

THINK CHAPMAN FIRST



RECRUIT

We hear from employers time and time again that Chapman students and alumni have an “it factor” and as employees stand out as “effortlessly personable, innovative problem-solvers and teammates that deliver beyond what is expected.” Chapman’s Career and Professional Development team is here to provide concierge assistance when recruiting Chapman talent to your team so you can witness this firsthand.

HOW TO HIRE CHAPMAN TALENT

RECRUIT STUDENTS for internships, externships, part-time positions and seasonal assignments

RECRUIT ALUMNI for full-time employment ranging from entry and mid-level teammates to key leadership members

You

We

To post a position independently...

Please post directly to Chapman’s career portal, Handshake at [Chapman.JoinHandshake.com](https://chapman.joinhandshake.com)

1. Create a Free Account
 - If you or someone on your team is an alumnus, please let us know!
 - Request to connect with Chapman University
2. Post Your Job
 - Remember to select Chapman University as your school
 - Include contact information and an expiration date

We will:

- Confirm your request to connect with Chapman within 1-3 business days
- Spotlight and provide marketing benefits to alumni employers
- Approve your job within 1-3 business days
- Share your position on Chapman’s student/alumni communication channels

To have Chapman post a position on your behalf...

Please email your job description or link to career@chapman.edu, including the following details:

- Title
- Company
- Location
- Contact’s name, email, and phone
- Description
- Requirements
- How to apply
- Paid or unpaid
- Position start and end dates
- Indicate if you are an alumni employer

We will:

- Post the position to Chapman’s career portal, Handshake, on your behalf
- Send the link to your position and directions on how to log into your Handshake account
- Share your position on Chapman’s student and alumni communication channels.



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If you are hiring an intern for the first time...

Please reach out to Chapman's Internship Coordinator

We have an in-house Internship Coordinator to help you navigate the process and develop your program.

To review and interview Chapman candidates...

Once you activate your Handshake account, you will start receiving emails when Chapman candidates apply for the position

We are happy to help you conduct interviews on-campus. Simply reserve interview space on Handshake. We can also recommend improvements to your posting to attract the right talent.

Curious about your engagement rates? Request a job posting analytics report to see if the posting title and description is attracting talent.

If you would like to conduct a private, high-level, exclusive Chapman Alumni candidate search...

Please reach out to Chapman's Employer Relations team to discuss your hiring needs

We will utilize technology and relationships to conduct a private search among our Chapman network, providing you a pool of potential candidates that fit your target profile.

If you're hiring for multiple positions...

Consider utilizing in-person recruitment event opportunities to increase your company's brand recognition and engage with candidates

We are looking for employers to participate in events including: Career Fairs, On-Campus Tabling, Excursions (field trips to your facilities,) Panels, Information Sessions, Networking Events, and more



Your Chapman Liaison

Franciska Morlet
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(714) 997-6755
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Additional Support & General Information

Office of Career and Professional Development
(714) 997-6942
career@chapman.edu

Internship Coordinator
(714) 744-7688
internships@chapman.edu



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