

Handshake Guide for Campus Employers

(How to complete a profile and connect with your department)

1. Go to <https://app.joinhandshake.com/register>

The screenshot shows the Handshake registration page for employers. The header includes the Handshake logo and a 'Log In' button for existing users. The main section is titled 'Sign up as an Employer' and contains several input fields: 'First Name', 'Last Name', 'Email Address (use your work email)', 'Password', 'Confirm Password', and 'Phone Number'. A yellow 'Sign Up' button is located at the bottom of the form. To the right of the form, there is a section titled 'One Trusted, Integrated Network' with the text 'Recruit top students from over 400 University partners'. Below this text is a grid of university logos, including ASU, CU, Carnegie Mellon University, Columbia University, Harvey Mudd College, Princeton University, Tufts University, Penn, and Virginia.

2. Please fill out the information and confirm your email address. You will then go through Handshake's onboarding process:

a. Preference majors (select all or a few)

This screenshot shows the 'Preference majors' step. It starts with a welcome message: 'Welcome to Handshake, SHP Career'. Below this, it says 'Before continuing, we need a bit more info'. The main section is titled 'Tell us the types of students you wish to recruit' and features a list of major categories with checkboxes. A red arrow points to the 'Business, Entrepreneurship & Human Resources' checkbox. Below the list, there is a section for 'Add your Alma Mater' with 'School Name' and 'Graduation Year' dropdown menus. A red arrow points to the 'Skip!' button. At the bottom, there is a yellow button labeled 'Next: Employer Guidelines'.

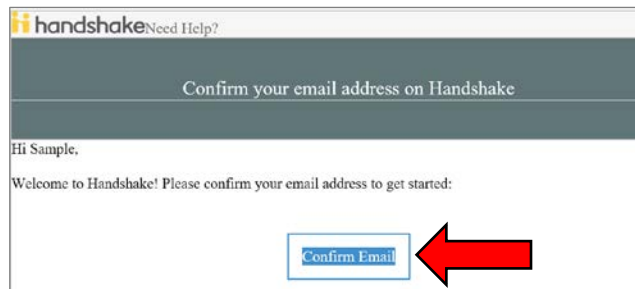
b. Agree to the employer guidelines

This screenshot shows the 'Handshake Employer Guidelines' step. It begins with the title 'Handshake Employer Guidelines' and a paragraph explaining that millions of students trust the platform and that employers must agree to general guidelines. There are four icons with corresponding text: 'Be Accurate and Trustworthy', 'Be Fair', 'Keep Your Commitments', and 'Keep Student Info Confidential'. Below this, there is a question: 'Are you a 3rd party recruiter working on behalf of another company?' with 'Yes' and 'No' buttons. A red arrow points to the 'Next: Confirm Email' button. At the bottom, there is a small disclaimer: '*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry)'.

c. Confirm your email address

This screenshot shows the 'Confirm your email address' step. It features a large envelope icon with a checkmark. Below the icon, it says 'Great! You've successfully signed up for Handshake.' and '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.'

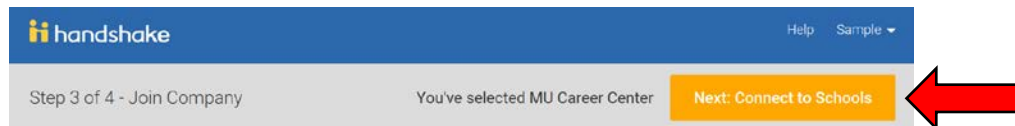
3. An email will be sent to you to confirm your email address. Please click *Confirm* to finish registration process.



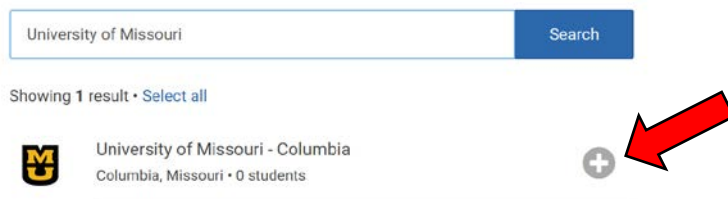
4. You will need to **request** to connect with the employer account that has been created for you. You may either scroll through the list or use Ctrl+F to search for your dept. name. We used the naming convention **MU Department Name** to allow for standardization across campus. You may also consult the complete departmental list that appears on the last two pages of this guide.



5. After your department request, scroll to the top for the next step: Click on the *Connect to Schools* button

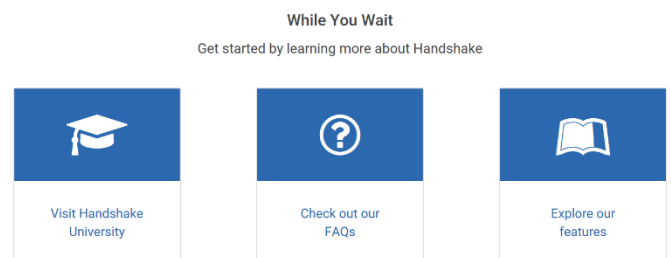


6. Search for schools by typing "University of Missouri" and select **+** key when it appears.



7. You're all done! Click the Finish button at the top of the page. A staff member will approve you within 2 business days. In the meantime, you can learn more about Handshake as you await activation. In particular, we recommend you review the following helpful resources:

- [How to post a job](#)
- [How to duplicate a job posting](#)
- [How to set up job requirements](#)



Concerns and Questions

The MU Career Center is happy to assist you in your student recruitment efforts! If your department does not appear on our list or you have difficulties registering, please contact Amanda Nell at nella@missouri.edu or 573-882-0878. Thank you for supporting students through valuable employment opportunities!

MU Departments in Handshake

(alphabetical listing)

Missouri Business Alert	MU Chemistry
Missouri College Advising Corps	MU Civil and Environmental Engineering
Missouri Kidney Program	MU Classical Studies
Missouri Prevention Center	MU College of Arts and Science
Mizzou International Experience	MU College of Engineering
Mizzou K-12 Online	MU College of Human Environmental Sciences
MU 4-H Center for Youth Development	MU College of Veterinary Medicine
MU Academic Retention Services	MU Columbia Missourian
MU Academic Support Center	MU Communication
MU Accountancy Department	MU Communication Science and Disorders
MU Accounting Services	MU Conference Office
MU Adaptive Gymnastics	MU Counseling Center
MU Adventure Club	MU Craft Studio
MU Ag Alumni Association	MU Department of Health Psychology
MU Alumni Association	MU Department of Neurology
MU Anthropology	MU Disability Center
MU Archaeometry Laboratory	MU Division of Applied Social Sciences
MU Architectural Studies Department	MU Division of Inclusion, Diversity & Equity
MU Art Department	MU Division of Information Technology
MU Athletics	MU Division of Information Technology
MU Athletics	MU Division of Plant Sciences
MU Biochemistry	MU Donald W. Reynolds Journalism Institute
MU Biodesign & Innovation Fellowship	MU Educational Technologies at Missouri
MU Biological Sciences	MU Energy Management
MU Black Studies Program	MU English
MU Bond Life Sciences Center	MU execMBA Program
MU CAFNR - International Ag Programs	MU Extension
MU CAFNR Animal Sciences Division	MU Family and Community Medicine
MU CAFNR Office of Communications	MU Gaines/Oldham Black Culture Center
MU Cambio Center	MU Harry S Truman School of Public Affairs
MU Campus Dining Services	MU Healthy for Life (HR)/The T. E. Atkins
MU Campus Facilities	MU History
MU Campus Facilities	MU Honors College
MU Career Center	MU Hospitality Management
MU Cashiers Office	MU Human Resources SOS Temporary Staffing
MU Center for Agroforestry	MU Institute of Public Policy
MU Center for English Language Learning	MU Institutional Research
MU Center for Family Policy and Research	MU International Center

MU International Trade Center	MU R. Michael Roberts Research Group
MU KBIA - FM	MU Religious Studies
MU Laboratory for Infectious Disease Research	MU Research Lab of Dr. Elizabeth Parks
MU Learning Center	MU Research Reactor Center
MU Learning, Teaching & Curriculum	MU Residential Life
MU Libraries	MU School of Health Professions
MU Mason Eye Institute	MU School of Information Science & Learning
MU Master of Public Health Program (MPH)	MU School of Medicine
MU Math Study/Geary Psychology Research Lab	MU School of Natural Resources
MU Missouri School of Journalism	MU School of Social Work
MU Mizzou Online	MU Sociology
MU MizzouRec Services & Facilities	MU Soil Health Assessment Center
MU MO Health Professions Consortium	MU Soil Microbiology
MU Multicultural Certificate Program	MU Soil, Environmental and Atmospheric
MU News Bureau	MU Statistics
MU OB/GYN and Women's Health	MU Student Affairs
MU Office for Civil Rights & Title IX	MU Student and Auxiliary Services
MU Office of Admissions	MU Student Financial Aid
MU Office of Advancement	MU Student Health Center
MU Office of Economic Development	MU Student Life
MU Office of Greek Life	MU RSVP Center
MU Office of Intellectual Property	MU Student Success Center
MU Office of International Admissions	MU Technology Management and Industry
MU Office of Multicultural Center	MU Terrorism and Disaster Center
MU Office of Parent Relations	MU The Maneater Newspaper
MU Office of Research	MU The Missouri Review
MU Office of Service Learning	MU The Reflector
MU Office of the Provost	MU The University Club
MU Office of the University Registrar	MU The Zou Cafe, Inc.
MU Office of the Vice Provost for Undergraduate Studies	MU Thompson Center
MU Office of Undergraduate Research	MU Tiger Garden
MU OPEN Initiative	MU Trulaske College of Business
MU Parking and Transportation Services	MU Truman Youth Leadership Academy
MU Peace Studies Program	MU USDA-ARS Plant Genetics
MU Personal Financial Planning	MU Wellness Resource Center
MU Physical Therapy Department	MU Wheelchair Basketball
MU Physics and Astronomy	MU Women's and Gender Studies
MU Psychological Sciences	State Historical Society of Missouri

Don't see your dept? Please contact Amanda Nell at 573-882-0878 or nella@missouri.edu for assistance.