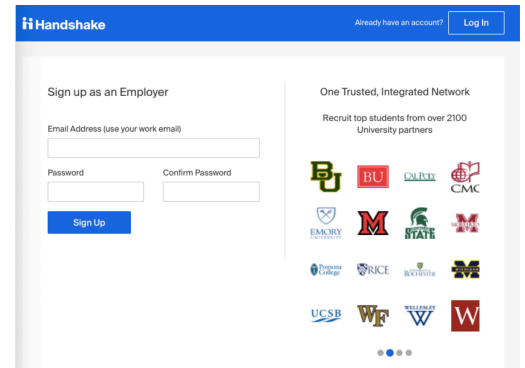


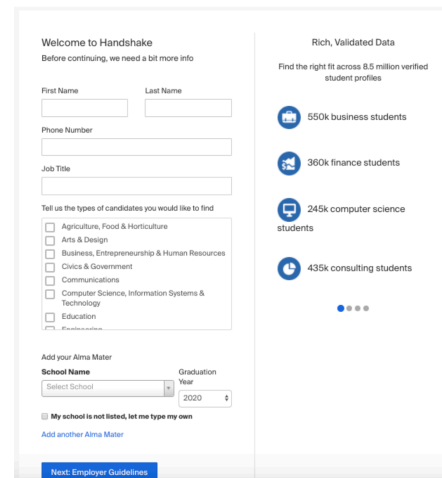
How to Get Started with handshake – For Employers

Creating an Account

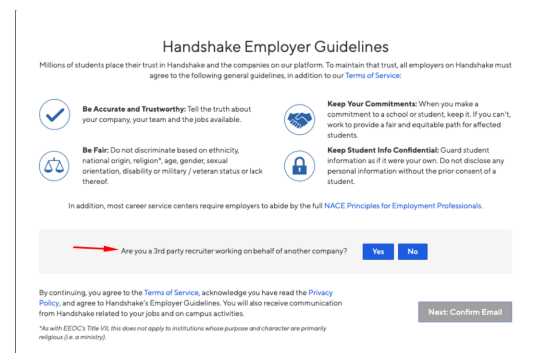
1. Visit:
https://app.joinhandshake.com/employer_registrations/new
2. Enter the email address and password you would like to use for the account and click **sign up**
3. On the next page, enter:
 - a. First name
 - b. Last Name
 - c. Phone Number
 - d. Job Title
 - e. Types of students you're interested 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



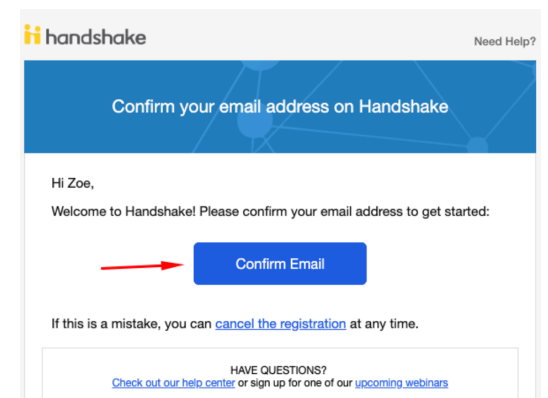
The screenshot shows the Handshake sign-up page for employers. At the top, there is a navigation bar with the Handshake logo and a 'Log In' button. The main heading is 'Sign up as an Employer'. Below this, there are input fields for 'Email Address (use your work email)', 'Password', and 'Confirm Password'. A blue 'Sign Up' button is positioned below the password fields. To the right, there is a section titled 'One Trusted, Integrated Network' with the text 'Recruit top students from over 2100 University partners'. Below this text is a grid of university logos, including BU, CALYNY, CMC, EMORY, M, STATE, W, UNIVERSITY OF CALIFORNIA, RICE, KY, M, UCSB, WF, WELLESLEY, and W.



The screenshot shows the 'Welcome to Handshake' page. It has two columns. The left column is titled 'Welcome to Handshake' and contains a form with fields for 'First Name', 'Last Name', 'Phone Number', and 'Job Title'. Below these fields is a section 'Tell us the types of candidates you would like to find' with several checkboxes for categories like 'Agriculture, Food & Horticulture', 'Arts & Design', 'Business, Entrepreneurship & Human Resources', 'Civilics & Government', 'Communications', 'Computer Science, Information Systems & Technology', and 'Education'. At the bottom of this column is a section 'Add your Alma Mater' with a 'School Name' dropdown and a 'Graduation Year' dropdown. The right column is titled 'Rich, Validated Data' and lists statistics: 'Find the right fit across 8.5 million verified student profiles', '550k business students', '360k finance students', '245k computer science students', and '435k consulting students'. A blue 'Next: Employer Guidelines' button is at the bottom.



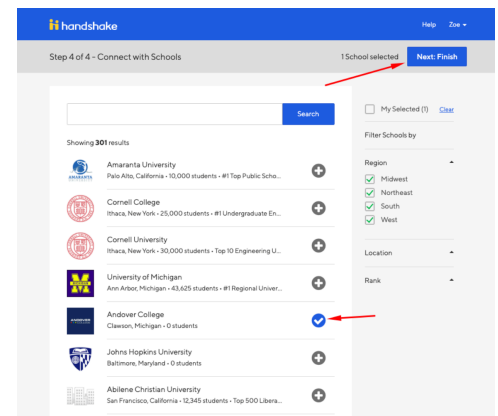
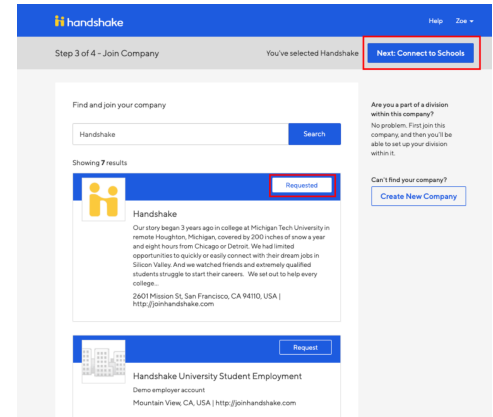
The screenshot shows the 'Handshake Employer Guidelines' page. It features a title 'Handshake Employer Guidelines' and a paragraph stating that millions of students place their trust in Handshake and that employers must agree to general guidelines. There are four icons with corresponding text: 'Be Accurate and Trustworthy', 'Be Fair', 'Keep Your Commitments', and 'Keep Student Info Confidential'. Below this is a question: 'Are you a 3rd party recruiter working on behalf of another company?' with 'Yes' and 'No' buttons. At the bottom, there is a 'Next: Confirm Email' button.



The screenshot shows an email confirmation page from Handshake. The header says 'Confirm your email address on Handshake'. The body of the email says 'Hi Zoe, Welcome to Handshake! Please confirm your email address to get started:' followed by a blue 'Confirm Email' button. Below the button, it says 'If this is a mistake, you can cancel the registration at any time.' At the bottom, there is a section 'HAVE QUESTIONS?' with links to 'Check out our help center' and 'sign up for one of our upcoming webinars'.

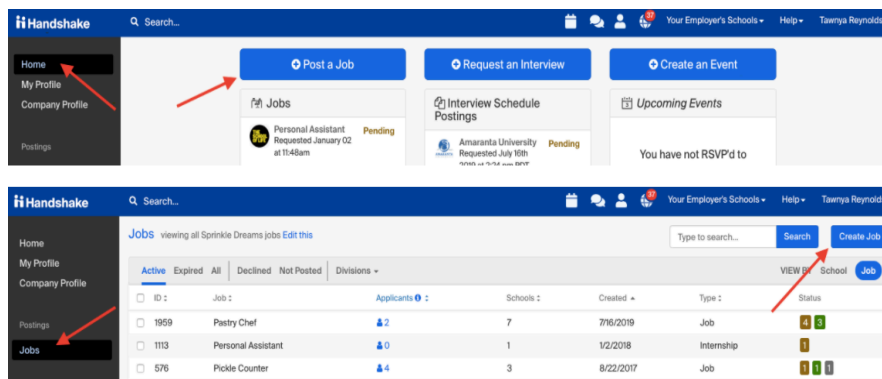
Creating an Account Continued – Account Set-Up

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](#)



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