



JOINING HANDSHAKE

Before you begin...



Please read through this ENTIRE *(Joining Handshake)* section prior to creating your profile in handshake.



Ensure that pop-ups are enabled in your browser.



JOINING HANDSHAKE

Step-by-step guide

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LOG IN:

- Open a web browser
- Go to <https://joinhandshake.com/>
- Select "Log In"

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SIGN UP:

- Click on "Sign up for an Account": located below the yellow Handshake icon in the center blue block.
- Select "Employer"
- Fill out YOUR information
 - List your WORK EMAIL and WORK PHONE NUMBER as the "Email Address" and "Phone Number"
- Click on "Sign Up" when you have completed all of the fields

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WHAT TYPE OF STUDENTS DO YOU WANT TO RECRUIT?

- Select the types of majors you wish to recruit.
 - *This list can be edited after your profile is complete.*
- You can select your own alma mater by typing in the name of the school and selecting it from the drop-down menu and indicating your graduation date.
 - Continue to add as many schools as you attended.
- Click on "Next: Employer Guidelines" when complete.



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STUDENTS

Handshake Students

EMPLOYERS

CAREER CENTERS

LIFE AT HANDSHAKE

SUPPORT

LOG IN

JOINING HANDSHAKE

continued...



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3RD PARTY RECRUITER STATUS

A pop-up window will appear.

- If you **ARE** a 3rd party recruiter, select “**Yes**” and follow the prompts
- If you **ARE NOT** a 3rd party recruiter, select “**No**”.
- Read the Privacy Policy and the Terms of Service.
- Select “Next: Confirm Email” to continue signing up for Handshake.

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

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.

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

Next: Confirm Email

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CONFIRM YOUR EMAIL

- You will see a message asking you to confirm your email.
 - *The confirmation email can take up to 10 minutes to arrive in your Inbox.*
- Once it has been received in your Inbox, open the email and click on “Confirm Email”

Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

Confirm your email address on Handshake

Hi Niki,

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](#)

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JOIN or SET UP YOUR COMPANY

Upon confirming your email, you will be asked to join your company. Type in your company's name and click on “Search.”

- If your company is in Handshake, select the company from the list and click on “Next: Connect to Schools”
- If your company is not already in Handshake:
 - Click on “Create New Company” and follow the prompts. Be complete, If any field is left blank, it will delay the approval of your company within Handshake.

Handshake company setup flow showing steps: 1. Search for company, 2. Create new company, 3. Complete company profile.

JOINING HANDSHAKE

continued...

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ADD SCHOOLS

- In the search box, type in the name of the school(s) you would like to have students apply from.
- Select the “+” sign by the school you wish to add.
 - This list can be added to and taken away from your profile is complete.
- When you have added all of the schools you would like to add at this time, click on “Next: Finish”

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WELCOME TO HANDSHAKE

Welcome to Handshake!

- Edit the Status Messages that students will receive from you.
 - This information can also be edited at a later time.

Welcome to Handshake!



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A screenshot of the Handshake 'Connect with Schools' interface. At the top, a green banner says 'Your new company account was successfully created.' Below it, the header reads 'Step 4 of 4 - Connect with Schools' and '0 Schools selected' with a 'Next: Finish' button. A search bar contains 'Weber State University' and a 'Search' button. Below the search bar, it says 'Showing 1 result • Select all' and lists 'Weber State University' with 'Ogden, Utah • 24,048 students'. To the right, there's a 'Filter Schools by' section with checkboxes for 'Region' (Midwest, Northeast, South, West) and 'Location'. A green arrow points to the search bar, and another points to the 'Next: Finish' button.A screenshot of the Handshake 'Status Messages' settings page. The title is 'Automatically update students about their status'. The text says 'Handshake will now send customizable messages to keep students updated about their application status at three key moments'. There are three sections: 'Upon receiving an application to a job you posted' (Send a personalized greeting to the students), 'Upon reviewing a profile or documents' (Let students know their application is being reviewed), and 'Upon choosing Declined' (Send a sincere follow-up to students about their application). At the bottom, it says 'The status message can be customized or turned off at any time in the Status Messaging Preferences'. There are two buttons: 'Never Send Status Messages' and 'Edit & Activate Status Messages'. A green arrow points to the 'Edit & Activate Status Messages' button.