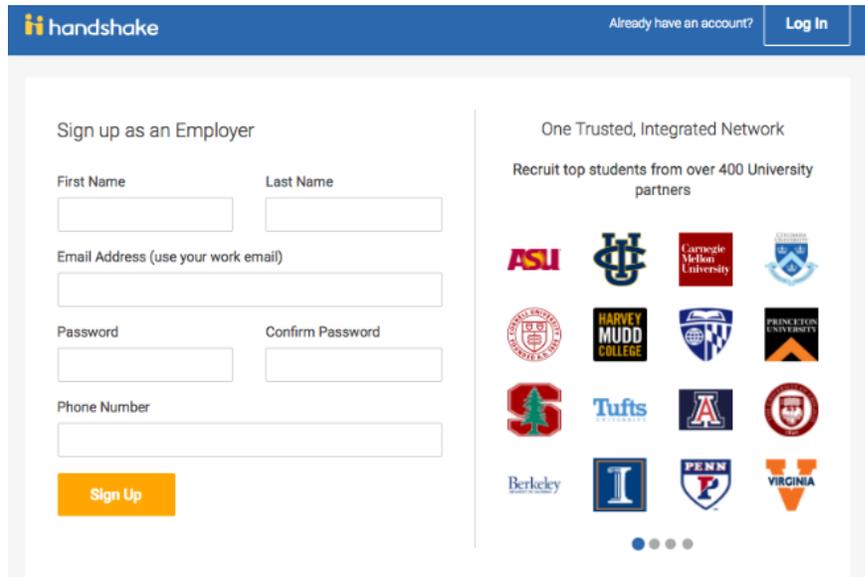


Welcome to Handshake: Guide to create an Employer Account

1. Follow this link to Handshake: <https://joinhandshake.com/register>. Click to Sign up for an Account



The screenshot shows the Handshake registration page for employers. At the top, there is a blue header with the Handshake logo on the left, the text "Already have an account?" in the center, and a "Log In" button on the right. Below the header, the page is divided into two main sections. The left section is titled "Sign up as an Employer" and contains a registration form with the following fields: "First Name" and "Last Name" (two separate input boxes), "Email Address (use your work email)" (one input box), "Password" and "Confirm Password" (two separate input boxes), and "Phone Number" (one input box). A yellow "Sign Up" button is located at the bottom of this section. The right section is titled "One Trusted, Integrated Network" and features the text "Recruit top students from over 400 University partners". Below this text is a grid of 12 university logos, including ASU, Tufts, Carnegie Mellon University, Harvard University, Harvey Mudd College, Princeton University, Stanford University, Tufts University, Tufts University, Tufts University, Berkeley, Penn State, and Virginia. At the bottom of the grid are four small blue dots, with the first one being larger, indicating the current step in a multi-step process.

2. Select Employer and fill out the designated fields to Sign Up
 1. IMPORTANT NOTE: Make sure you register with an email associated with the organization (i.e. use the same company domain for the email address.)
 2. Please provide an accurate phone number as we use this to communicate regarding the Career Fair
3. Specify which students you'd like to recruit
4. Identify your alma mater then click on Next: Employer Guidelines
 1. Read the guidelines and select Yes or No regarding 3rd party recruiting
5. Click Next: Confirm Email
 1. Check your email and follow the link provided by Handshake. If you do not have an email from Handshake, check your junk and spam folders. If no email is present, add Handshake to your address book to ensure delivery: handshake@m.joinhandshake.com and handshake@notifications.joinhandshake.com
6. Handshake will try to match companies to you based on your email domain. Click on your company to connect IF they already have a Handshake account

1. Make sure you connect to the correct company. Businesses with several branches are likely to have a company profile for each branch. Double check the location, logo, and staff. If you are able to connect to your company, skip 7.3
2. You can also manually search for your company OR Create New Company
3. Creating a company – click on Create New Company
 1. Fill in Company Name, Company Logo, Industry, Website, Location, Description, and Company Size
 2. Click Create New Company
 1. Your company is more likely to connect with more schools if you fill out all of the required and additional fields
7. You will now connect with “University of Toledo” exactly (and any other schools you’d like to connect with)
8. Wait for The University of Toledo – Career service centers to approve the connection
9. Additional information: <https://support.joinhandshake.com/hc/en-us/articles/219133047>