HOW TO CREATE AN EMPLOYER HANDSHAKE ACCOUNT

UCR Career Center

1

Visit **https://app.joinhandshake.com/employer_registrations/new** and enter the following information:

Enter the following information:
- Email Address
- Password (create new password)

2

Enter the following information:
- **First Name, Last Name, Phone Number**
- **Job Title,** Enter your personal job title, and not the job that you are recruiting for.
- **Country**
- **Tell us the types of candidates you would like to find**

3

Click **Next: Employer Guidelines**. A popup will appear with Handshake Employer Guidelines, our Terms of Service and Privacy Policy.
- It's important that you review the guidelines and linked resources before you proceed.

4

Click the box to the left of the text "I agree to the Terms of Service and Privacy Policy" to move forward and "I agree to recieve marketing messages including promotions and special offers from Handshake" if desired.

5

Click Next: **Confirm Email**. 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. Note: you must click the link in the email to proceed with the registration process.

6

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

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 found, **request** to select.
- If company does not pre-populate, use search bar.

8

Once you've requested to either join an existing company or create a new company profile, click **Next: Connect to Schools** in the upper-right corner of the page to choose schools to connect with.
To request to connect with individual schools, click the + button to the right of the school, then click **Next: Finish**.