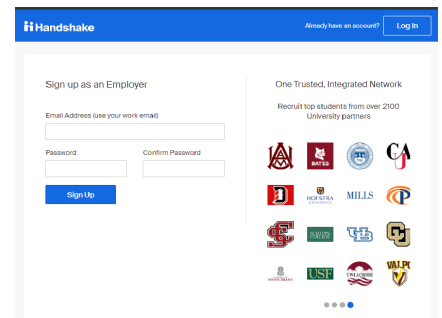


# Handshake

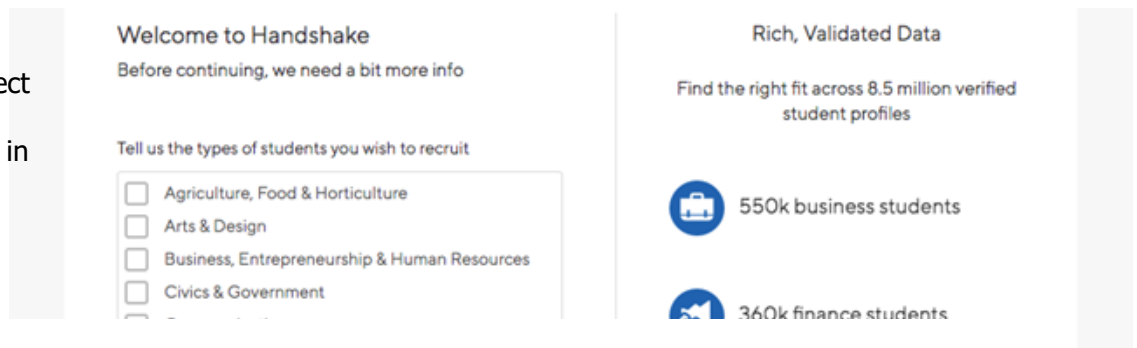
## **EMPLOYER GUIDE: Getting Started**

# How to Register as an Employer on Handshake

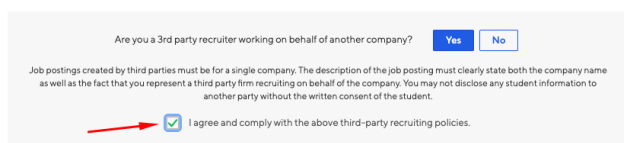
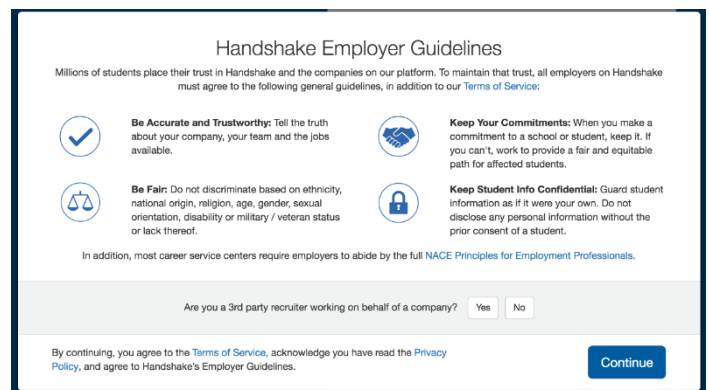
1. Go to [https://app.joinhandshake.com/employer\\_registrations/new](https://app.joinhandshake.com/employer_registrations/new)
2. **Input Information:** Once you select "Employer", input the requested information. Your email address and password will serve as your log-in credentials for the system.
3. From this page, enter in the following information, then click on **Next: Employer Guidelines (note: none of this information will be public to students unless you determine to make your profile public):**
  - a. Types of student's you're interested in recruiting on Handshake
    - i. There is not a way to add to this list
    - ii. The selections you make here do not hinder your ability to recruit students in any way, it's simply used for data purposes.
  - b. Alma Mater & Graduation Year



Note: Do not select which schools you're interested in recruiting from here.



4. From here, read the Employer Guidelines, [Terms of Service](#), and [Privacy Policy](#)
  - o **Click** on either **Yes** or **No** after the question "Are you a 3rd party recruiter working on behalf of another company?"
  - 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.
  - If you are not a third party recruiter, select **No**.
  - Once this question is answered, click **Next: Confirm Email**.



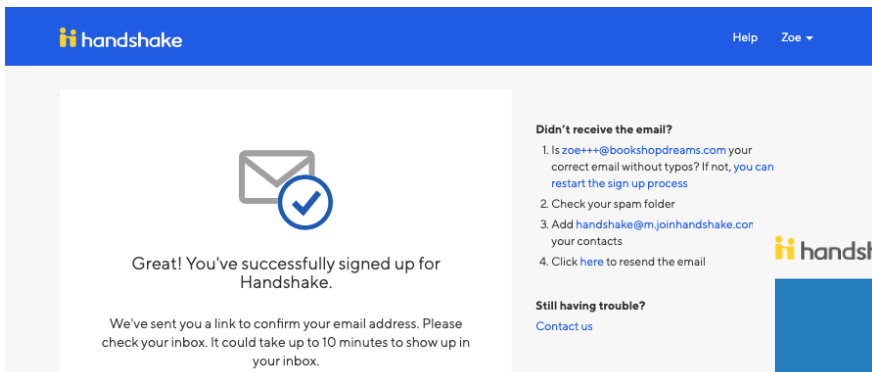
By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's [Employer Guidelines](#). You will also receive communication from Handshake related to your jobs and on campus activities.

\*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

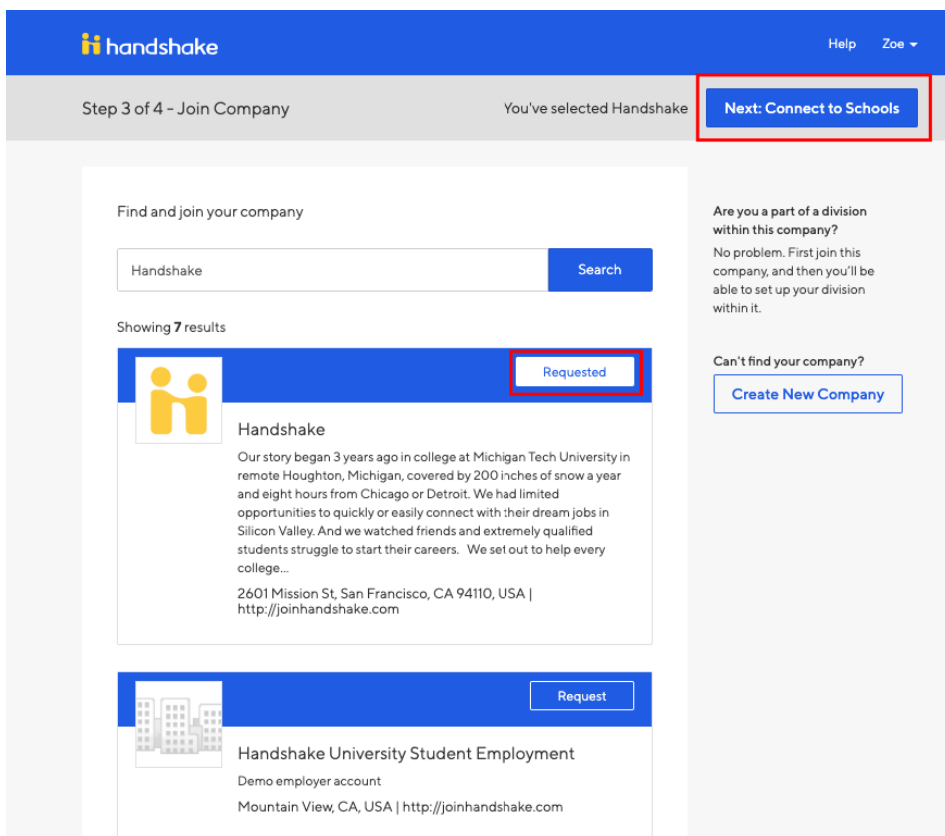
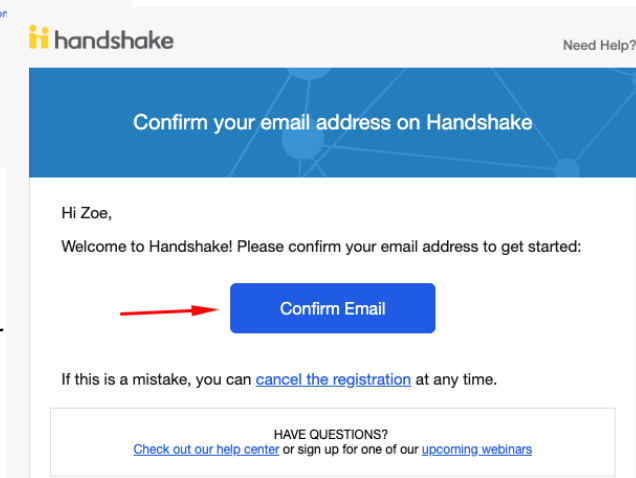
**Next: Confirm Email**

- 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, please see our [Confirmation Email Troubleshooting Guide](#).**

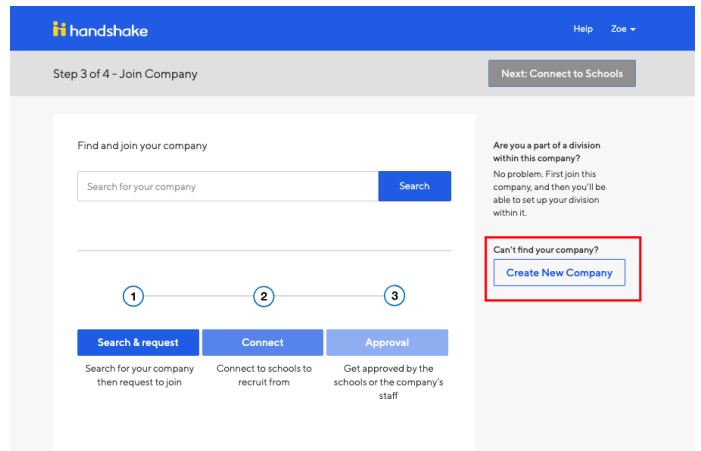


- When the email arrives, click the **Confirm Email** button to verify your account.
- When you **click Confirm Email** in your confirmation email, you will be brought back to Handshake. If your company already exists in our system, you'll see the following page. You can **click Request** to connect with that company and then select **Next: Connect to Schools**.

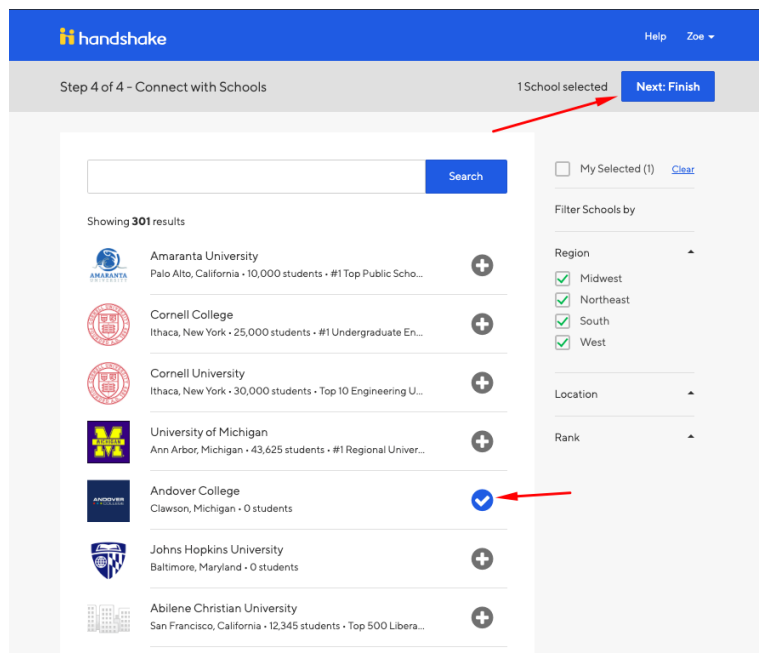


- If this is not the right company, or if no company per-populates, you can use the search bar to find your company. If your company does not exist, you can click the **Create New Company** button.

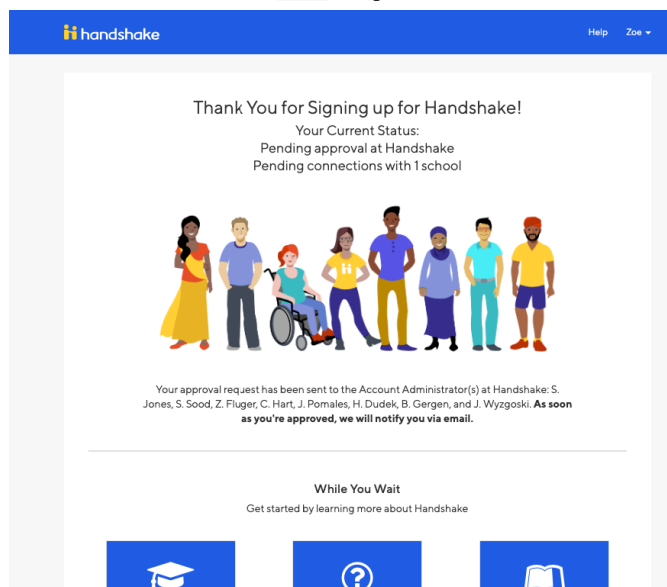
- See **page 4** of this document for how to create a company profile.
- Helpful Tip: If this is not your company and you think that an additional account should be opened for your domain you should create a new support ticket to discuss opening an additional Handshake account.



- 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**.



- If you are not automatically connected with your company you will see a pending page. To learn more about being in a pending status at your company, check out [this article here](#).



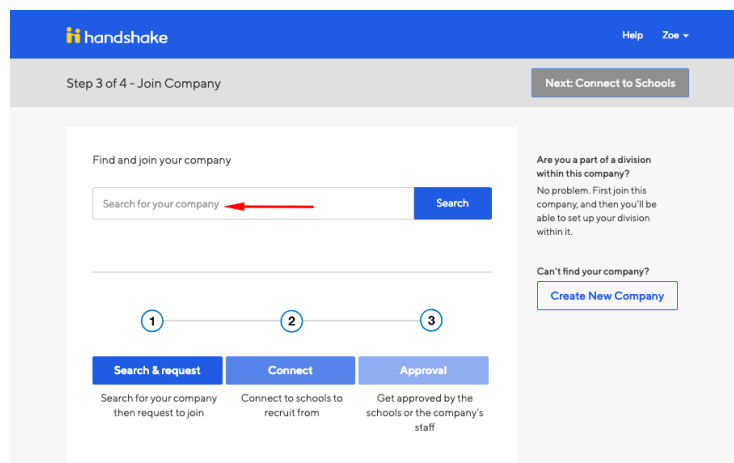
6. **Post Jobs & Register for Events:** After successfully creating your account, or linking your email address within an existing company, you will now have the option to post job, request on-campus interviews and register for upcoming events.
7. **Email Confirmation:** Once someone approves your account, you will receive an email confirming your connection to the university.
8. **Navigate Options:** Use the left-hand toolbar to navigate the options at the University, such as Events, Interviews, Fairs and Job Postings.

## Getting Started: Creating a New Company Profile:

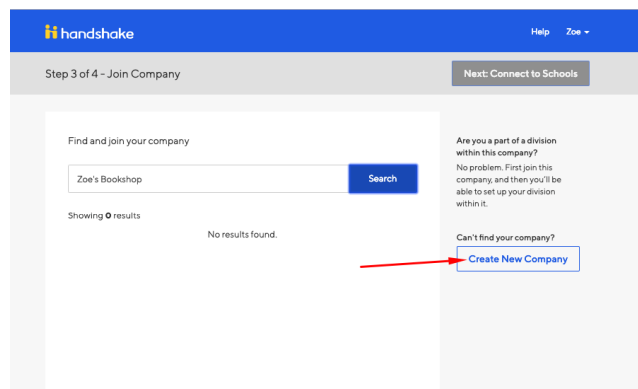
Important Notes before you begin:

- Handshake recommends first selecting keep me logged in when logging into Handshake before you begin creating a new company profile. If this is not selected, there is a chance that your page may time out, resulting in an unresponsive page when you try to save your newly created company. If this happens, you will need to log out out and start over.
- If you do not see the Create New Company button, or your company already has a Handshake profile, but needs to create additional profiles for different locations or divisions, please contact the [Handshake Support Team](#) for further assistance.

1. Once you have registered for your Handshake user account and are on Step 3 of 4 - Join Your Company, start by using the search box located in the middle of the screen to see if your company's profile already exists on Handshake.



2. If your company doesn't appear in the search results, *click* the **Create New Company** button, located on the right side of the screen.



- If you are not seeing the Create New Company button, please [contact Support](#) to have them open a domain space for you to create a new company with your domain.
- You will be taken to a page where you can fill out all of your company's information. The following fields are required to create a company profile on Handshake:
  - Company Name
  - Industry
  - Website
  - Location
    - *Please note: Handshake uses a Third Party company called MapBox for locations. If you are unable to locate your company's specific address, try using just the city and state, and we recommend submitting feedback to MapBox here: <https://www.mapbox.com/geocoder-feedback/>*
  - Description
  - Company Size
- Please take heed to fill out this information as fully and accurately as possible. As your company's profile will need to be approved by the Schools you wish to connect with on Handshake, it's very important to include matching and working information to have the best chances to be approved by Universities. Things such as a non-working website, mismatching images, or mismatching email domains (for example) could result in your account being temporarily suspended.

The screenshot shows the 'Start your company profile' form on the Handshake website. The form is divided into several sections:
 

- Company Name:** A text input field with a required field asterisk.
- Company Logo:** A square image placeholder with an 'Add a logo' button and a pencil icon for editing.
- Banner Image:** A larger rectangular image placeholder with an 'Add a branding image' button and a pencil icon.
- Industry:** A dropdown menu with a required field asterisk.
- Logo preview:** A section on the right showing a sample logo (a blue square with an orange 'C') and the text 'Company Name' below it. A note explains: 'Logo preview: This is how your company's name and logo will display when students search for your profile or jobs.'

 The top of the page features the Handshake logo and a user profile 'Zoe' with a dropdown arrow.

## Adding Your Company's Logo and Branding Images

### Company Logo:

1. Click Add a logo.
2. Click Upload New Image.
3. Select the logo image you'd like to use from your computer files. Please keep in mind that a 1:1 (width to height) ratio is best for your logo with a minimum size of 150x150 and maximum size of 400x400.
4. Click Select image.
5. Click Save.

### Branding Image:

1. Click Add a branding image.
2. Click Upload New Image.
3. Select the branding logo image you'd like to use from your computer files. Please keep in mind that a ratio between 4:1 and 5:1 (width to height) is best for your branding image with a minimum size of 1200x300 and a maximum size of 2000x500.
4. Pro-tip: Don't repeat your logo in your banner image. Your logo will be shown with your banner image. Try to pick an image that shows off who's there, where you are, or what you do.
5. Click Select image.
6. Click Save.

### **To Finish Creating Your Company Profile**

- Once all information is added, **Click Create New Company** at the bottom of this page. You will then be taken to Step 4 of 4 - Connect with Schools to select which schools you'd like to connect with (see point #3 on [this article](#) for more info).

**Helpful Tip:** If you're the Owner of the company profile, you can go back and edit your company information at any time by following the steps here: [How do I edit my company profile?](#)

# Frequently Asked Questions (FAQ)

## What do I do if my company uses a generic email?

A generic email is any email address that uses domains such as yahoo.com, hotmail.com, gmail.com, icloud.com, or others. Career Services typically does not desire these domain names due to the high amount of fraudulent employer accounts associated with these addresses. However, the Handshake team understands that some companies, such as franchises and growing businesses, use these email domains to carry out business every day.

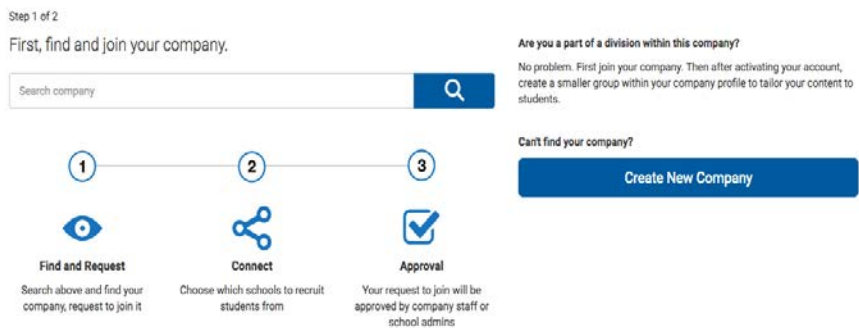
Although we will always recommend a company domain email address, you may create a company profile using a generic email domain. Once you have made the profile, spend some extra time to make sure everything is complete with accurate and updated information, and maybe even take the time to upload your logo and banner for a strong first impression! It's worth it in the long run!

If you are struggling to join an existing company because you have a generic email address, you will need to use your company domain email address to properly connect, due to the company profile's utilization of the unique email domain.

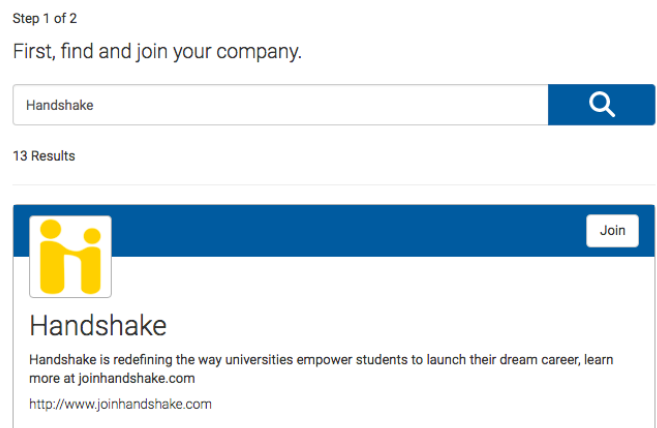
## What if I have a different email domain than my company?

If your email address does not match your company domain, you can still connect your account to your company.

1. **Create** your account (to learn more about how to create your company account, read [How do I create a company account?](#)) After you have created your login profile, confirmed your email address, and connected to the school(s) you want to engage with, you will need to connect to your company profile.
2. If your organization is already using Handshake, **search for it by name** using the **find and join your company** which will appear during the account creation process.
3. When your company's name appears, you can select Join.



Since you have a different domain name than the company you are joining, your account will be placed in a "pending status" until you are manually approved by the company. To learn more about what it means to be in Pending status, read [I am in "Pending" status with my company, what does that mean?](#)

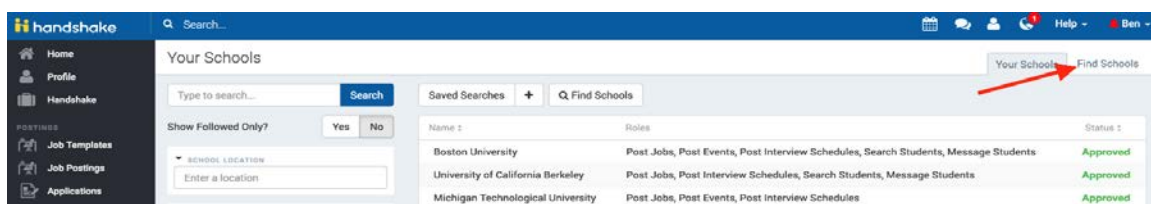




## How do I find and request access to a school?

Ready to connect with a school and its students? To get started, you'll first need to get approval from the school by following these steps:

1. From any page in Handshake, click on **Schools** located on the left hand navigation bar. This will bring up the schools overview screen. If you've already requested approval from one or more schools, your status with each of those schools will appear here.
2. To find the school you're looking for, click on the **Find Schools** tab located in the upper right of your screen. This will bring up a listing of all schools.



3. To find the your school of choice:
  - Scroll through the list, *OR* type the name of the school in the search bar, *OR*
  - Use the filters on the left to narrow the list of schools shown.
4. When you locate your school of choice, click on **Request Approval**. Your request will immediately be sent to the school and your status with the school will change to "pending". To learn more about this, read [What does it mean to be in "Pending status" with a school?](#)

**Note:** Each school has its own policy and timeline for processing employer requests and Handshake is unable to accelerate approvals. If you require expedited approval, or if you're concerned about the status of your request, please contact Whitworth University Career Services directly at [careerservices@whitworth.edu](mailto:careerservices@whitworth.edu) or 509-777-3272. This can also be done in Handshake by clicking on the school's name from the school overview page to go to its profile page. Enter a note in the contact box to notify career services.