

# HANDSHAKE HELP SHEET

## Step 1: Create a User Account

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Your **user account** is your personal Handshake account, connected to your name and email address.

You will need a user account in order to log in and use Handshake. [Click here](#) to get started. You can view the details of this process, with screenshots, by checking out [How to Create a User Account](#). A few tips while creating your user account:

- Do not use your personal email address that ends with an @gmail.com or @yahoo.com, etc. This will cause several colleges and universities to automatically decline your employer account.
- In addition to getting more approvals for your employer & jobs, using your corporate email will ensure that your company profile is shown to you in the next step.
- If you're having difficulty receiving the confirmation email, try checking your spam and junk folders to ensure that emails are not being filtered out.

## Step 2: Connect with an existing company or create a new one

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Your user account will be connected to an employer account, which is the Handshake account for your employer. If your employer is already on Handshake, you'll connect with an existing account. If your employer is not on Handshake, you'll need to create a new employer account.

If creating a new employer account, check out [How to Create a New Company Profile](#).

If you created a new employer profile, please note that you will be unable to log-in to your account and post jobs until your company has been validated. To learn more about that process, check out [Employer Validation](#).

## Step 3: Connect with colleges and universities

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To post with colleges and universities, you must request and receive approval from a school prior to being able to post jobs there. If you had to create a new company profile, you may have selected schools as part of the registration process. You can always select more colleges and universities to post with at any time. For more information on requesting access to additional colleges and universities, check out [School Network Management](#).

Once your company is validated by Handshake, you will (for the most part) get automatic approvals by the schools you request access to. Depending on how a college or university has their employer access set-up, it could be an automatic approval or it could take a few days to receive manual approval from the school's staff. Note: Tri-C is on Handshake as "Cuyahoga Community College".

## Step 4: Post a job

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Once you're connected with schools, you will be able to post jobs to those schools. For more information on how to post a job, check out [How to Post a Job](#).

A quick tip for posting jobs and being successful with finding candidates: make sure that your requirements align with the schools and students you're posting with. If you post a position with Tri-C students, a Bachelor's, Masters or Doctorate should not be a requirement of the position's qualifications.

In addition, you can reach out to students through private message and encourage them to apply to your open positions. Check out [How to Send a Student a Message](#).