handshake

Employer Guide: Getting Started

How to Register as an Employer on Handshake

1. Go to https://app.joinhandshake.com/employer_registrations/new

2. **Choose Account:** Select which type of account you'd like to create: "Employer"

3. **Input Information:** Once you select "Employer", input the requested information. Your email address and password will serve as your log-in credentials for the system.

(**Note:** Handshake will ask you to pick your company from a list or create a new company. Be sure to use your official company email account. Any company whose email domain matches yours will be suggested. For example, if your email is "me@handshake.com", Handshake will suggest all companies using "handshake.com".)
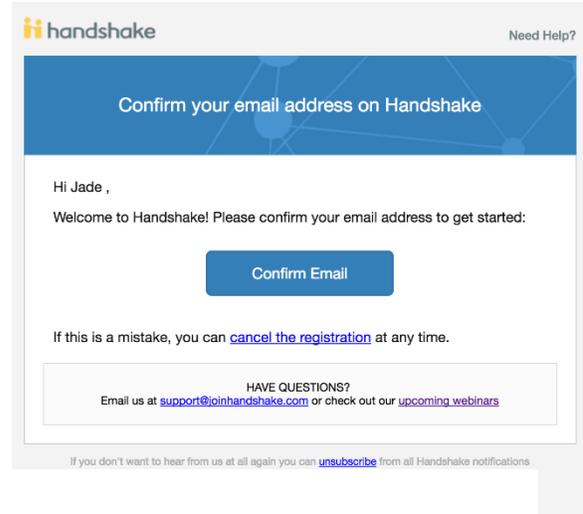
4. **Activate Your Account:** The system will ask if you are a Third Party Recruiter. Select either "Yes, I am" or No, I am not" and continue. You will receive a confirmation email in order to activate your account. Follow the numbered time-line on the bottom of the browser to continue the registration process.

- If you are a third party recruiter, meaning that you are going to be posting jobs on behalf of another company, with the intent of finding candidates for that company to hire, then you must click the Yes, I am button and then read and agree to comply with Handshake's third party recruiting policies (by checking the agree to comply box).

- If you are not a third party recruiter (meaning you work for the employer you're creating the account for), click the No, I am not button and click Finish.

5. **Email Confirmation:** You will go to a confirmation page, and you will shortly (within 5-10 minutes) receive a confirmation email (to the email address provided) with a link enabling you to confirm your account. You must click this link before you can proceed with the registration process.

6. Handshake will send to this page when you click on the link in your email. If your company is displayed on this page you will click **Join** next to your company name. You can also click **Create Company** from this page if you do not see your company listed.

7. **Create Company Profile:** If you are creating a company profile, it will ask for a few details including name, website and company e-mail address. Once you fill this information out, you can choose the "Create Company Profile" box. Create a Company profile and choose "Create New Employer."

8. **Post Jobs & Register for Events:** After successfully creating your account, or linking your email address within an existing company, you will now have the option to post job, request on-campus interviews and register for upcoming events.

9. **Email Confirmation:** Once someone approves your account, you will receive an email confirming your connection to the university.

10. **Navigate Options:** Use the left-hand toolbar to navigate the options at the University, such as Events, Interviews, Fairs and Job Postings.

Frequently Asked Questions (FAQ)

What do I do if my company uses a generic email?

A generic email is any email address that uses domains such as yahoo.com, hotmail.com, gmail.com, icloud.com, or others. Career Services typically does not desire these domain names due to the high amount of fraudulent employer accounts associated with these addresses. However, the Handshake team understands that some companies, such as franchises and growing businesses, use these email domains to carry out business every day.

Although we will always recommend a company domain email address, you may create a company profile using a generic email domain. Once you have made the profile, spend some extra time to make sure everything is complete with accurate and updated information, and maybe even take the time to upload your logo and banner for a strong first impression! It's worth it in the long run!

If you are struggling to join an existing company because you have a generic email address, you will need to use your company domain email address to properly connect, due to the company profile's utilization of the unique email domain.

What if I have a different email domain than my company?

If your email address does not match your company domain, you can still connect your account to your company.

1. **Create** your account (to learn more about how to create your company account, read How do I create a company account?) After you have created your login profile, confirmed your email address, and connected to the school(s) you want to engage with, you will need to connect to your company profile.

2. If your organization is already using Handshake, **search for it by name** using the **find and join your company** which will appear during the account creation process.

3. When your company's name appears, you can select Join.
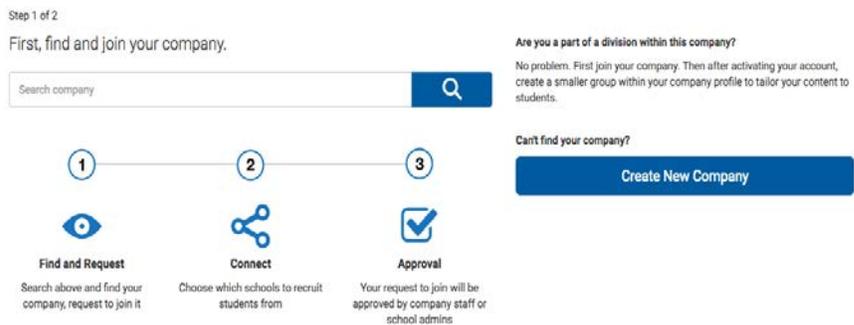
Since you have a different domain name than the company you are joining, your account will be placed in a "pending status" until you are manually approved by the company. To learn more about what it means to be in Pending status, read I am in "Pending" status with my company, what does that mean?

3
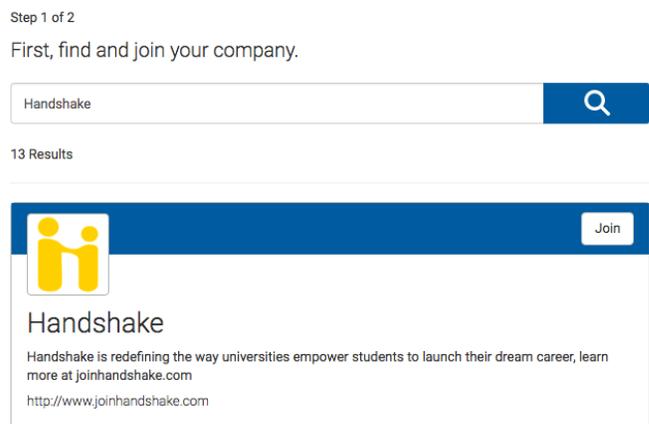
How do I create a company profile?

Start by using this form to look for your company to confirm whether or not you already have a profile. If your company doesn't appear in the search results, **click** the *Create Company Profile* button.

You will go to a page where you can add a company logo and a company branding image:

To add your company's logo:

1. Click **Add a logo.**
2. Click **Upload New Image.**
3. Select the logo image you'd like to use from your computer files. Please keep in mind that a 1:1 (width to height) ratio is best for your logo with a minimum size of 150x150 and maximum size of 400x400.
4. Click **Select image.**
5. Click **Save.**

To add your company's branding image:

1. Click **Add a branding image.**
2. Click **Upload New Image.**

   Note: Select the logo image you'd like to use from your computer files. Please keep in mind that a ratio between 4:1 and 5:1 (width to height) is best for your branding image with a size minimum of 1200x300 and a size maximum of 2000x500.
3. Click **Select image** and then **Save.**

Scroll down to the area of the page where you can add basic information about your company:

1. Complete your company's information
   - Required: Company name, Website, Phone, Location, and description.
   - Additional options include:
     - Company size, public email, business pitch, and social media account information (to direct students to your company's public and official Facebook page, Twitter feed, etc.).

- o Click the **Auto Approve Staff** box if you'd like to enable any user with a confirmed email address from your company domain name to receive automatic approved when they request access at your company. (To manually approve staff requests, leave box unchecked).

- o Click the **Allow Student Messages** if you'd like to allow students to initiate conversations with your company through the Handshake platform. (Leave this box unchecked if you want students to contact you via email or other off-platform vehicles).

2. Click **Create New Employer** when you are finished inputting your company information. You will go to the employer landing page where you will be able to create job postings and events. To learn more about editing your company information, read How do I edit my company profile?

How do I find and request access to a school?

Ready to connect with a school and its students? To get started, you'll first need to get approval from the school by following these steps:

1. From any page in Handshake, click on **Schools** located on the left hand navigation bar. This will bring up the schools overview screen. If you've already requested approval from one or more schools, your status with each of those schools will appear here.

2. To find the school you're looking for, click on the **Find Schools** tab located in the upper right of your screen. This will bring up a listing of all schools.
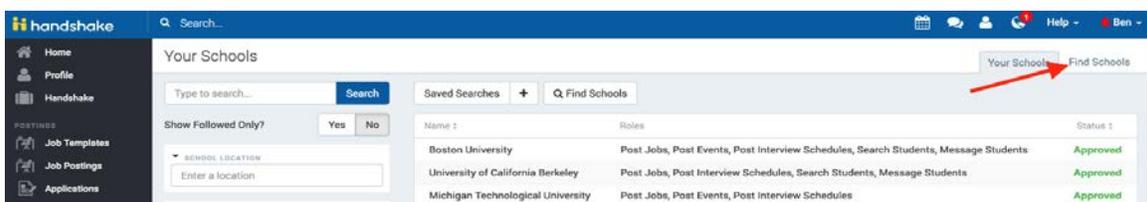
3. To find the your school of choice:
   - Scroll through the list, *OR* type the name of the school in the search bar, OR
   - Use the filters on the left to narrow the list of schools shown.

4. When you locate your school of choice, click on **Request Approval.** Your request will immediately be sent to the school and your status with the school will change to "pending". To learn more about this, read What does it mean to be in "Pending status" with a school?

Note: Each school has its own policy and timeline for processing employer requests and Handshake is unable to accelerate approvals. If you require expedited approval, or if you're concerned about the status of your request, please contact Mizzou directly. Just click on the school's name from the school overview page to go to its profile page. Enter a note in the contact box to notify career services.

5