How to create an Employer User Account, Join a company and connect with schools.

- Visit https://app.joinhandshake.com/employer_registrations/new
- From this page, enter in your email address and desired password, then click sign up.
On the next page, 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
- Types of students you're interested in recruiting on Handshake
  - There is not a way to add to this list
  - The selections you make here do not hinder your ability to recruit students in any way, it's simply used for data purposes.
- Alma Mater & Graduation Year

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

From here, read 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?"

- 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.
- If you are an On-Campus Cal Poly Pomona Employer, you are NOT considered a third party recruiter. Select NO.
- Once this question is answered, click Next: Confirm Email.
Next, you will see the following screen, which 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.

If you don't receive a confirmation email, please see our Confirmation Email Troubleshooting Guide.

When the email arrives, click the Confirm Email button to verify your account.
When you click Confirm Email in your confirmation email, you will be brought back to Handshake. If your company already exists in our system, you'll see the following page. You can click Request to connect with that company and then select

To search for your Company, type the company name in the search box.

Once your company comes up in the results, you can click on the Request button, to request to be added to that Company/Department.

The owner of that Company/Department profile will receive a notification of your request and approve to add you to the account.

If no company pre-populates, or if this is a brand new account, then you will proceed to Create a New Company.

- If you are an Off-Campus Employer that is creating an account for the first time, click the Create New Company button to create a Company Profile.
- If you are an On-Campus Cal Poly Pomona Employer that is creating an account for a new department (That does not already have an existing account), click the Create New Company button to create a Company Profile.

- Read How do I create a company profile to learn more about completing your company profile in Handshake.
- Or continue to next page for step by steps.

Next: Connect to Schools.
Next, you will want to choose schools to connect to. Use the filters on the left side of the screen to narrow down schools by rank, region and location. To request to connect with individual schools, click the + button to the right of the school. Then click **Next: Finish**.

If you are not automatically connected with your company you will see a pending page. To learn more about being in a pending status at your company, check out [this article here](#).
Thank You for Signing up for Handshake!

Your Current Status:
Pending approval at Handshake
Pending connections with 1 school

Your approval request has been sent to the Account Administrator(s) at Handshake: S. Jones, S. Sood, Z. Fluger, C. Hart, J. Pomales, H. Dudek, B. Gergen, and J. Wyzgioski. As soon as you're approved, we will notify you via email.

While You Wait
Get started by learning more about Handshake