



# Handshake Employer Account Set-up

1. Go to: <https://rsph.joinhandshake.com/register>  
OR  
[https://rsph.joinhandshake.com/login?school\\_approval\\_token=oNoloq3yPAAtC97pEaW6fd0SbkvjMmSgM](https://rsph.joinhandshake.com/login?school_approval_token=oNoloq3yPAAtC97pEaW6fd0SbkvjMmSgM)
2. Select “Employer”

handshake

## Sign Up

What kind of account do you want to create?

~~Student / Alumni~~ **Employer** ~~Mentor~~

3. Enter your information and click “Sign Up”

handshake

Sign up as an Employer

First Name  Last Name

Email Address (use your work email)

Password  Confirm Password

Phone Number

**Sign Up**

4. Enter your recruiting interests and click “Continue”

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Great talent can be hard to find. Handshake makes it easy. Sign up and start recruiting today.

2m student profiles, including

- 170k Business & Economics majors
- 120k Engineering majors
- 50k Liberal Arts majors
- 25k Hard Science majors

Welcome to Handshake, Jade

Before continuing, we need a bit more info

Tell us the types of students you wish to recruit (select all that apply)

- Education
- Communications
- Social Sciences
- Arts and Design
- Business and Entrepreneurship
- Computer Science, Information Systems, and Technology
- Engineering
- Health Professions

Your Alma Mater

Schools and students love working with fellow alumni

School Name  Graduation Year

My school is not listed, let me type my own

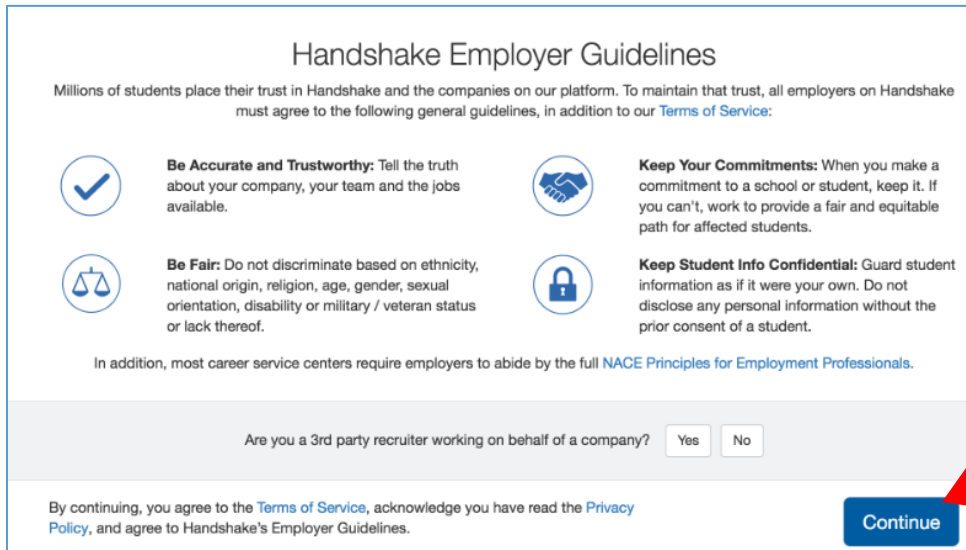
Add Another Alma Mater

**Continue**







# Handshake Employer Account Set-up

5. Click “Continue” to agree to the Employer Guidelines, Terms of Service, and Privacy Policy



Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):

 <p><b>Be Accurate and Trustworthy:</b> Tell the truth about your company, your team and the jobs available.</p>	 <p><b>Keep Your Commitments:</b> When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.</p>
 <p><b>Be Fair:</b> Do not discriminate based on ethnicity, national origin, religion, age, gender, sexual orientation, disability or military / veteran status or lack thereof.</p>	 <p><b>Keep Student Info Confidential:</b> Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.</p>

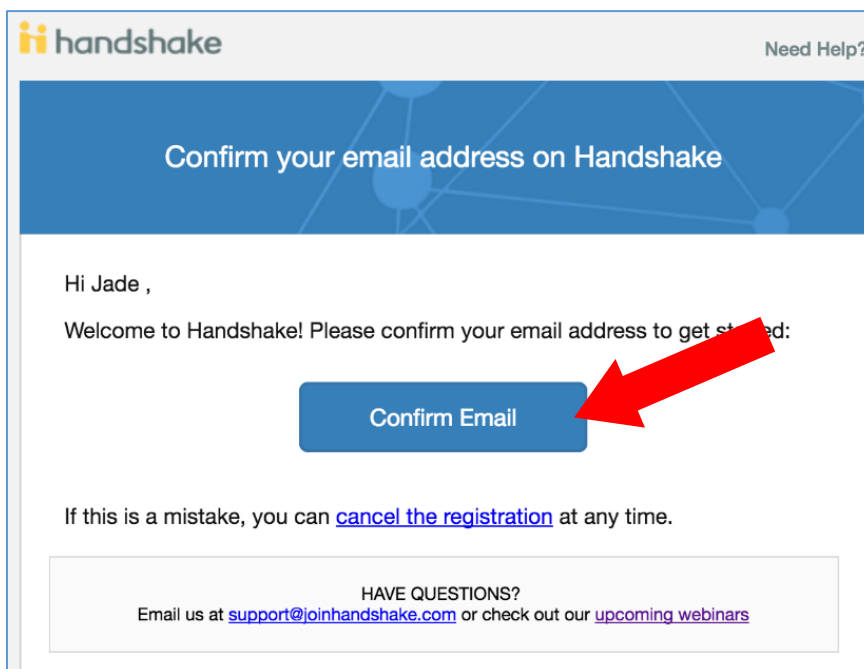
In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of a company?  Yes  No

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines.

[Continue](#)

6. Check your inbox (or junk folder) for a confirmation email to verify your account. Click “Confirm Email”.



handshake Need Help?

## Confirm your email address on Handshake

Hi Jade ,

Welcome to Handshake! Please confirm your email address to get started:

[Confirm Email](#)

If this is a mistake, you can [cancel the registration](#) at any time.

HAVE QUESTIONS?  
Email us at [support@joinhandshake.com](mailto:support@joinhandshake.com) or check out our [upcoming webinars](#)

7. Then, you will see a page to connect with your company. A company profile will be shown and pre-populated based on your email address.
  - If this is not the right company, or 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 to create your company profile.



# Handshake Employer Account Set-up

- If your company is already an approved Handshake employer, no additional steps are necessary.
- If your company is not yet an approved Handshake employer at Rollins School of Public Health, please search **Rollins School of Public Health** and click the **+** button to connect with our school.

Step 2 of 2  
Next, connect to schools  
Tap the '+' on each school you're interested in recruiting students from

Selecting 0 schools with 0 students, out of 1,070,465 total students on Handshake [Select All](#)

Search by school name

Order By  
Default rank

Size  
 All  
 < 1,000 students  
 1,000 - 5,000 students  
 5,000 - 10,000 students  
 10,000 - 25,000 students  
 > 25,000 students

Location (US Region)  
 All  
 Midwest  
 Northeast  
 South  
 West

Harvey Mudd College Claremont, California • 804 students #1 Undergraduate Engineering Programs (...)	Princeton University Princeton, New Jersey • 5,391 students #1 National Universities
Rollins College Winter Park, Florida • 1,932 students #1 Regional Universities (South)	Stanford University Stanford, California • 7,019 students #1 Undergraduate Engineering Programs
University of California Berkeley Berkeley, California • 27,126 students #1 Public Institutions	Villanova University Villanova, Pennsylvania • 7,118 students #1 Undergraduate Business Schools
Butler University Indianapolis, Indiana • 4,062 students #2 Regional Universities (Midwest)	Santa Clara University Santa Clara, California • 5,486 students #2 Regional Universities (West)
The University of Michigan Ann Arbor, Michigan • 28,395 students	University of Virginia Charlottesville, Virginia • 16,483 students

No schools selected. [Continue](#)

**Still waiting to get your account or company approved?**  
Please send us an [email](#) and we will approve you manually.

For more tutorials and FAQs, please visit the [Handshake Help Center](#).

Office of Career Development  
Rollins School of Public Health  
rsphcareerdev@emory.edu