

Review our best practices, then follow the steps below to get started!

- Sign up with your company-issued email address.
 - Signing up with your corporate email will help ensure you're connected with the right company.
- Are you unable to sign-up with a company-issued email, or does your company use a generic email domain? Check out [Registering for an Employer Account with a Generic Email Address](#).

- **Email Address**
- **Password** (*create new password*)
 - Passwords on Handshake must:
 - Contain eight characters *or more*
 - Contain characters from *two* of the following *three* character classes:
 - Alphabetic (e.g., a-z, A-Z)
 - Numeric (i.e. 0–9)
 - Punctuation and other characters
(e.g., !@#\$%^&*()_+|~-=\`{}[:";'<>?,./)
- **Note: passwords are not encrypted.**

- **First Name**
- **Last Name**
- **Phone Number**
 - A phone number is required to provide a point of contact for career centers. This information isn't visible to students.
- **Job Title**

Sign up as an Employer

Email Address (use your work email)
























Password

Confirm Password

Sign Up

One Trusted, Integrated Network

Recruit top students from over 2,000 colleges, universities, and community colleges.



- Enter your personal job title, and not the job that you are recruiting for.
- **Country**
 - This information is collected to ensure that Handshake can observe all relevant practices in your country.
- **Tell us the types of candidates you would like to find**
 - Check the box next to the major categories you'd like to source from.
 - **Note:** while there isn't a way to add categories to this list, you may choose from additional major categories in the **Preferences** tab of your job posting.
- **Add your Alma Mater** (*the school you formerly attended and/or graduated from*)
 - **School Name**
 - Type to search, or click the dropdown menu to search for and select your school.
 - **Grad Year**
 - Click the dropdown menu to select your grad year.
 - **Note:** if your Alma Mater is partnered with Handshake, an alumni contact entry will be automatically created at your Alma Mater.

Note: your name, job title, Alma Mater and graduation year are displayed on your user profile. If you're publicly listed on your company profile, students can view our user profile. *Learn more about your [Employer Account User Settings](#).*

Welcome to Handshake

Before continuing, we need a bit more info

First Name

Last Name

Phone Number

Job Title

Country 

Tell us the types of candidates you would like to find

Don't worry if you can't find all the categories you need.
You'll be able to add more later.

- ☐ Agriculture, Food & Horticulture
- ☐ Arts & Design
- ☐ Business, Entrepreneurship & Human Resources
- ☐ Civics & Government
- ☐ Communications
- ☐ Computer Science, Information Systems & Technology
- ☐ Education

Add your Alma Mater

School Name

Grad Year

☐ My school is not listed, let me type my own

[Add another Alma Mater](#)

Save and continue

Rich, Validated Data

Find the right fit across 8.5 million verified
student profiles



230k data mining students



385k entrepreneurship
students



320k economics students



280k accounting students



3. Click the blue button **Save and continue**. A popup will appear with Handshake Employer Guidelines, which includes our Terms of Service and Privacy Policy.

- It's important that you review the guidelines and linked resources before you proceed.

Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):



Be Accurate and Trustworthy: Tell the truth about your company, your team and the jobs available. If your opportunities require upfront costs, disclose that in your company description and job postings.



Keep Your Commitments: When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.



Be Fair: Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.



Keep Student Info Confidential: Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of another company?

Yes

No

☐ I agree to the [Terms of Service](#) and [Privacy Policy](#)

☒ I agree to receive marketing messages including promotions and special offers from Handshake.

Save and continue

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

Our guidelines require third party recruiters to identify their Handshake account as such.

According to Handshake, a third party recruiter is:

1. An employer who is hiring or posting jobs for a company other than the one they work for.
2. An employer who is hiring or posting jobs, but the pay/salary is provided by another company.
3. An employer who is hiring or posting jobs for *both* the company they work for and another company.

Below the guidelines listed, you're prompted to answer the question "Are you a 3rd party recruiter working on behalf of another company?"

- If you are a third party recruiter, click the button **Yes**, then review our third-party recruiting policies, and check the box for "I agree and comply with the above third-party recruiting policies."
- If you're not a third party recruiter, click the button **No**.

Are you a 3rd party recruiter working on behalf of another company?

Yes

No

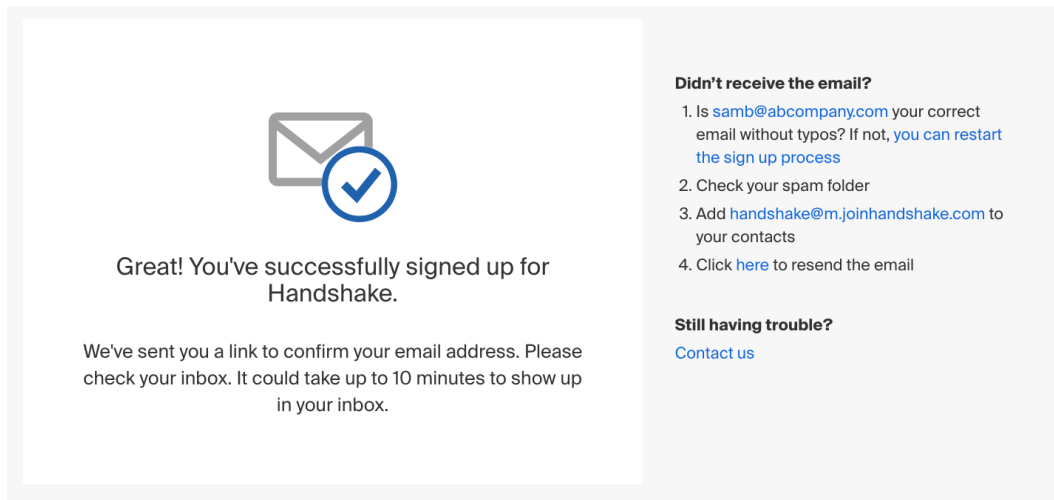
Job postings created by third parties must be for a single company. The description of the job posting must clearly state both the company name as well as the fact that you represent a third party firm recruiting on behalf of the company. You may not disclose any student information to another party without the written consent of the student.

☐ I agree and comply with the above third-party recruiting policies.

4. Click the box for "I agree to the Terms of Service and Privacy Policy" to move forward, and "I agree to receive marketing messages including promotions and special offers from Handshake" if desired.

5. Click the blue button **Save and continue**. The next page contains instructions on how to verify your account via the email address you used to sign-up. The email should arrive in 10 minutes with a link to confirm your account.

If you don't receive a confirmation email, check out [Troubleshooting a Missing Confirmation Email](#).



6. When the email arrives, click the red button **Confirm Email** in the email to verify your account. Email verification links are active for 12 hours after they are sent.

Handshake

Confirm your email address on Handshake

Hi Sam,

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.


If you'd no longer like to receive emails like this you can [sign in](#) to manage your notification preferences or [unsubscribe](#).

7. From here, you'll be redirected to Handshake to find and join your company, or create a new company profile.

- The page will display a list of company profiles associated with your email domain. If there is more than one, review the details for each profile. Click the blue button **Request** to select that company profile.
 - For third party recruiters, we recommend that you connect with the company you work for, or create a company profile if your company does not yet exist on Handshake, and then list your client's name in the job postings, as users can only be connected to one company profile per email.
 - If your company is found and you're part of a division, request to join your company and contact the owner of the company profile to add your division to the profile. [Learn How to Add Divisions to Your Company](#).
- If you've accidentally requested to connect with the wrong company profile, click the gray button **Requested** to undo the action.

Find and join your company

Showing 1 result



Sprinkle Dreams

Sprinkle Dreams was born of a love for pastries in 2005 from a kitchen in Scranton. After years of baking for friends and family, the delicacies created were able to be shared with the rest of the city through a small handful of staff, and now, across the world. Our team has evolved into multiple departments: the bakery at our core, responsible for any and every pastry imaginable, a People tea...


1111 North Main Avenue, Scranton, Pennsylvania 18508, United States | <http://www.sprinkledreams.com>

Are you a part of a division within this company?

No problem. First join this company, and then you'll be able to set up your division within it.

Can't find your company?

Showing 1 result



Sprinkle Dreams

- If companies do not pre-populate, use the search bar to search for your company.

- If your company does not exist, click the button **Create New Company** to the right of the page. *For additional details, refer to [How to Create a New Company Profile](#).*
- If you're unable to locate your company, including a specific branch or division, or create a new company profile, contact our Support Team [here](#).

Find and join your company

Search for your company Search

1 — 2 — 3

Search & request **Connect** **Approval**

Search for your company then request to join Connect to schools to recruit from Get approved by the schools or the company's staff

Are you a part of a division within this company?

No problem. First join this company, and then you'll be able to set up your division within it.

Can't find your company?

[Create New Company](#)

8. Once you've requested to join an existing company or create a new company profile, click the blue button **Finish** in the top-right corner.

- If you've created a new company profile, your account will be manually reviewed and validated by our Trust and Safety team. After your account is validated, you will receive an email notification and will be able to log in. *For additional details, refer to [Employer Validation](#).*
- If you've requested to join your existing company profile, the approval process is dependent upon the company profile settings.
 - If your company auto-approves new user accounts with their company email domain, you will be redirected to your homepage in Handshake and prompted to set up your [Applicant Status Messaging Preferences](#).
 - If your company doesn't automatically approve new user accounts with their company email domain, the request will be sent to the owner of the company profile for review and approval. *For more information, refer to [Pending Approval to Join Company](#).*

9. After your employer account is validated, and you've connected to your company profile, you can request schools.

10. To begin, click **Schools** from the left navigation bar, then click **More Schools on Handshake**.



















11. Use the search bar to locate a specific school, or use the filters on the right sidebar to narrow and customize your search results.

You can filter schools by:

- **Approval Status**
- **Location**
- **Community & Technical Colleges**
- **Ranking**
- **Size**
- **Region**

Click the gray button **Request** to the far right of each school you'd like to request. For additional guidance, refer to [School Network Management: Requesting, Adding, and Removing Schools](#).

School Network Management

Favorites Your Employer's Schools More Schools on Handshake																							
<div>Search</div> <div>Approval Status</div> <div>Location</div> <div>Community and Technical Colleges</div> <div>Ranking</div> <div>Size</div> <div>Region</div>	<table> <thead> <tr> <th>School Name</th><th>Date Joined</th><th></th></tr> </thead> <tbody> <tr> <td>  Northern Michigan University #1 Regional Universities (North) Marquette </td><td>8/4/17</td><td>Request</td></tr> <tr> <td>  Laconia University Fond du Lac </td><td>8/6/17</td><td>Request</td></tr> <tr> <td>  Southwest University Arizona City </td><td>8/6/17</td><td>Request</td></tr> <tr> <td>  Northeast University New York City </td><td>8/7/17</td><td>Request</td></tr> <tr> <td>  Midwest University Milwaukee </td><td>8/7/17</td><td>Request</td></tr> <tr> <td>  Rutgers University New Brunswick </td><td>8/7/17</td><td>Request</td></tr> </tbody> </table>	School Name	Date Joined		 Northern Michigan University #1 Regional Universities (North) Marquette	8/4/17	Request	 Laconia University Fond du Lac	8/6/17	Request	 Southwest University Arizona City	8/6/17	Request	 Northeast University New York City	8/7/17	Request	 Midwest University Milwaukee	8/7/17	Request	 Rutgers University New Brunswick	8/7/17	Request	
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Additional Resources

- Requested to join the wrong company? Refer to [Canceling a Request to Join the Wrong Company](#).
- If you've automatically connected to the wrong company, refer to [Leaving a Company in Handshake](#).
- If you've created a new company profile, check out [Employer Owners & Admin Tools](#).
- Explore your [Employer Account User Settings](#).
- Learn [How to Post a Job](#).
- Learn more about [Registering for a Fair \(Employers\)](#).
- Ready to host your first event? Check out [How to Request an Event](#).