


## HOW TO CREATE AN EMPLOYER ACCOUNT IN HANDSHAKE

1. Visit <https://fiu.joinhandshake.com/register>
2. Select the "Employer" account type from the options presented
3. Fill out the information requested then click **Sign Up**

The screenshot shows the Handshake registration interface for employers. On the left, a blue banner features the Handshake logo and text: "Great talent can be hard to find. Handshake makes it easy. Sign up and start recruiting today." Below this, it says "Recruit the best talent from schools like" and displays logos for Stanford University, Cornell University, University of California Berkeley, University of Virginia, Villanova University, University of Michigan, Carnegie Mellon University, Michigan State University, and University of Chicago, followed by "And 150 more!". On the right, the registration form is titled "Sign up as an Employer:" and includes fields for "First Name", "Last Name", "Email Address" (with a note to use a work email), "Password", "Confirm Password", and "Phone Number". A prominent blue "Sign Up" button is located below the form, and a "Log In" button is positioned next to the text "Already have an account?".





4. Enter your recruiting interests and Alma Mater to help us better understand how you'll use Handshake. Then click **Continue**:

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Great talent can be hard to find. Handshake makes it easy. Sign up and start recruiting today.

2m student profiles, including

-  170k Business & Economics majors
-  120k Engineering majors
-  50k Liberal Arts majors
-  25k Hard Science majors

Welcome to Handshake, Jade

Before continuing, we need a bit more info

**Tell us the types of students you wish to recruit (select all that apply)**

- Education
- Communications
- Social Sciences
- Arts and Design
- Business and Entrepreneurship
- Computer Science, Information Systems, and Technology
- Engineering
- Health Professions

**Your Alma Mater**

Schools and students love working with fellow alumni

**School Name** **Graduation Year**

Select School  2016





My school is not listed, let me type my own

[Add Another Alma Mater](#)

5. Read the Employer Guidelines, [Terms of Service](#), and [Privacy Policy](#):

### 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.
-  **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 a company?

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines.

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- If you are a third party recruiter select answer **Yes**, then review and agree to Handshake's third party recruiter policy to move forward. If you are not a third party recruiter, select **No**. Then, click **Continue**.

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

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.

- Next, you will see the following screen, which contains instructions on how to verify your account via the email address you provided. The email should arrive within 10 minutes and will contain a link enabling you to confirm your account. You must click this link before you can proceed with the registration process. If you don't receive a confirmation email, see the steps outlined in [this](#) article.



Great! You've successfully signed up for Handshake.

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.

### Didn't receive the email?

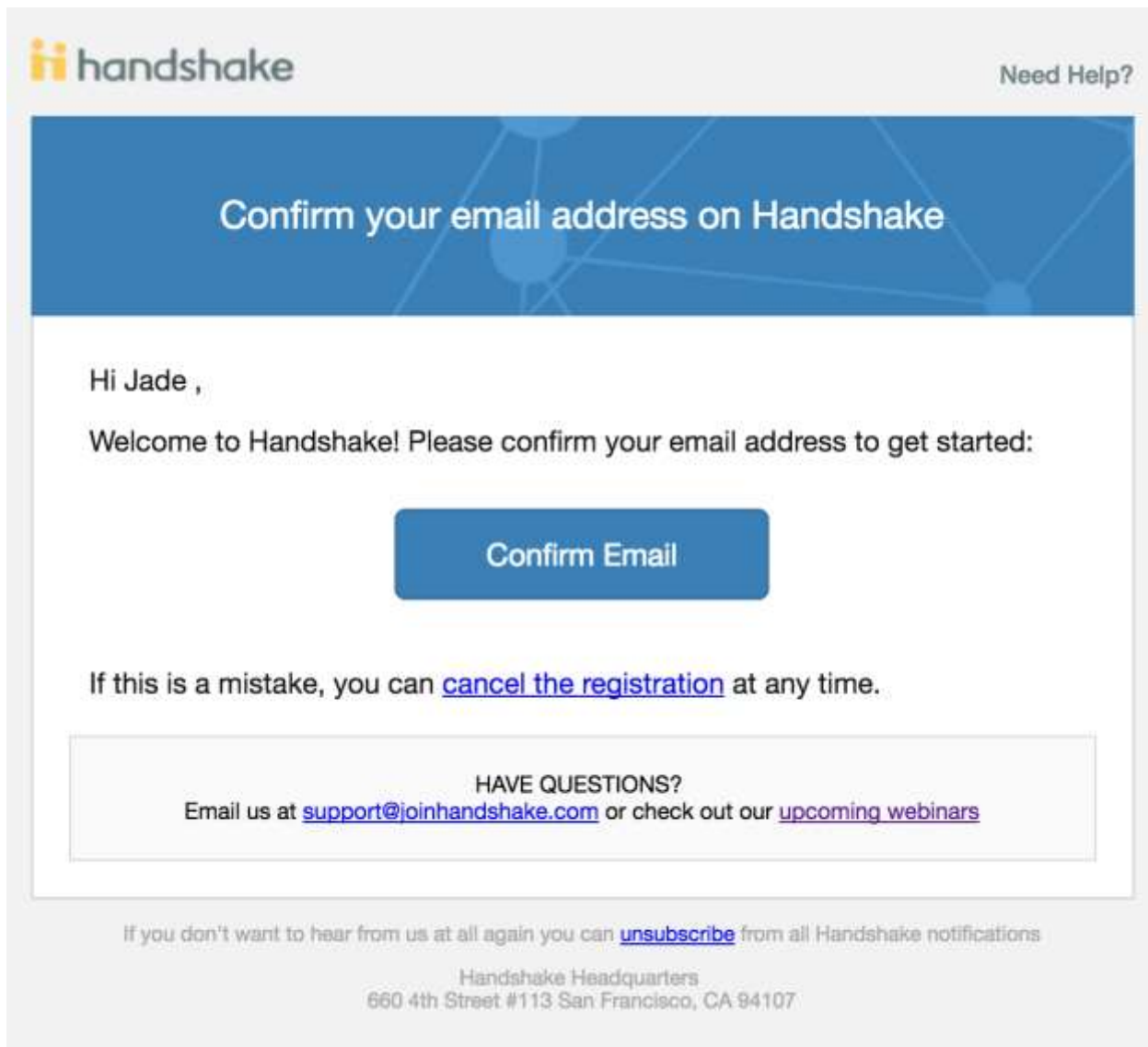
Check your spam folder

Add [handshake@notifications.joinhandshake.com](mailto:handshake@notifications.joinhandshake.com) to your contacts and [resend the email](#).

Still having trouble? Contact us at [support@joinhandshake.com](mailto:support@joinhandshake.com)

- When the email arrives, click the **Confirm Email** button to verify your account.

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The screenshot shows an email from Handshake. At the top left is the Handshake logo, and at the top right is a link for 'Need Help?'. The main heading is 'Confirm your email address on Handshake'. Below this, it says 'Hi Jade , Welcome to Handshake! Please confirm your email address to get started:'. A large blue button labeled 'Confirm Email' is centered. Below the button, it says 'If this is a mistake, you can [cancel the registration](#) at any time.' A box contains the text 'HAVE QUESTIONS? Email us at [support@joinhandshake.com](mailto:support@joinhandshake.com) or check out our [upcoming webinars](#)'. At the bottom, it says 'If you don't want to hear from us at all again you can [unsubscribe](#) from all Handshake notifications' and provides the address: 'Handshake Headquarters, 660 4th Street #113 San Francisco, CA 94107'.

9. When you **click the button** in your confirmation email, you will be brought back to Handshake. If your company already exists in our system, you'll see the following page. You can click join to connect with that company.

Step 1 of 2

Great! It looks like your company is already in Handshake.



The screenshot shows a company profile in Handshake. It features the Handshake logo in a yellow shield, the company name 'Handshake', and the text 'Demo employer account' and 'Mountain View, CA, USA | <http://www.joinhandshake.com>'. A blue 'Join' button is in the top right corner.

**Are you a part of a division within this company?**

No problem. First join your company. Then after activating your account, create a smaller group within your company profile to tailor your content to students.

**Not your company?**

Since this is the company tied to your email domain, please contact [support@joinhandshake.com](mailto:support@joinhandshake.com) for help.

**Unable to join?**


For security reasons, if you're using a personal email address you won't be able to join this company. Either contact [support@joinhandshake.com](mailto:support@joinhandshake.com) or start the sign-up process over with your company email address.

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10. If this is not the right company, or if no company pre-populates, you can use the search bar to find your company. If your company does not exist, you can click the **Create New Company** button. Read [How do I create a company profile](#) to learn more about completing your company profile in Handshake.
  - If this is not your company and you think that an additional account should be opened for your domain you should reach out to [support@joinhandshake.com](mailto:support@joinhandshake.com) to discuss opening an additional Handshake account.

Step 1 of 2

First, find and join your company.

Are you a part of a division within this company?

No problem. First join your company. Then after activating your account, create a smaller group within your company profile to tailor your content to students.

Can't find your company?

Create New Company

11. Next, you will want to choose schools to connect to. Use the filters on the left side of the screen to narrow down schools by rank, size and location. To request to connect with an individual school, click the **+** button in the corner of the school logo. If you are interested in connecting with all schools in the Handshake network you can click **Select All** in the top right corner of the screen.

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Step 2 of 2

Next, connect to schools:

Tap the "+" on each school you're interested in recruiting students from

Selecting 0 schools with 0 students; out of 1,070,485 total students on Handshake [Select All](#)

Search by school name











Order By  
Default rank

Size

- All
- < 1,000 students
- 1,000 - 5,000 students
- 5,000 - 10,000 students
- 10,000 - 25,000 students
- > 25,000 students

Location (US Region)

- All
- Midwest
- Northeast
- South
- West

 <p><b>HARVEY MUDD COLLEGE</b> Harvey Mudd College Claremont, California • 804 students #1 Undergraduate Engineering Programs [...]</p>	 <p><b>Princeton University</b> Princeton, New Jersey • 5,391 students #1 National Universities</p>
 <p><b>ROLLINS</b> Rollins College Winter Park, Florida • 1,882 students #1 Regional Universities (South)</p>	 <p><b>Stanford University</b> Stanford, California • 7,019 students #1 Undergraduate Engineering Programs</p>
 <p><b>CAREER CENTER</b> University of California Berkeley Berkeley, California • 27,126 students #1 Public Institutions</p>	 <p><b>V</b> Villanova University Villanova, Pennsylvania • 7,118 students #1 Undergraduate Business Schools</p>
 <p><b>Butler University</b> Indianapolis, Indiana • 4,062 students #2 Regional Universities (Midwest)</p>	 <p><b>Santa Clara University</b> Santa Clara, California • 5,486 students #2 Regional Universities (West)</p>
 <p><b>M</b> The University of Michigan Ann Arbor, Michigan • 28,395 students</p>	 <p><b>University of Virginia</b> Charlottesville, Virginia • 18,493 students</p>

No schools selected. [Continue](#)

12. If you are not automatically connected with your company you will see the following message. To learn more about being in a pending status at your company, read [What does it mean to be "pending" at a school?](#)



## HOW TO CREATE AN EMPLOYER ACCOUNT IN HANDSHAKE

Thank you, Jade! You have successfully requested to join Handshake on Handshake.

Your request has been sent to the staff members at Handshake. As soon as you're approved, we'll let you know via email.



Berkeley

27,126 Students  
#1 Top Public Schools



Stanford

4,894 Engineering Students  
#1 Best Undergrad Engineering Programs



Harvey Mudd

804 Students  
#1 Best Undergrad Engineering Programs



Spelman

2,135 Students  
#1 Historically Black Colleges



University of Virginia

21,238 Students  
#3 Top Public Schools



University of Michigan

3,295 Business Students  
#4 Undergrad Business Programs

And over 150 more!

### Still waiting to get approved?

If you reach out to a school that you work with, they'll be able to approve you directly.

### Have some questions or need help?

Send us a message at  
[support@joinhandshake.com](mailto:support@joinhandshake.com)

### Want to start over?

If you made this request accidentally, you can [cancel it now](#).

**If you have any questions about getting started with Handshake - reach out to [support@joinhandshake.com](mailto:support@joinhandshake.com).**