Thank you for your interest in recruiting at Columbia University and contacting Columbia University’s Center for Career Education (CCE). With more than 100,000 Columbia student and alumni accounts, CCE’s online recruiting platform, LionSHARE powered by Handshake is one of the most effective ways to reach students and alumni with job and internship opportunities and have them apply directly to employers. In LionSHARE, employers can post positions and also request to participate in On Campus Recruiting (OCR) options including on-campus interviews (OCI), information sessions, career fairs, industry showcases and more! Refer to the CCE website’s Employer section at www.careereducation.columbia.edu/employers to learn about more about our students and alumni and opportunities to recruit at Columbia.

Please directly view the below section, “Employer Posting Instructions” and follow the step-by-step instructions to register your employer LionSHARE powered by Handshake account and then begin posting job/internship positions to hire top Columbia candidates! There is no cost to register or post positions in LionSHARE. Be sure to review CCE’s Employer Policies & Procedures, which includes Columbia policies on unpaid internships and academic credit.

Note that Columbia University’s Center for Career Education (CCE) serves students and alumni attending one of the following schools: Columbia College, The Fu Foundation School of Engineering and Applied Science, School of General Studies, Graduate School of Arts and Sciences, and School of the Arts. To contact affiliate Columbia career offices, employers may refer to this general list of affiliate Columbia career offices here.

**Employer Posting Instructions**

**Register an Employer LionSHARE Account**

**STEP 1:** Go to https://columbia.joinhandshake.com/register and select the “Employer” option to begin creating your LionSHARE employer account.
**STEP 2:** Complete all requested fields in the “Sign up as an Employer” form, then click the blue “Sign Up” button.

**EMAIL ADDRESS:** Please include a company/organization email domain associated with the company/organization you are recruiting on behalf of.

If you would like to post as an individual for personal reasons not affiliated with a company or organization for purposes such as private tutoring, babysitting, personal assistant, please view the “TEMP TIME” LionSHARE Employer instructions in PDF format on CCE’s website at www.careereducation.columbia.edu/employers/jobposting.

**STEP 3:** A confirmation page will appear, prompting you to confirm your LionSHARE/Handshake registration by clicking the link sent from the Handshake service provide to the email you entered in Step #2 above.

Go to your email inbox and click the link provided from Handshake to confirm your email address.
**STEP 4:** Join OR Add your company/organization to LionSHARE/Handshake.

- To complete your employer account creation, search and select your company or organization name. If your company/organization already exists in LionSHARE/Handshake, click “Join.”
- If your company/organization does **not** is not found in the search results, select “Create Company Profile” at the bottom of the page and proceed to create your company/organization account.

**STEP 5:** Connect to Columbia University.

- If you are prompted to choose which schools you would like to “connect to,” be sure that you include Columbia University. This will ensure that your request to recruit at Columbia University and post positions in LionSHARE powered by Handshake is sent to Columbia’s CCE staff.

Now, your registration request is complete. CCE staff will review and update your status request from its current pending status within 2 business days.*

*If you are a new employer such as a startup, or your registration request status does not change and/or job posting status does NOT change (e.g. status from “Pending” to “Active”) within 3 business day, please notify CCE’s EAR office by emailing cce@columbia.edu with the email subject line “LionSHARE Status Still Pending.” Please include your LionSHARE powered by Handshake registered email (username), employer account name, and other relevant information for CCE staff to most effectively resolve the matter.

Alternate Employer Registration Instructions provided by Handshake Resource Site [here](https://www.careereducation.columbia.edu/employers).

*Instructions continue on next page.*
CREATE LIONSHARE POSTINGS FROM YOUR LIONSHARE EMPLOYER ACCOUNT

**STEP 6:** To begin posting positions to Columbia students and alumni, log in to your LionSHARE powered by Handshake account with your email (username) and password in the email field (see red arrow in screenshot below) through the link provided below.

Log in to your LionSHARE powered by Handshake employer account with your email (username) and password via the following URL, then click the “Next” button: [https://columbia.joinhandshake.com/login](https://columbia.joinhandshake.com/login)

Step 3: Enter your password in the field where you see the red arrow below, then click Log In to enter the LionSHARE/Handshake system to create job postings, etc.

If you forget your password, click the “forgot your password?” option to reset your password.

**STEP 7A:** Once you enter the system, to create a job posting, either click “Post a Job” on your dashboard, OR, on the left navigation, click the “Job Postings” tab.

Access Handshake’s support site for additional support about how to Post a Job at [http://bit.ly/2eyIOCr](http://bit.ly/2eyIOCr)
STEP 7B:
- Click the “New Job” sub-tab option on the upper right hand side to access the job posting form to complete.
- Fill out all job posting form fields. All fields with a black asterisk* beside them are required and must be completed to submit a job posting.
- Be sure to include “Columbia University” in the Schools section of the job posting form. Click “Create” to submit your posting to CCE-EAR staff for review and approval in order for Columbia applicants to begin applying!

- The “Schools” section of a job posting (see screenshot above) asks which schools you want to post to. Search and select Columbia University. (See purple arrows in screenshot.)
- Selecting the schools you want to post the job to is the last thing you need to do in a job posting form before you submit the job posting (See orange star by “Create button below) to CCE-EAR staff for review and approval in order for students/alumni to apply to the posting.

ADDITIONAL RESOURCES FOR EMPLOYER USE OF LIONSHARE POWERED BY HANDSHAKE ARE PROVIDED BELOW.

JOB POSTINGS & GENERAL INFORMATION
- Main resource for posting jobs, OCI, registering for career fairs&events, etc.
- General FAQs and Quick Tips
- How To....Post a Job short video or instructional sheet, and etc.
- CCE website, Employer section (includes Policies and information on academic credit & unpaid internships)

ON-CAMPUS RECRUITING (OCR)
- On-Campus Recruiting (OCR): On-Campus Interviews (OCI). Click the left hand navigation “Fairs” tab to view Columbia CCE hosted Career Fairs & Industry Showcases and click the “Events” tab to request an employer Information Session or Workshop.
- For general guidelines about how to navigate the Fairs and Events tabs in LionSHARE/Handshake, click here.
**CONTACT CCE'S EMPLOYER & ALUMNI RELATIONS OFFICE**

Employers can directly contact the LionSHARE platform providers, Handshake, at support@joinhandshake.com in addition to contacting Columbia University’s Center for Career Education (CCE) Employer and Alumni Relations (EAR) office at cce@columbia.edu or call (212) 854-9167 with any questions or assistance using LionSHARE powered by Handshake.

Inquiries specific to a Career Fair and Industry Showcase should be directed to the primary contact listed for the event [here](#).

To contact the career offices of Columbia schools not served by the Center for Career Education, please refer to [this list](#) of affiliate Columbia career offices.