date

### **Step 9: Select Schools to Receive Your Posting and Submit Posting**

- If not yet connected, request approval from Southern New Hampshire University
- Choose to post to all approved schools or only selected schools (e.g., Southern New Hampshire University)
- Review the posting for accuracy
- Ensure the posting is set to “Internship”
- Click “save” and then “post job”

### **Step 10: Manage Your Posting**

- Edit the posting or extend the application deadline if needed
- View applicants and download application materials
- Close the posting once the internship is filled
- Follow up with each applicant regarding the status of their application (recommended best practice to ensure a positive candidate experience)

### **Important considerations regarding compensation:**

According to the Department of Labor, internships at for-profit organizations must be paid when the employer is the primary beneficiary of the internship, as determined by a number of factors. The factors can be found on [Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act.](#)

Regardless of whether the internship must be paid under the FLSA, the [NACE Guide to Internships](#) outlines numerous benefits of compensating interns. Paying interns promotes equity by reducing financial barriers that limit participation, acknowledging the value of the work interns perform, and building a more diverse and inclusive entry-level talent pipeline.

### **Need Additional Support?**

[Southern New Hampshire University’s Employer Relations team](#) is happy to assist you. Contact us at [hiresnhu@snhu.edu](mailto:hiresnhu@snhu.edu).

Review employer resources on Handshake and contact Handshake Support if needed: [Handshake Help Center for Employers](#)