**Process for on-campus contacts for joining handshake and posting jobs under WMU as an employer**
1. Visit wmich.joinhandshake.com – click on “Need an Account”
2. Select “employer account” from the options under the Handshake logo
3. Enter your information
4. On the screen “Connect with Schools” scroll down to Western Michigan University
5. Request approval from Western Michigan University (option to the right)
6. Your request will be approved by a staff member in career services
7. After you are approved, you will be able to start posting jobs

**To post a job:**

* On the left hand side of the screen, in the black tool bar, click on “Jobs” under the “Postings” category
* After clicking “Jobs,” select the “New Job” tab on the right hand side of the page near the top to start

**A couple of things to remember when you are requesting access as an on campus contact:**

* When asked to select your company, find and select Western Michigan University from the drop down menu
* When you are posting a job, make sure to select your department name from the drop down menu titled “Division” (if your department is not listed, please contact our office at (269) 387-2745 and ask for a member of the Employer Relations Team).
* -In the contact section of the job you are posting, you can add an existing contact from the drop down menu, or create it by clicking on “create it here” in the language below the contact section. After you create the contact, look in the drop down menu again and select the contact that you just added.
* For the job to be posted on BroncoJOBS, make sure to select Western Michigan University. Scroll down to “Post to a School,” and choose Western Michigan University. This will be found on the third and last page of the job posting.