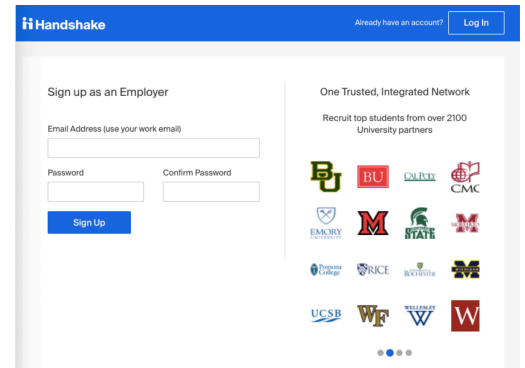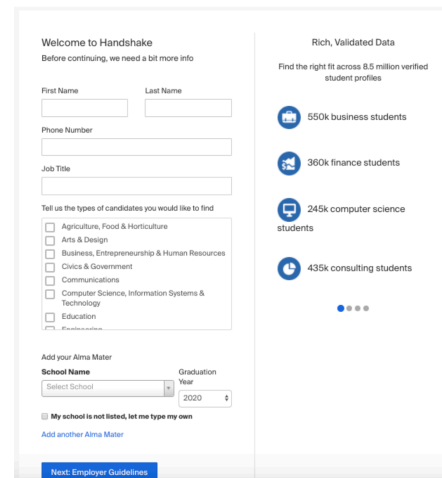# How to Get Started with handshake – For Employers
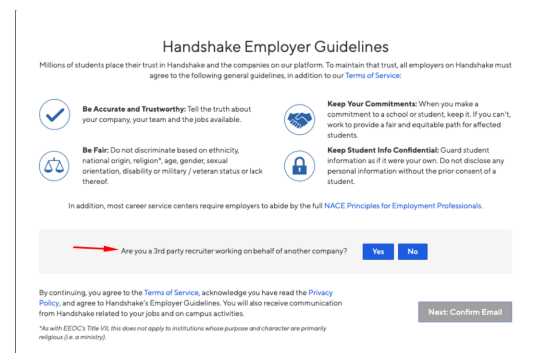
**Creating an Account**

1. Visit:

   **https://app.joinhandshake.com/employer_registrations/new**

2. Enter the email address and password you would like to use for the account and click **sign up**

3. On the next page, enter:

   a. First name

   b. Last Name

   c. Phone Number

   d. Job Title

   e. Types of students you're interested in recruiting on Handshake (this will not limit you, but is just a guide)

   f. Your Alma Mater and graduation year

4. Once you finish, select the blue tab that says **Next: Employer Guidelines**

5. Read the Employer Guidelines, Terms of Service, and Privacy Policy

6. Select **Yes** or **No** when it asks, "Are you a 3rd party recruiter working on behalf of another company?"

   a. If you select yes, review Handshake's third-party recruiting policy

7. When you have finished, click **Next: Confirm Email**

8. Check the email used to create your account for a confirmation email, it should arrive within 10 minutes. When you receive the email click the **Confirm Email** button to verify your account
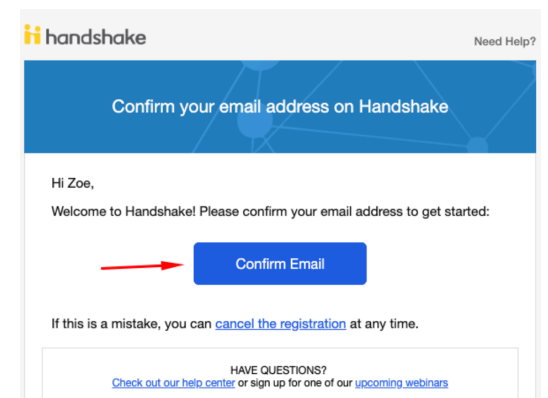
## Creating an Account Continued – Account Set-Up

1. Once you click Confirm Email, you should be taken back to Handshake to the page to select your company. You can use the search bar to find your company, and if it already exists in the Handshake system, you will see it listed in the options and can click **Request**. Upon requesting, your screen will indicate the owner of your company's profile where your approval request has been sent. You can reach out to this individual if there are any delays in your approval, or if there isn't anyone listed, contact Handshake Support for assistance.

   a. If your company does not exist in the system, click the Create New Company button and follow the directions listed at this link.

2. Select **Next: Connect to Schools.** The right side of the screen includes filters to allow schools to be identified based on rank, region, and location. To send a request to connect with individual schools, click the ➕ next to the school. Once you have added all of the schools, click **Next: Finish** to complete your account set-up.
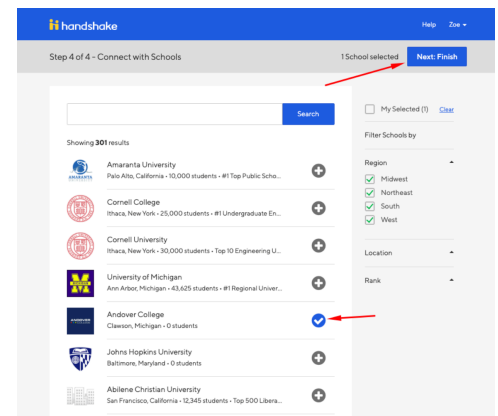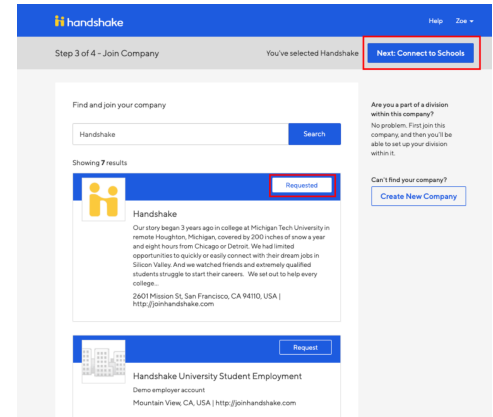
## How to Post a Co-op

1. To begin your job post, click **Post a Job** on the homepage, or go to Jobs → **Create a Job**.
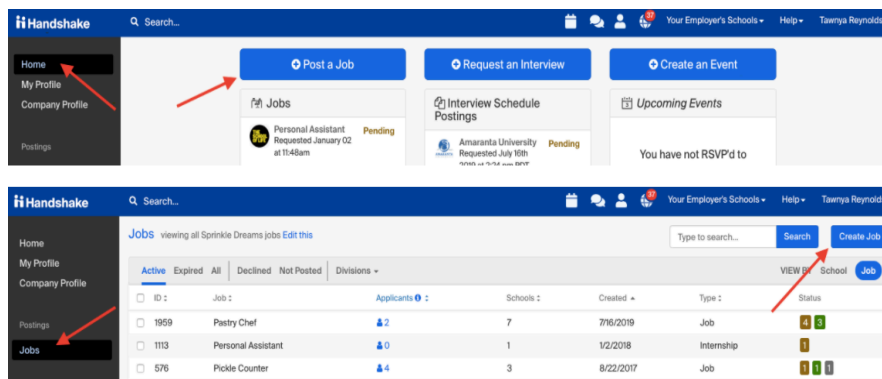
2. Job postings consist of four categories of entry fields and a preview option. You must enter all of the required information before being able to move on to the next tab.

   a. Basics

      i. Be sure to select Cooperative Education as the Job Type when you are looking for co-op students.

   b. Details

      i. If you would like students to submit their documents through Handshake, you can select which documents you wish to require students to submit.

   c. Preferences

      i. Preferences are optional. Any preferences added will not block students from applying, but will inform students if they have met the preferences.

      ii. The Applicant Packages section allows you to decide how you receive information about your applications. The "Email a summary" option will send you one email when the job expires. The "Email every time" option will send you emails each time a new student applies.

   d. Schools

      i. If your company has not been approved to post jobs at a school, you will not see that school as an option. You can still create the position and come back to add schools later.

      ii. Once you've added schools, you can either create individual application start and end dates for each school or a Global start and end date for all schools added.

3. Once you have entered all of the information and select **Next**, you will be taken to the Preview tab, which shows how your posting will appear to students. If the posting looks correct, click **save** and send your posting out to school to be viewed. If you want to edit any portion, just click the tab for the information that requires editing.

**For more information on how to use Handshake, visit the Handshake Help Center**