Thank you for your interest in recruiting at Columbia University and contacting Columbia University’s Center for Career Education (CCE). One of the best ways for employers to directly reach Columbia students and alumni with job and internship opportunities and have them apply to you directly is by posting in our robust online recruiting platform, LionSHARE powered by Handshake.

Employers can register and post in LionSHARE at no cost. This includes employers, registered in LionSHARE under the umbrella account “Temp Time” for students to easily identify these opportunities are employers who are posting for individual or personal reasons not affiliated with a company. Examples of these opportunities include private tutoring, babysitting, and personal assistant.

Refer to the CCE website’s Employer section at www.careereducation.columbia.edu/employers to learn about more opportunities to recruit at Columbia. Also included are 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, refer to this list here.

Employer Posting Instructions

*Be advised that CCE staff must first approve LionSHARE employer/user accounts before employers are able to create job postings. The CCE review and approval of all employer requests and job postings typically takes 1-3 business days. If your status does not change within 4-5 business days, please contact CCE with your LionSHARE username email, and specify your issue by emailing cce@columbia.edu.

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 (e.g. @columbia.edu, @abccompany.com) if possible. If that is not available, you may register with a personal email domain (e.g. @gmail.com, @yahoo.com).

**EMAIL ADDRESS**: For registration and confirmation reasons, provide your company/organization email if available (e.g. @columbia.edu, @abccompany.com). If that is not an option, you may register with a personal email domain (e.g. @gmail.com, @yahoo.com).

**WEBSITE**: Similarly, when asked to enter your website, if you can enter your LinkedIn profile web address or other identifying website social media page (e.g. company bio page, website), that is highly preferred. If you do not have a web address, leave this field empty or enter **“www.donothavewebsite.TEMPTIME.com”**

**STEP 3**: Create Your Unique Temp Time/Company Profile

- Select “Create Company Profile” at the bottom of the page to create your unique Temp Time account with your last name followed by Temp Time.

**FORMAT**: Your Last Name – Temp Time. Example using Smith as employer last name: Smith – Temp Time in the following format: Last Name – Temp Time. Example using Smith as the last name followed by

**ALL INDIVIDUAL EMPLOYERS POSTING IN LIONSHARE** independent of a company/organization seeking to hire for reasons including babysitting, private tutoring, personal assistant are asked to register as a new company but include their last name followed by LionShare’s umbrella account for individual employers called Temp Time. Example using Smith as the last name: Smith – Temp Time.

**STEP 4**: When a confirmation page appears asking you to confirm your LionSHARE/Handshake registration through your email, you will need to go to your email inbox and click the link provided from Handshake to confirm your email address.

This will officially complete your registration request and notify Columbia University’s Center for Career Education Employer and Alumni Relations staff (CCE-EAR staff).

CCE-EAR staff will review and approve your request to post as a “Temp Time” employer at Columbia in the LionSHARE powered by Handshake system and activate your account. This typically takes 1-2 business days. *

*If your employer 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 registered email (username) in the email and last name – Temp Time account, and/or any relevant information.

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

**Step 5:** After completing step 4, clicking the link sent to your email to confirm your employer LionSHARE registration request, log in to LionSHARE 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)

**IF YOU FORGET YOUR PASSWORD, CLICK THE “FORGOT YOUR PASSWORD?” OPTION TO RESET YOUR PASSWORD.**

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.

*Instructions continue on next page.*
**STEP 6A:** 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.

**STEP 6B:**
- 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!

Click the below links for step-by-step written instructions and a quick video tutorial about how to post a job.

- How To…. [Post a Job short video](#) or [instructional sheet](#), and etc.

- 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.
LIONSHARE POWERED BY HANDSHAKE ● RESOURCES & INFORMATION FOR EMPLOYERS:

- 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)

CONTACT
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) office at cce@columbia.edu with any questions or assistance using LionSHARE powered by Handshake.

To contact Columbia schools not served by CCE, please refer to this list of affiliate Columbia career offices.

**A reminder that CCE staff reviews all LionSHARE employer account requests and job postings consistently. The process of review and approval typically takes 1-3 business days.

If your employer account request status and/or job posting(s) status does not change within 4-5 business days, please notify CCE by emailing cce@columbia.edu. Please provide all relevant information such as your LionSHARE/Handshake registration email (username), company/organization name (e.g. Last name-Temp Time), job posting information, and/or specific issue to be resolved.