

Handshake Help Sheet for Employers

1

Create a User Account

- Sign up for your personal Handshake account (linked to your name and email):
https://app.joinhandshake.com/employer_registrations/new.
- Use your work/corporate email — not a personal Gmail or Yahoo address.
- Check spam/junk folders if you don't receive the confirmation email.

2

Join or Create Your Company Profile

- Search for your employer on Handshake and request to join.
- If it's not listed, create a new company profile.
- For student security, new companies must be validated before you can log in and post jobs.

3

Connect With Colleges

- Note: Tri-C appears as "Cuyahoga Community College." Request approval from schools before posting jobs.
- You can add more schools anytime.
- After company validation, most school approvals happen automatically (some may take a few days).

4

Post a Job

- Once approved by the schools, you can post jobs to them.
- Make sure the job requirements match the student population (e.g., avoid requiring a bachelor's degree for Tri-C).
- You can also message students directly to encourage them to apply.