

How to Create a New Employer Profile

We've created this guide to help **walk you through the process of getting started on Handshake**, from signing up to posting jobs, with troubleshooting tips for each step of the way. Getting started should be a smooth process! *If you are interested in following any of the blue links to further instructions, simply right click and choose 'open hyperlink'.*

1. Create a user account *(First for yourself and then your company/church)*

You will need a user account in order to login and use Handshake. Go to https://app.joinhandshake.com/employer_registrations/new to create an employer account for yourself. Follow these steps to get started!

Enter in your email **address and desired password**, then click **Sign Up**.

Best Practices:

- *Sign up with your **corporate email** address*
 - *Company profiles are linked to an email domain, so signing up with your work email will help ensure you're connected with the right company.*
 - *If you do not have a corporate email, **you can still use your generic email** (gmail, yahoo, etc.) but having a corporate email makes it easier for schools to identify legitimate employers from scammers.*
- *Unable to sign up with a corporate email? Check out [Registering for an Employer Account with a Generic Email Address](#) for advice.*
- *Registering on behalf of someone else? Refer to [Register for an Employer Account on Behalf of Another User](#).*

Handshake Already have an account? [Log In](#)

Sign up as an Employer

Email Address (use your work email)

Password Confirm Password

[Sign Up](#)

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Recruit top students from over 700 University partners

STEP 2) Enter the following information, then click on Next: Employer Guidelines.

Note: none of this information will be public to students unless you determine to make your profile public.

- **First Name**
- **Last Name**
- **Phone Number:** this is a free text field, format as desired
- **Job Title:** This is your personal job title, and not the job that you are recruiting for. If you are serving on a pastoral search committee, use this as your title.
- **Types of students you're interested in recruiting on Handshake**
 - There is not a way to add to this list, and **the selections you make here do not hinder your ability to recruit students in any way**, it's simply used for data purposes. (Once you connect with Cedarville University, later in the set-up process, you will be able to choose from our **specific majors!**)
- **Alma Mater & Graduation Year:** If your Alma Mater is partnered with Handshake, this will create a contact entry for you at your Alma Mater, listed as an Alumni contact.

Note: **Do not select which schools you're interested in recruiting from here.**

The screenshot shows the Handshake setup interface. On the left, a form titled 'Welcome to Handshake' asks for personal information: First Name, Last Name, Phone Number, and Job Title (with an example 'i.e. University Recruiter'). Below this is a section 'Tell us the types of candidates you would like to find' with a list of checkboxes for various fields of study. At the bottom of the form is the 'Add your Alma Mater' section, which includes a 'School Name' dropdown menu (with a red annotation 'Not required to proceed with sign up.'), a 'Graduation Year' dropdown menu (set to 2020), and a checkbox for 'My school is not listed, let me type my own'. A blue button at the bottom of the form says 'Next: Employer Guidelines'. On the right, a section titled 'Rich, Validated Data' displays a list of student categories with icons: 550k business students, 360k finance students, 245k computer science students, and 435k consulting students. A progress indicator with three dots is visible below the list.

STEP 3) A popup will load with the Employer Guidelines, Terms of Service, and Privacy Policy.

Click on either **Yes** or **No** after the question "Are you a 3rd party recruiter working on behalf of another company?", then, click **Next: Confirm Email**.

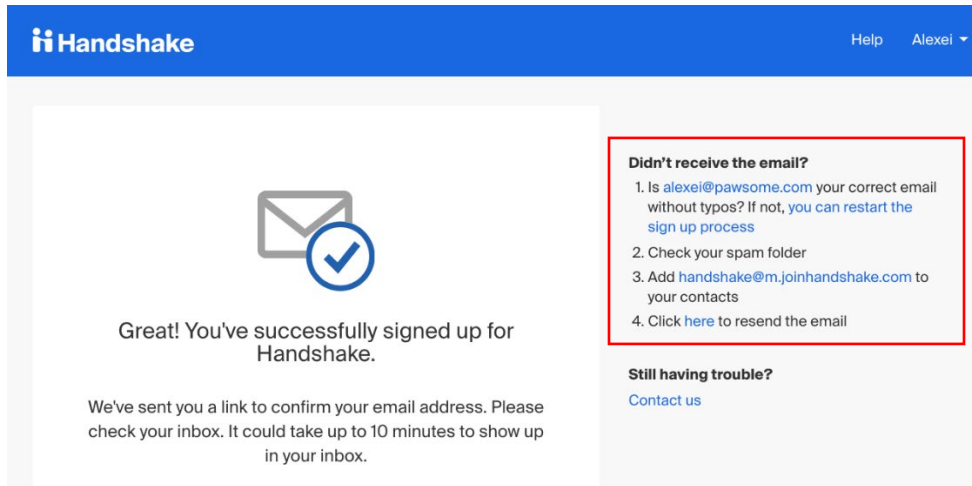
- If you are a third-party recruiter select answer **Yes**, then review and check the box to agree to Handshake's third party recruiter policy to move forward.

- If you are not a third-party recruiter, select **No**, as shown in the sample above.

STEP 4) The next page contains instructions on how to verify your account via the email address you provided. The email should arrive within 10 minutes and will contain a link enabling you to confirm your account. You must click this link before you can proceed with the registration process.

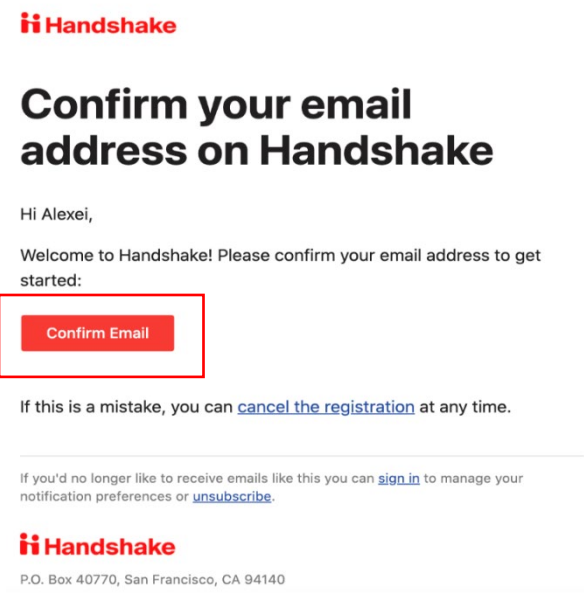
Note: *Troubleshooting tips:*

*If you're having difficulties receiving the confirmation email, try checking your **spam and junk folders** to ensure that emails are not being filtered out. Add handshake@m.joinhandshake.com to your email contacts or address book. Then, resend the confirmation email once you've taken these steps. You can resend the confirmation by logging into Handshake and using the link in Step 4 on the right side of your screen, as pictured here:*



The screenshot shows the Handshake registration confirmation page. At the top, there is a blue header with the Handshake logo on the left and 'Help Alexei' on the right. The main content area has a light gray background. On the left, there is a large icon of an envelope with a blue checkmark inside a circle. Below this icon, the text reads: 'Great! You've successfully signed up for Handshake.' followed by '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.' On the right side, there is a white box with a red border containing the following text: 'Didn't receive the email?' followed by a numbered list: 1. Is alexei@pawsome.com your correct email without typos? If not, you can restart the [sign up process](#). 2. Check your spam folder. 3. Add handshake@m.joinhandshake.com to your contacts. 4. Click [here](#) to resend the email. Below this box, there is another section: 'Still having trouble?' followed by a blue link: 'Contact us'.

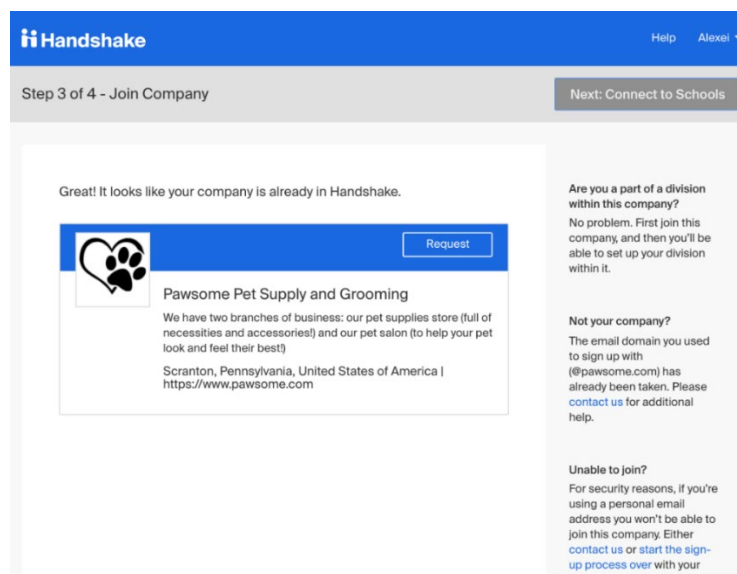
Step 5) When the email arrives, click the Confirm Email button to verify your account.



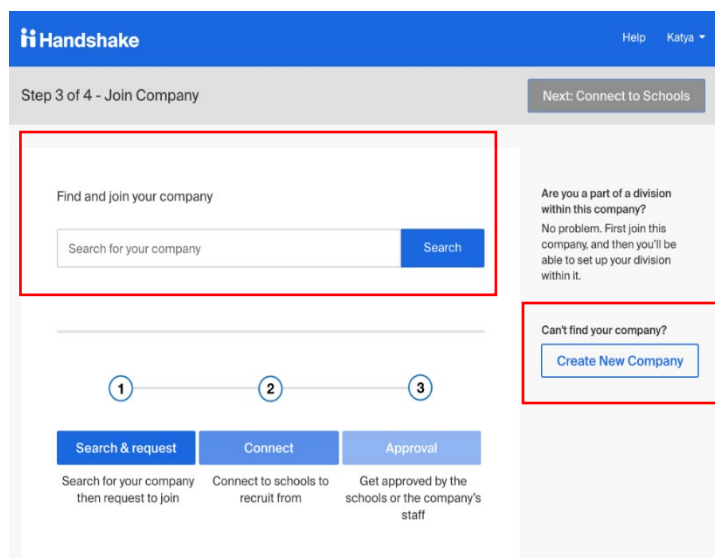
The screenshot shows an email confirmation page from Handshake. At the top, there is the Handshake logo. Below it, the main heading reads: 'Confirm your email address on Handshake'. The text continues: 'Hi Alexei, Welcome to Handshake! Please confirm your email address to get started:'. Below this text is a red button with the text 'Confirm Email'. Below the button, there is a line of text: 'If this is a mistake, you can [cancel the registration](#) at any time.' At the bottom, there is a horizontal line, followed by the text: 'If you'd no longer like to receive emails like this you can [sign in](#) to manage your notification preferences or [unsubscribe](#).' At the very bottom, there is the Handshake logo and the address: 'P.O. Box 40770, San Francisco, CA 94140'.

STEP 6) When you click Confirm Email in your confirmation email, you will be brought back to Handshake. At this point, you'll need to either connect with an existing company profile or create a new company profile if yours doesn't exist in our system. (This is referring to YOUR company/church, not Cedarville.) The determination is based on the email you signed up with.

- If your company already exists in our system, the screen will display a list of company profiles associated with your email domain. If there is more than one, review the details for each profile. Click **Request** to connect with that company profile and then select **Next: Connect to Schools**.
 - If you cannot find the correct company profile to connect with, click on **contact us**, under the "Not your company?" heading on the right. This will allow you to submit a ticket to our Support Team for further assistance.



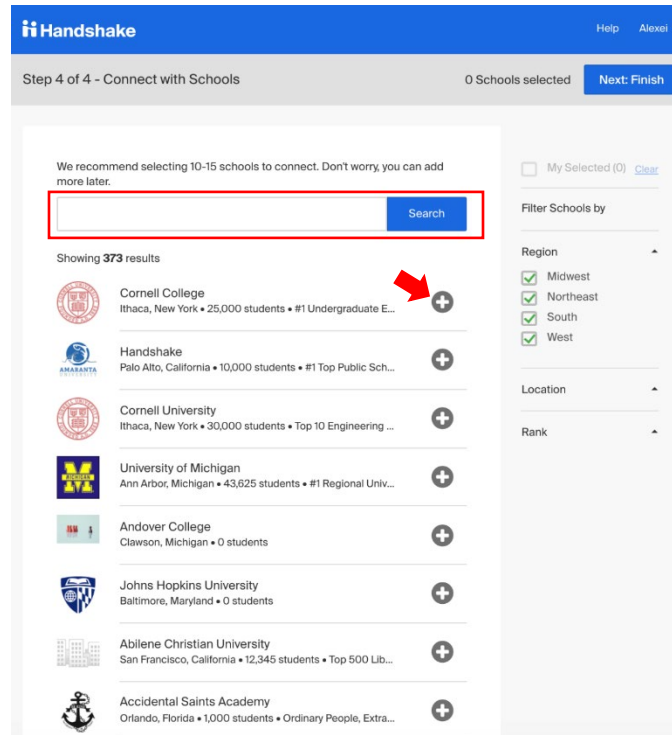
- If no company pre-populates, you can use the search bar to find your company. If your company does not exist, you can click the **Create New Company** button on the right.
 - For more information on creating a new company profile, refer to **How to Create a New Company Profile instructions**, which are included below step 8.



Step 7) Once you've requested to connect with a company or created a new company profile, you will be prompted to choose schools (Cedarville University) to connect to. Handshake recommends only 10-15 to start and you can always request more schools later.

Use the filters on the right side of the screen to narrow down schools by rank, region and location, or search for specific school names in the search bar at the top of the list.

To request to connect with individual schools, click the **+ button** to the right of the school. Then click **Next: Finish**.



Step 8) The next page is determined by the company profile connection process. If you:

- Requested to connect with existing company and:
 - Your company has not configured automatic approval, your request will be sent to the company profile Owner for review.
 - Your company allows new teammates to be automatically approved based on matching email domain.
- Created a new company profile: you'll be taken to your Handshake homepage and prompted to set up [Applicant Status Messaging](#).

Step 9) How to Post a Job

Once you've been approved, you will be notified via email. After you receive that email, log back into jobs4jackets.com

- Click **"Post a job"** (on the left side of your screen) and follow the prompts. **Current students and alumni will be able to view your job posting.**
 - Repeat the "Post a job" steps for additional and/or future job openings at your business/organization.

How to Create a New Company Profile

These steps will teach you how to create an effective profile for your company on Handshake.

Your company profile is an extremely important tool because it gives you the opportunity to tell Cedarville students and alumni about your company, and why they'd want to work there!

If you have not registered for Handshake yet, you'll first need to create a user account before you can complete these steps.

Important notes before you begin

We recommend first selecting **keep me logged in** when logging into Handshake before you begin creating a new company profile.

- If this is not selected, there is a chance that your page may time out, resulting in an unresponsive page when you try to save your newly created company. If this happens, you will need to log out and start over.

Creating a New Company Profile

Step A) Once you have registered for your Handshake user account and are on Step 3 of 4 - Join Your Company, start by using the search box located in the middle of the screen to see if your company's profile already exists on Handshake.

handshake Help Zoe ▾

Step 3 of 4 - Join Company Next: Connect to Schools

Find and join your company

Search for your company Search

Are you a part of a division within this company?
No problem. First join this company, and then you'll be able to set up your division within it.

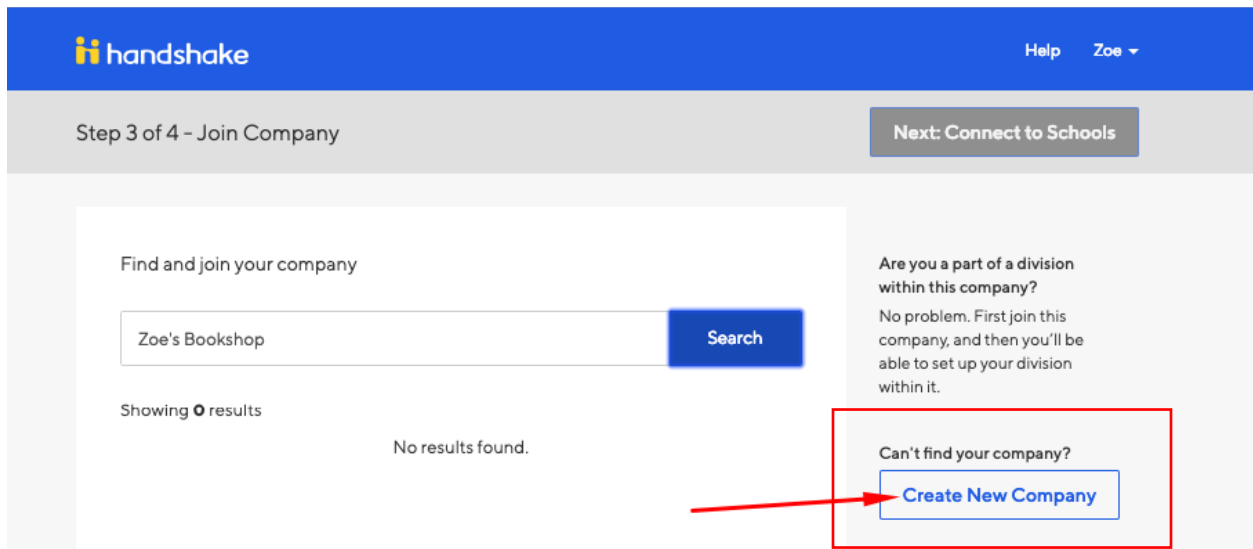
Can't find your company?
Create New Company

1 2 3

Search & request Connect Approval

Search for your company then request to join Connect to schools to recruit from Get approved by the schools or the company's staff

OR if your company doesn't appear in the search results, click the Create New Company button, located on the right side of the screen.



Step B) You will be taken to a page where you can fill out all of your company's information. The following fields are required to create a company profile on Handshake:

- **Company Name**
- **Industry**
- **Website**
- **Location**
 - Note: Handshake uses a Third Party company called MapBox for locations. If you are unable to locate your company's specific address, try using just the city and state.
- **Description**
- **Company Size**

Please take heed to fill out this information as fully and accurately as possible.

As your company's profile will need to be approved by Cedarville University and other schools you wish to connect with on Handshake, it's very important to include matching and working information to have the best chances to be approved by Universities. *Things such as a non-working website, mismatching images, or mismatching email domains (for example) could result in your account being temporarily suspended.*

Step C) Adding Your Company's Logo and Branding Images

Company 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**.

Branding Image:

1. Click **Add a branding image**.
2. Click **Upload New Image**.
3. *Select the branding 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 minimum size of 1200x300 and a maximum size of 2000x500.*
Pro-tip: Don't repeat your logo in your banner image. Your logo will be shown with your banner image. Try to pick an image that shows off who's there, where you are, or what you do.
4. Click **Select image**.
5. Click **Save**.

Step D) Finish creating your company profile

Once all information is added, Click **Create New Company** at the bottom of this page. You will then be taken to **Step 7 (of setting up your User Account)** - Connect with Schools to select with Cedarville University and other schools you'd like to connect with.