



# EXPERIENTIAL LEARNING

## Hire an Aggie!

The Office of Experiential Learning offers several options for employers seeking to fill their cooperative/internship, full time and part-time employment programs. Employers may post jobs, conduct on-campus interviews, host information tables, host private meet & greets, coffee chats and much more!

### Let's get you connected!

New Users to Handshake - Registration: If you are not a current user on Handshake, please register in the system (<https://app.joinhandshake.com/register>) and follow the directions:

- Select the "Employer" account from the options
- Add your information
- Read the Employer Guidelines, Terms of Service, and Privacy Policy
- Confirm email
- Join an existing company or create a new company
- Please add New Mexico State University as a school you would like to recruit from
- NOTE: Once you have registered and if you posted a job, both your account and job will be in pending status. An administrator will review your account and job. If approved, you will receive an email notification. If you do not receive your email notification within 48 hours, please contact our office at (575) 646-1631.

### To Create a New Job

- Click on Job in the left tool-bar under Postings.
- Click Create Job on the top right corner of the page to add a new job
- Please ensure you add NMSU as a school for the job to be posted

### To Register for an Upcoming Virtual Career Fair

- Select Fairs in the left tool-bar under Campus.
- Search for NMSU in the search bar.
- All available Career Fairs will be visible.

### To Request Career Events On-Campus - Virtual Information Tables/Sessions, Meet & Greets, Etc.

- Click on Events in the left tool-bar under Campus.
- Click Request Event on the upper right hand side of page
- Add all necessary information for on-campus events and submit

### To Add On-Campus Interview Schedule

- Click on Interviews in the left tool-bar under Campus.
- Click Request Interview Schedule
- Add all necessary information for on-campus interview request and submit
- Career Services staff will be in touch to confirm details



BE BOLD. Shape the Future.  
Office of Experiential Learning

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