

Ready to create an account with Handshake? Follow these steps to get started:

Handshake registration form for employers. The form includes fields for First Name, Last Name, Email Address (work email), Password, Confirm Password, and Phone Number. A 'Sign Up' button is at the bottom. To the right, it says 'One Trusted, Integrated Network' and 'Recruit top students from over 400 University partners' with logos for ASU, UC, Cornell, UIUC, MUIB, Tufts, Berkeley, and others.

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

Handshake registration form for employers showing recruiting interests. It says 'Welcome to Handshake, Zoe' and 'Before continuing, we need a bit more info'. It asks 'Tell us the types of students you wish to recruit' with checkboxes for Agriculture, Food & Horticulture; Arts & Design; Business Entrepreneurship & Human Resources; Civic & Government; Communications; Computer Science, Information Systems & Technology; Education; and Engineering. It also asks 'Add your Alma Mater' with fields for School and Graduation Year. A 'Next: Employer Guidelines' button is at the bottom.

4. Enter your recruiting interests to help us better understand how you'll use Handshake. Then click **Next: Employer Guidelines**:

Handshake Employer Guidelines screen. It includes sections for 'Be Accurate and Transparent', 'Be Fair', 'Be Safe', and 'Be Responsible'. It also has a 'Next: Employer Guidelines' button.

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

\*If you are a third party recruiter select answer **Yes**, then review and check the box to agree to Handshake's third party recruiter policy to move forward. Please also see CSUB's third party recruiting guidelines below in the Job Posting criteria section.

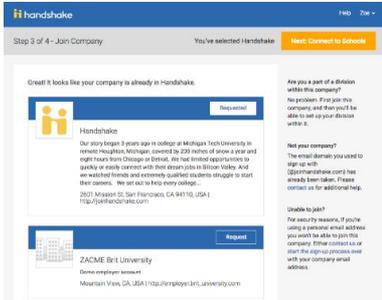
Handshake form asking if user is a third party recruiter. It says 'Are you a third party recruiter working on behalf of another company?' with 'Yes' and 'No' buttons. Below it, it says 'All postings created by third parties must be for a single company. The description of the job posting must clearly state both the company name as well as the fact that you represent a third party (in writing, on behalf of the company). You may not disclose any student information to a third party without the written consent of the student.' There is a checkbox for 'I agree or comply with the above third-party recruiting policies.'

Handshake confirmation screen. It says '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.' There is a 'Confirm Email' button.

6. **Confirm Email** to 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.

Handshake confirmation screen with email address. It says 'Confirm your email address on Handshake' and 'Hi Jade, Welcome to Handshake! Please confirm your email address to get started.' There is a 'Confirm Email' button.

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



- When you **click Confirm Email** 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. 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.

- Scroll down** to the area of the page where you can add basic information about your company: **Required: Company name, Website, Phone, Location, and description.**

Click **Create New Employer** when you are finished inputting your company information.

- 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, region and location. To request to connect with individual schools, click the **+** button to the right of the school. Then click **Next: Finish**

