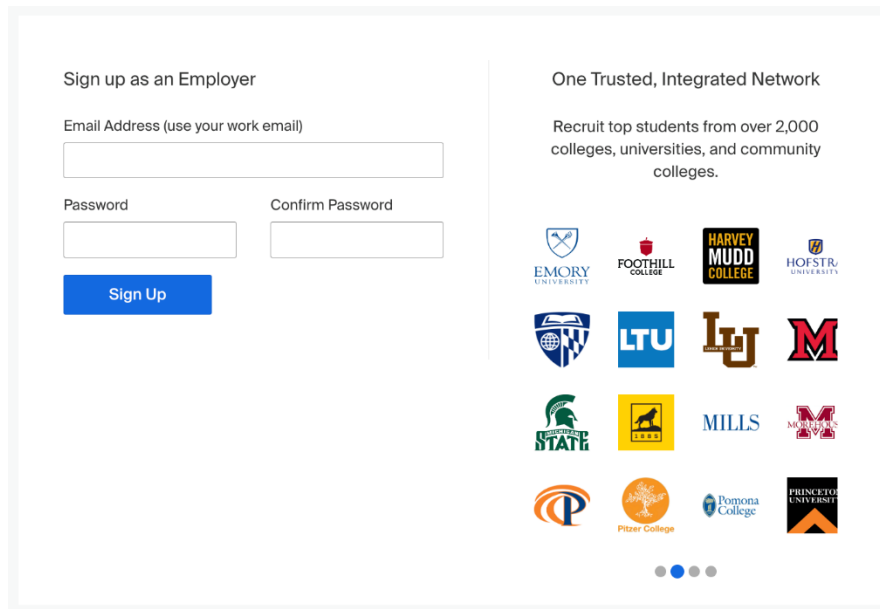


Employers: Getting Started with Handshake

1. Visit https://app.joinhandshake.com/employer_registrations/new and enter the following information:

- **Email Address**
- **Password** (*create new password*)
 - Passwords on Handshake must:
 - Contain eight characters *or more*.
 - Contain characters from *two* of the following *three*-character classes:
 - Alphabetic (e.g., a-z, A-Z)
 - Numeric (i.e., 0–9)
 - Punctuation and other characters (e.g., @#\$%^&*() _+|~-=\ {} []:"';<>? /)



2. Click the blue button **Sign Up**, and on the next page, enter the following information:

- **First Name**
- **Last Name**
- **Phone Number**
 - A phone number is required to provide a point of contact for career centers. This information isn't visible to students.
- **Job Title**
 - Enter your personal job title, and not the job that you are recruiting for.
- **Country**
 - This information is collected to ensure that Handshake can observe all relevant practices in your country.
- **(optional) Tell us the types of candidates you would like to find.**
 - Check the box next to the major categories you'd like to source from.
 - **Note:** while there isn't a way to add categories to this list, you may choose from additional major categories in the **Preferences** tab of your job posting.

- **(optional) Add your Alma Mater** (the school you formerly attended and/or graduated from)
 - **School Name**
 - Type to search or click the dropdown menu to search for and select your school.
 - **Grad Year**
 - Click the dropdown menu to select your grad year.
 - **Note:** if your Alma Mater is partnered with Handshake, an alumni contact entry will be automatically created at your Alma Mater.

Note: your name, job title, Alma Mater and graduation year are displayed on your user

Welcome to Handshake

Before continuing, we need a bit more info

First Name

Last Name

Phone Number

Job Title

Country

Tell us the types of candidates you would like to find
 Don't worry if you can't find all the categories you need. You'll be able to add more later.

Agriculture, Food & Horticulture
 Arts & Design
 Business, Entrepreneurship & Human Resources
 Civics & Government
 Communications
 Computer Science, Information Systems & Technology
 Education

Add your Alma Mater

School Name

Grad Year

My school is not listed, let me type my own

[Add another Alma Mater](#)

[Save and continue](#)

Rich, Validated Data

Find the right fit across 8.5 million verified student profiles

- 230k data mining students
- 385k entrepreneurship students
- 320k economics students
- 280k accounting students

● ● ● ●

3. Click the blue button **Save and continue**. A popup will appear with Handshake Employer Guidelines, which includes our Terms of Service and Privacy Policy.

- It's important that you review the guidelines and linked resources before you proceed.

Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#).



Be Accurate and Trustworthy: Tell the truth about your company, your team and the jobs available. If your opportunities require upfront costs, disclose that in your company description and job postings.



Keep Your Commitments: When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.



Be Fair: Do not discriminate based on ethnicity, national origin, religion, age, gender, sexual orientation, disability or military / veteran status or lack thereof.



Keep Student Info Confidential: Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of another company?

Yes

No

I agree to the [Terms of Service](#) and [Privacy Policy](#)

I agree to receive marketing messages including promotions and special offers from Handshake.

Save and continue

*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

Our guidelines require third party recruiters to identify their Handshake account as such.

According to Handshake, a third-party recruiter is:

1. An employer who is hiring or posting jobs for a company other than the one they work for.
2. An employer who is hiring or posting jobs, but the pay/salary is provided by another company.
3. An employer who is hiring or posting jobs for *both* the company they work for and another company.

Below the guidelines listed, you're prompt to answer the question "Are you a 3rd party recruiter working on behalf of another company?"

- If you are a third-party recruiter, click the button **Yes**, then review our third-party recruiting policies, and check the box for "I agree and comply with the above third-party recruiting policies."
- If you're not a third-party recruiter, click button **No**.

Are you a 3rd party recruiter working on behalf of another company?

Yes

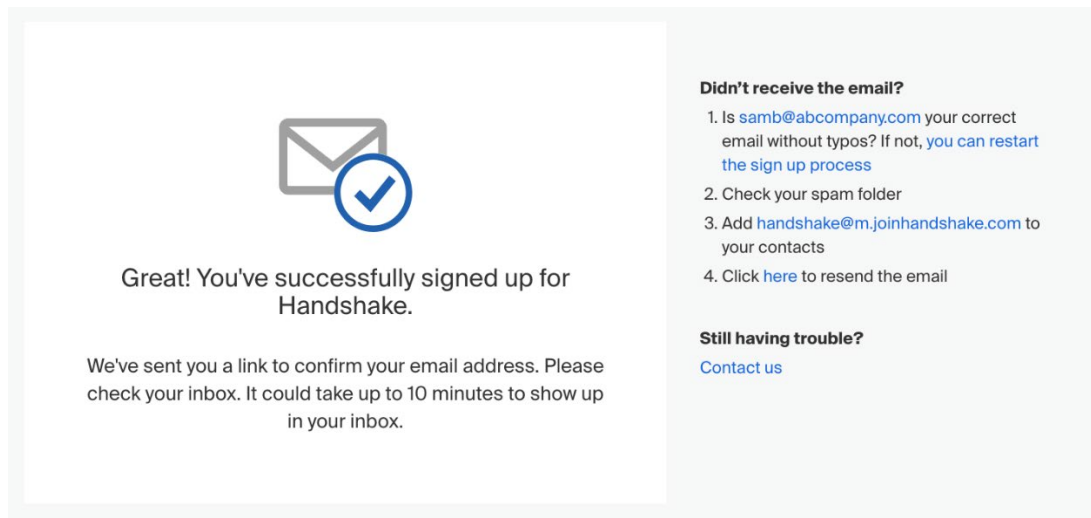
No

Job postings created by third parties must be for a single company. The description of the job posting must clearly state both the company name as well as the fact that you represent a third party firm recruiting on behalf of the company. You may not disclose any student information to another party without the written consent of the student.

I agree and comply with the above third-party recruiting policies.

4. Click the box for "I agree to the Terms of Service and Privacy Policy" to move forward, and "I agree to receive marketing messages including promotions and special offers from Handshake" if desired.

5. Click the blue button **Save and continue**. The next page contains instructions on how to verify your account via the email address you used to sign-up. The email should arrive in 10 minutes with a link to confirm your account.



The image shows a confirmation screen for Handshake. On the left, there is a large icon of an envelope with a blue checkmark inside a circle. Below the icon, the text reads: "Great! You've successfully signed up for Handshake." and "We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox." On the right side, there are two sections: "Didn't receive the email?" with a list of four steps: 1. Is samb@abcompany.com your correct email without typos? If not, [you can restart the sign up process](#); 2. Check your spam folder; 3. Add handshake@m.joinhandshake.com to your contacts; 4. Click [here](#) to resend the email. Below this is "Still having trouble?" with a [Contact us](#) link.

6. When the email arrives, click the red button **Confirm Email** in the email to verify your account. Email verification links are active for 12 hours after they are sent.

Handshake

Confirm your email address on Handshake

Hi Sam,

Welcome to Handshake! Please confirm your email address to get started:

[Confirm Email](#)

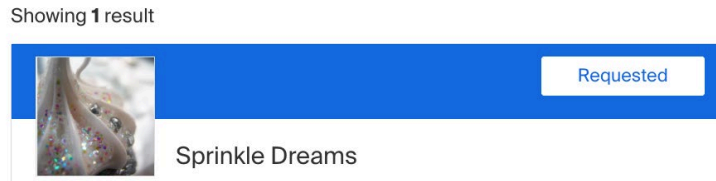
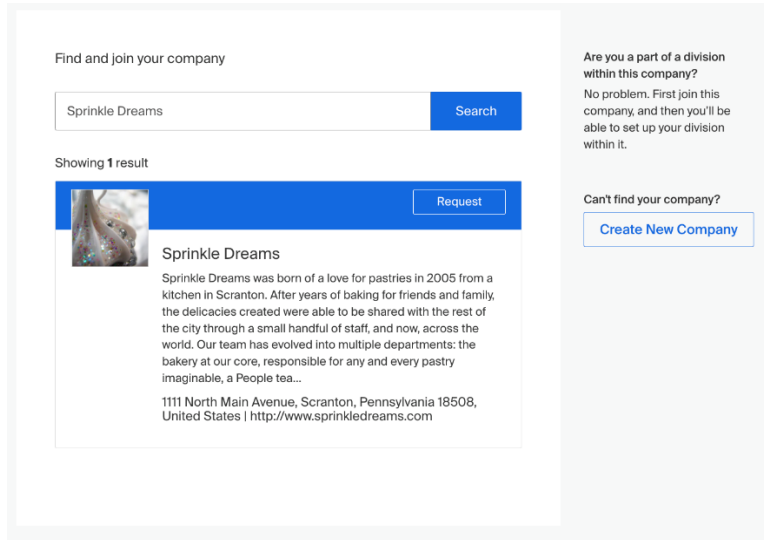
If this is a mistake, you can [cancel the registration](#) at any time.

If you'd no longer like to receive emails like this you can [sign in](#) to manage your notification preferences or [unsubscribe](#).

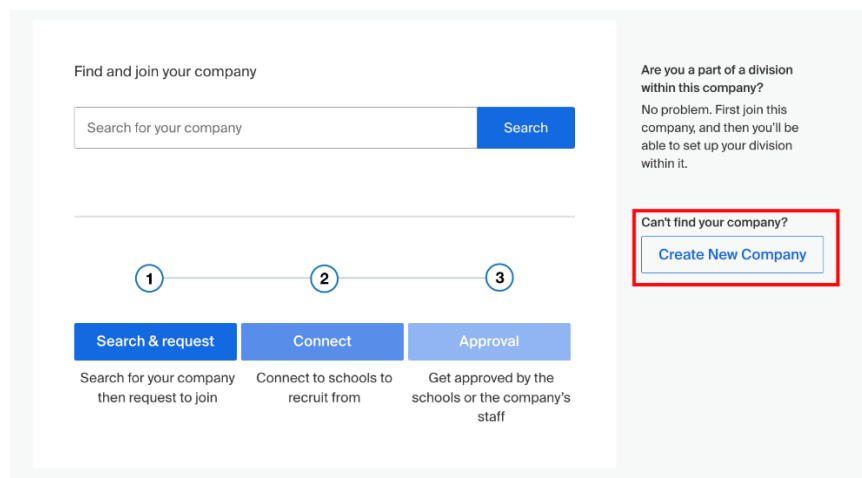
7. From here, you'll be redirected to Handshake to find and join your company or create a new company profile.

- The page will display a list of company profiles associated with your email domain. If there is more than one, review the details for each profile. Click the blue button **Request** to select that company profile.
 - For third party recruiters, we recommend that you connect with the company you work for or create a company profile if your company does not yet exist on Handshake, and then list your client's name in the job postings, as users can only be connected to one company profile per email.
 - If your company is found and your part of a division, request to join your company and contact the owner of the company profile to add your division to the profile.

- If you've accidentally requested to connect with the wrong company profile, click the gray button **Requested** to undo the action.



- If companies do not pre-populate, use the search bar to search for your company.
 - If your company does not exist, click the button **Create New Company** on the right of the page.



8. Once you've requested to join an existing company or create a new company profile, click the blue button **Finish** in the top-right corner.

- If you've created a new company profile, your account will be manually reviewed and validated by our Trust and Safety team. After your account is validated, you will receive an email notification and will be able to log in.
- If you've requested to join your existing company profile, the approval process is dependent upon the company profile settings.

9. After your employer account is validated, and you've connected to your company profile, you can request schools.

10. To begin, click **Schools** from the left navigation bar, then click **More Schools on Handshake**.

11. Use the search bar to locate a specific school (ex. Imperial Valley College) or use the filters on the right sidebar to narrow and customize your search results.







You can filter schools by:

- **Approval Status**
- **Location**
- **Community & Technical Colleges**
- **Ranking**
- **Size**
- **Region**

Click the gray button **Request** to the far right of each school you'd like to request.

School Network Management

Favorites Your Employer's Schools **More Schools on Handshake**

Search	School Name	Date Joined	
Approval Status	 Northern Michigan University #1 Regional Universities (North) Marquette	8/4/17	Request
Location	 Laconia University Fond du Lac	8/5/17	Request
Community and Technical Colleges	 Southwest University Arizona City	8/5/17	Request
Ranking	 Northeast University New York City	8/7/17	Request
Size	 Midwest University Milwaukee	8/7/17	Request
Region	 Rutgers University New Brunswick	8/7/17	Request