

## Handshake Employer Login Instructions

To **register** select the **employer** button and fill out the registration with your company's information and your information then follow along.

Handshake registration link: <https://app.joinhandshake.com/register>

## Sign Up

What kind of account do you want to create?

Student / Alumni

Employer

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### Sign up as an Employer

First Name

Last Name

Email Address (use your work email)

Password

Confirm Password

Phone Number

Job Title

Sign Up

### One Trusted, Integrated Network

Recruit top students from over 400 University partners



Once you've signed up, a **verification email** will be sent to you. **PLEASE ACCEPT and READ the Terms and Conditions** on Handshake.

Confirm your email address on **Handshake**

Hi Ghenaj,

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

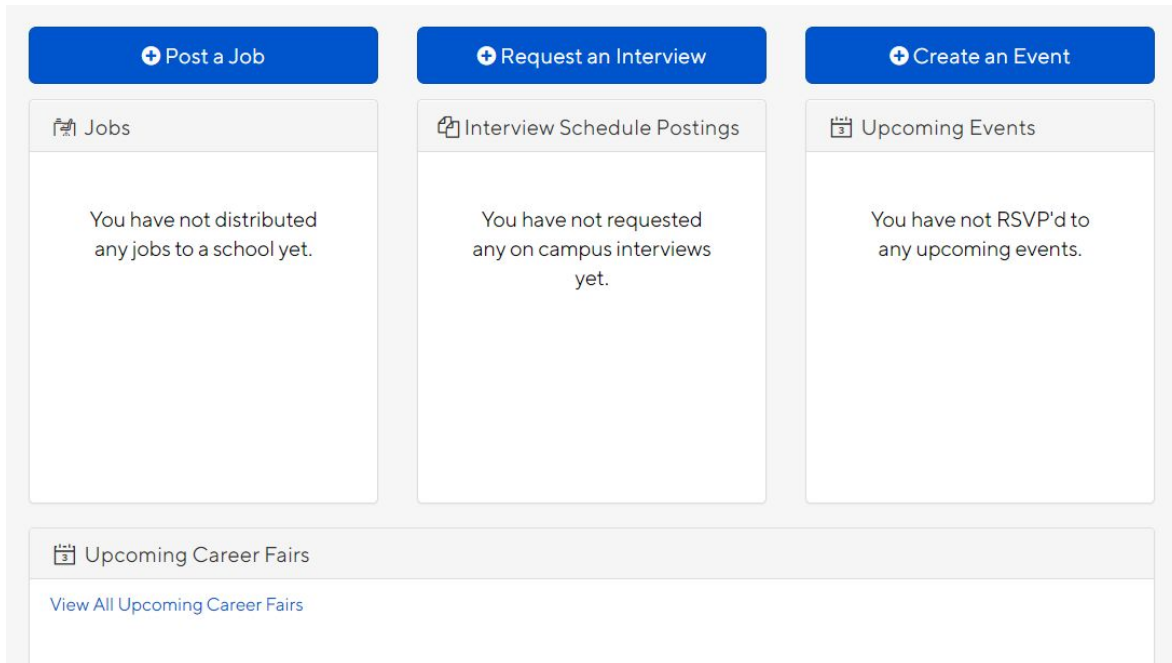
[Confirm Email](#)

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

HAVE QUESTIONS?

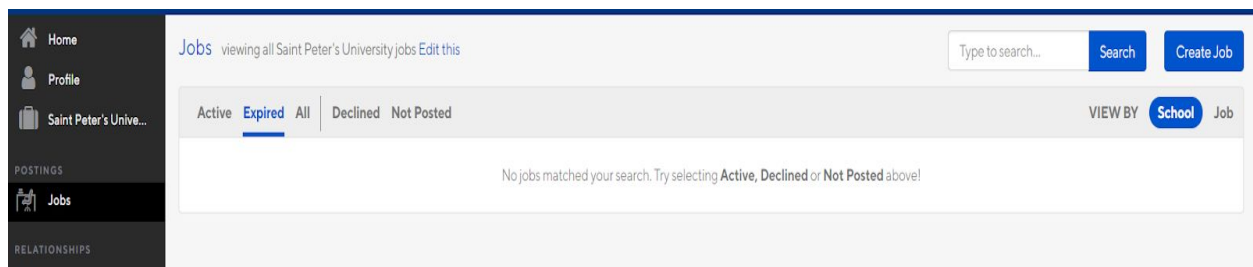
[Check out our help center](#) or sign up for one of our [upcoming webinars](#)

On your homepage you will see an option for you to post jobs, request an interview, and create an event.



Follow the fields and directions of how to post a job.

**\*NOTE:** You can also post a job and view previous jobs by going to the “**Job**” section on your menu. There you will also see the status on your posting by school or an overall view of your post.



**Job title**

+ add an ATS / job code to match against your applicant tracking system (this will not sync applications)

**Where should students submit their application?**

Apply in Handshake

Apply through external system

**Display your contact information to students?**

Name only  Don't show my info

**Job Type**

Internship

Cooperative Education

Experiential Learning

On Campus Student Employment

Fellowship

Graduate School

Job

Volunteer

Cancel < Basics Details Preferences Schools Next > Save

**\*NOTE: Please add Saint Peter's University to your school list so we can view your posting.**

Job postings

Global apply start date •

Global expiration date •

**Add All Schools** Find More

**\*NOTE: If you have a question about receiving applicants who don't meet your requirements, there is a disclaimer saying that Handshake will filter the ones who qualify.**

**ⓘ Your organization is not approved to post jobs at any schools yet**

You can create this job now, and return to this page to post it once your organization is approved. In the meantime, you can also [request approval to post jobs at additional schools](#).

Job postings

Global apply start date •

Global expiration date •

**Add All Schools** Find More

## To request an on campus Interview

Click on the **Request an Interview** and follow the steps.

Request Interview Schedule Manage

**\* What school would you like to interview at?**  
School...  
Your employer account must be approved to post Interview Schedules at the school chosen and the school must be in their interview scheduling season.

**Who from your company will be attending this interview?**  
Choose contacts...  
Add a contact from your company so they will receive email updates about the interview schedule. Not seeing the contact you're looking for? [Click Here](#)

**Interview Schedule Name**  
Spring Internship Interviews  
Use this field to uniquely identify an interview schedule. The interview's name will already include the job titles, dates and your company name.

**Interview Schedule Description**  
Students will meet with two interviewers for 20 minutes each back to back  
Any additional information about the schedule or your company you want to share with students and career services.

Only allow students to apply to one job attached to this interview schedule?

To Add a School go to **Schools** -> **Add School** and search for your school of interest.

The screenshot shows the Handshake 'Add Schools' page. On the left is a dark sidebar with navigation options: Home, Profile, Saint Peter's Unive..., POSTINGS (Jobs), RELATIONSHIPS (Search Students, Schools, Contacts), CAMPUS (Events, Interviews, Fairs), and OTHER (Surveys). The main content area has a search bar and filters for Region (Midwest, Northeast, South, West), Location, and Rank. A list of schools is displayed, each with a plus icon, logo, name, location, student count, and ranking.

School	Location	Students	Ranking
Arizona State University	Tempe, Arizona	71,946	#1 Most Innovative Schools
Babson College	Wellesley, Massachusetts	3,681	#1 in Entrepreneurship
California Polytechnic State University - San Luis Obispo	San Luis Obispo, California	19,246	#1 Top Public Schools (West)
Calvin College	Grand Rapids, Michigan	3,894	#1 Regional College - Midwest



**\*NOTE:** Once you've added a school a request will be sent to that school for approval. You can then see the list of schools you've added and their acceptance status. .

Your Schools Your Schools Add Schools

Type to search... Search Add More Schools

Status		Name :	Roles	Status :
<input type="checkbox"/> Approved (0)				
<input type="checkbox"/> Pending (1)				
<input type="checkbox"/> Declined (0)				
<b>Sizes</b>				
<input type="checkbox"/> < 1,000				
<input type="checkbox"/> 1,000 - 5,000				
<input type="checkbox"/> 5,000 - 10,000				
<input type="checkbox"/> 10,000 - 25,000				
<input type="checkbox"/> 25,000+				
<b>Region</b>				

		Name :	Roles	Status :
		Medaille College		Pending

**For more Handshake technical support or any questions you have use the following link:**

<https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer>