

Millersville University

CAREER CENTER

As a first step, to post your on-campus internship, please click the following link
<https://millersville.joinhandshake.com/>

1. You will click on “Sign-up Here” in the top right-hand corner

2. Under “Are you an Employer” – Click on Sign up Here

3. Enter your email address and create a password – you will then receive an email to confirm your email address

4. Log back into Handshake. You should now be on Step #3 where it will ask you what company to join – Select Millersville University On-Campus Internship

NOTE: You do not need to select other school to join. Click “Finish” in the top right corner

5. The Career Center will receive notification to approve your request. Once approved, you will receive an email stating access has been approved

6. You have an option to select if you want to automatically update students about their status for an internship

7. Now you are ready to post a job and/or internship opportunity – Click On “Post a Job” Box

8. Select if you want students to apply through Handshake or outside of Handshake

9. Enter Job Title

10. Select the appropriate company division from the drop-down options

11. Select “Internship” as the job type

12. Select “Part-time” as employment type

13. Select “Temporary/Season” as duration and then enter dates of the internship

When selecting majors be sure you select the correct options, because this how a student can search based on their major.

14. You will then be asked to select schools – you will enter Millersville University of Pennsylvania

The Career Center will then be notified that a new job and/or internship posting has been entered. Once approved, you should also receive a notification

PLEASE NOTE: When logging back into Handshake, do not click on the blue box that reads “Millersville University log-in”. You want to click on the link below the blue box that says, “sign in with your email address”.