NEW EMPLOYER GUIDE TO HANDSHAKE

1
SIGN UP FOR ACCOUNT
Visit https://joinhandshake.com/employers/ and click "sign up for an account" on the top right corner of the page. Select which type of account you would like to create.

2
INPUT INFORMATION
Once you select "Employer" input the requested information. Your email address and password will serve as your login credentials for the system.

3
ACTIVATE YOUR ACCOUNT
The system will ask if you are a Third Party Recruiter. If you are not, select "No" and continue. You will receive a confirmation email in order to activate your account. Follow the numbered timeline on the bottom of the browser to continue the registration process.

4
CREATE COMPANY PROFILE
To create a new company profile, there will be multiple steps. First, enter the specific contact name and associated email, company address, phone number, and website. Once this information is completed, you can click on the "Create Company Profile" box. Enter the requested information and then click on "Create New Employer."

5
POST JOBS & REGISTER FOR EVENTS
After successfully creating your account, you will now have the ability to post a job, set up on-campus interviews, and register for upcoming events.

6
EMAIL CONFIRMATION
Once your account has been approved, you will receive an email confirming your connection to the university.

7
NAVIGATE OPTIONS
Use the left-hand toolbar to navigate the options at the University, such as Events, Interviews, Fairs and Job Postings.

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IF YOU HAVE ANY QUESTIONS PLEASE CONTACT US @ RATTLERCAREERS@STMARYTX.EDU