

# Handshake Guidelines for Employers

*Post Jobs & Internships | Connect with Students | Promote Your Company*

## 1. Create a user account:

To access Handshake, a user account is required.

Visit [https://app.joinhandshake.com/employer\\_registrations/new](https://app.joinhandshake.com/employer_registrations/new) and enter the following information:

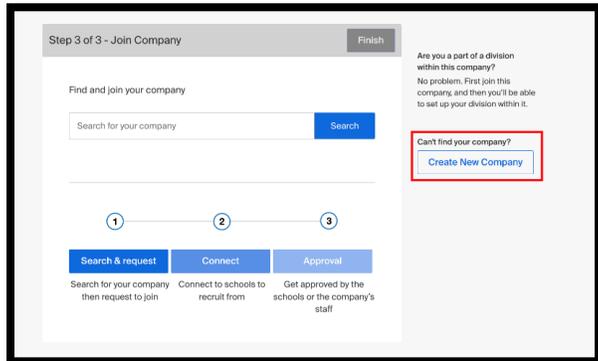
- **Email Address**
- **Password** (*create new password*)

## 2. Request to join your existing company profile on Handshake, or create a new one:

After you confirm your email, you are prompted to search for your company and request to join the company profile. *Or* you can create a new company profile if your company is not already on Handshake.

### Tips:

- **Use your corporate email address if you have one.** This will ensure that your company profile displays as an option to connect with if the company is on Handshake, and it can expedite the approval process.
- **Request to join your company rather than a school you want to recruit from.**
- **To Create** a new company profile, click the white button **Create New Company** on the right side of the page.



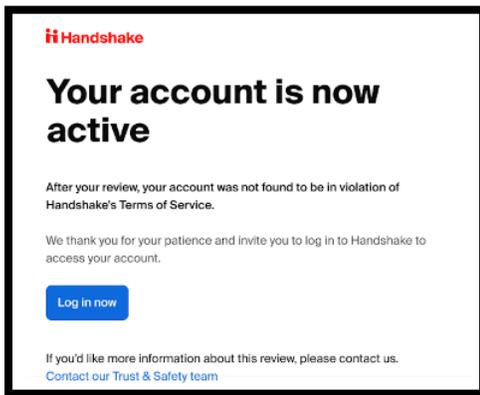
## 3. Validate your employer account, or connect with your existing company profile:

Employers who create a new company profile are manually reviewed and validated by our Trust and Safety team. *Learn more about our [Employer Validation](#).*

Users who are joining an existing company profile will either automatically connect with their company profile, or wait to be approved by the owner of their company's profile on Handshake. The approval process is dependent upon the company's profile settings.

If needed, Handshake's Trust and Safety team will manually review and validate the account, and a message will display during your session on Handshake stating "We're reviewing your account."

If no safety concerns are found with your account, access will be granted, and a notification is sent via email confirming “Your account is now active”.



#### 4. Customize your profile:

Once your new employer account is validated, or you connect with your existing company profile, you can customize your user profile.

#### 5. Connect with schools:

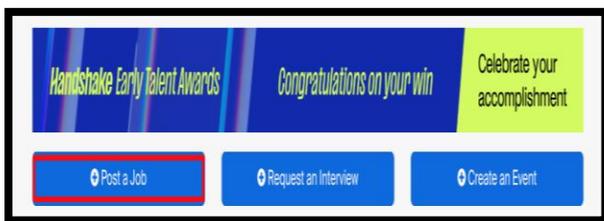
To connect with schools, you must either post a job to the desired school(s) and receive job approval, or contact the desired school(s) and ask to be proactively approved if you do not have a job to post.

At the upper-left of any page in Handshake, enter the name of the school in the search bar, then click on it.

Type the school's complete name to refine your search results. If the school does not appear, more than likely, the school is not partnered with Handshake.

#### 6. Posting a Job or Internship:

Click **Post a Job** from your home dashboard, or click **Jobs** from the left navigation bar to access the **Jobs** page, then click the blue button **Create Job** in the top-right corner of the page. Follow the prompts to post your job. *Learn more at [Posting a Job in Handshake](#).*



Questions? Please contact [CareerServices@cf.edu](mailto:CareerServices@cf.edu), or Bonnie Hays at (352) 854-2322, ext. 1855.