



Employer Guide to Handshake

Compiled by [Peabody LAUNCHPad](#), Updated Sept. 2018

Thanks for your interest in Peabody! [Handshake](#) is a great way to share opportunities and receive applications from our students and alumni. Having a Handshake account gives you access not just to JHU and Peabody, but also Oberlin, Eastman, Michigan and other music schools across the US.

Helpful Links

- [Link to add JHU & Peabody to your Employer Account on Handshake](#)
- [Handshake Employer Help Center](#)
- [Getting started with Handshake for Employers](#)
- [Employer Quickstart Video](#)
- [How do I post a Job](#)

Peabody-Specific Job Posting Tips

- When requesting access to Handshake, it can be helpful to put in your employer description that you are interested in hiring musicians or dancers. This helps the JHU Handshake team streamline your approval.
 - The approval process for new employers can take a few days.
 - Similarly, approval for new job postings can take a few days. Please email us if you need to expedite a posting.
- When selecting major categories two tips:
 - When selecting a category such as “Arts and Design” Handshake automatically selects all the sub-categories. You can deselect by clicking on the sub-categories, and they will appear as empty blue ovals rather than solid blue.
 - You can target most Peabody students by selecting “Visual & Performing Arts”
- When posting a position for a specific instrument, voice-type, or concentration you can target specific majors at Peabody. To do this
 - On the third “preferences” page under the Major Preferences section find the text “These majors consolidate individual majors across every school on Handshake. To choose a specific major by individual school [click here.](#)” Click the link.
 - Type your desired instrument, voice type, or discipline into the search field.
 - Select relevant majors/instruments from the list.
 - Repeat the last two steps until you have selected all relevant majors.

If you have any questions, please email us at launchpad@jhu.edu