

Handshake FAQ for Employers

General Information for Getting Started in Handshake

Handshake has created this guide to help walk you through the process of getting started, from signing up to posting jobs, with troubleshooting tips for each step of the way. Getting started should be a smooth process! Visit [Getting Started with Handshake](#) for details!

Creating a new user account

Ready to create an account with Handshake? Follow these steps to get started:

1. Visit <https://app.joinhandshake.com/register>
2. Select the **Employer** account type from the options presented
3. Fill out the information requested then click **Sign Up**

After you set up your account and confirm your email address, then you will be prompted to either join your existing company profile (if you already use Handshake with other Universities) or create a new company profile.

Pending Approval to Join Company: All new Employer Users need to be approved by existing staff members in order to join a company profile on Handshake. Any existing staff members already connected to the company profile will be notified that a new user has requested access.

Once the Career Center staff has approved your profile you will be able to post jobs, register for fairs, etc.

For full instructions on the set up process please visit the following resource guide:

[How To Create a User Account, Join a Company, and Connect with School](#)

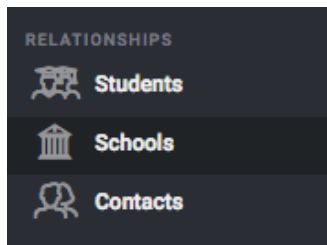
Create a New Company Profile

First time your company is using Handshake? Great! This resource will teach you how to create an effective profile for your company to share with UC San Diego students, alumni and across all of your Handshake partner universities. Once you've created an account, please visit [How to Create a New Company Profile](#)

How to Add a School on Handshake

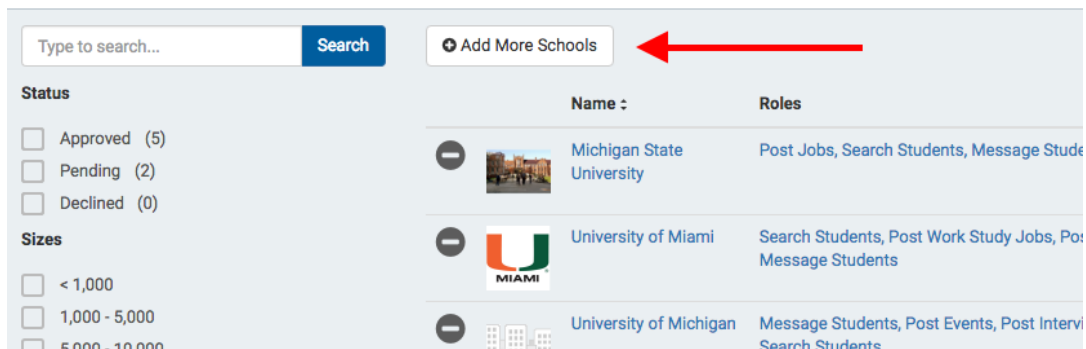
During your initial account set up you will be prompted to add schools to your profile. To add a new school follow the steps below:

- Log in to Handshake
- Go to **Schools**, under the "Relationships" category on your left navigation bar



- Choose the **+ Add More Schools** button above your list of schools

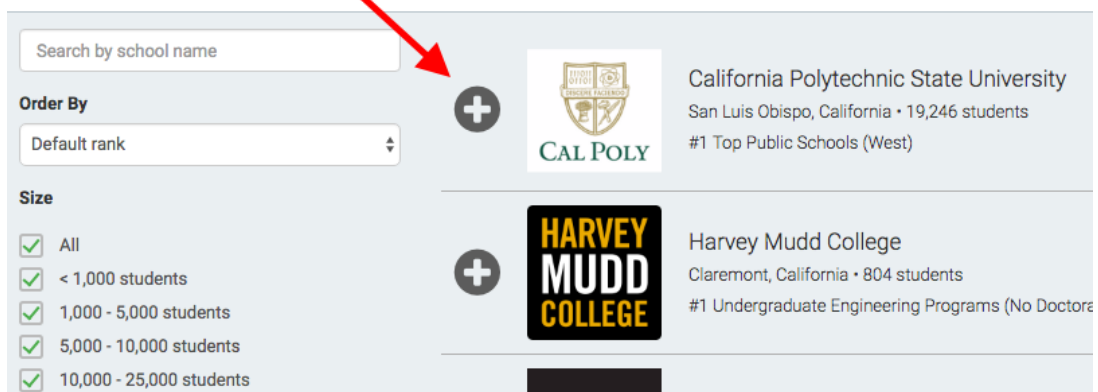
Your Schools



| Status | Name | Roles |
|---------------------------------------|---------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Approved (5) | Michigan State University | Post Jobs, Search Students, Message Students |
| <input type="checkbox"/> Pending (2) | University of Miami | Search Students, Post Work Study Jobs, Post Events, Message Students |
| <input type="checkbox"/> Declined (0) | University of Michigan | Message Students, Post Events, Post Interviews, Search Students |

- Click the **(+)** next to each school you want to add

Add Schools



| Size | School |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> All | California Polytechnic State University San Luis Obispo, California • 19,246 students #1 Top Public Schools (West) |
| <input checked="" type="checkbox"/> < 1,000 students | Harvey Mudd College Claremont, California • 804 students #1 Undergraduate Engineering Programs (No Doctorate) |

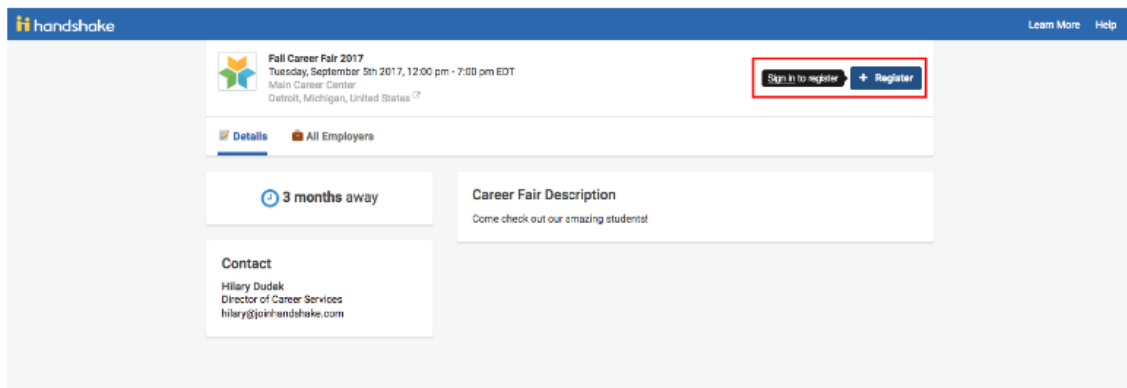
For more details on how to select the schools you're like to view please visit: [How to Toggle Between Your Schools](#)

How to Register for a Career Fair

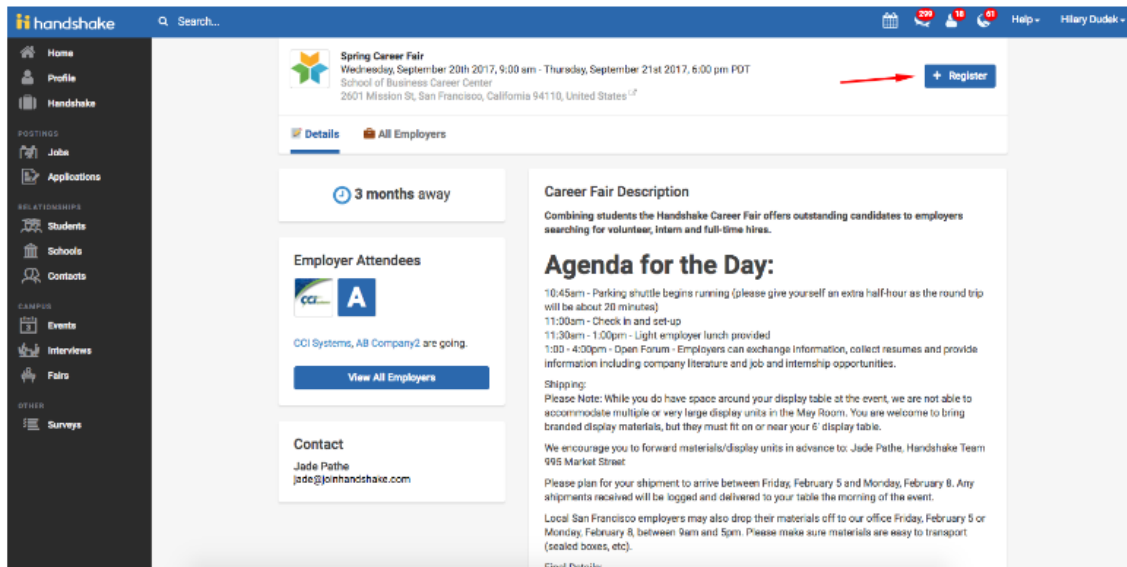
Need help registering for a Career Fair at UC San Diego?

If You Already Have An Active Handshake Account:

1. Click on the link that you received to register for the career fair
2. You will see a page like this:



3. Click **Register** which will pop up a small link to **Sign In**
4. You will be taken to the login page where you can login to your account (If you are having trouble remembering your password, select **Forgot Password**)
5. Once you login you will be taken to the career fair registration page



6. Click **Register**
7. Select a booth option

Please follow this guide for further assistance: [How to Register for a Career Fair](#)

How to Post a New Job

Posting internships and jobs on Handshake is quick and easy! Please visit this guide to help in the process: [How to Post a Job](#)

*Basic employer profiles have 100 direct to students messages