

UNCG On-Campus Employer Handshake Sign-Up Guide (No email invitation)

1. Go to <https://uncg.joinhandshake.com/register>. Select the **Employer** account type from the options presented.
2. Complete the information in the form provided. Remember to write down and save your password in safe place.

The screenshot shows the Handshake sign-up page for employers. The page has a blue header with the Handshake logo on the left and a 'Log In' button on the right. The main content area is divided into two columns. The left column is titled 'Sign up as an Employer' and contains a registration form with the following fields: 'First Name' and 'Last Name' (two separate input boxes), 'Email Address (use your work email)' (one input box), 'Password' and 'Confirm Password' (two separate input boxes), and 'Phone Number' (one input box). Below the form is an orange 'Sign Up' button. The right column is titled 'One Trusted, Integrated Network' and features the text 'Recruit top students from over 400 University partners'. Below this text is a grid of 16 university logos, including ASU, UH, Carnegie Mellon University, Columbia University, Case Western Reserve University, Harvey Mudd College, Tufts University, Princeton University, Berkeley, Penn, and Virginia. At the bottom of the right column are four small grey circles, with the first one being blue.

3. Select the types of students that you wish recruit for the jobs that you post. Select your Alma Mater (optional). Click Next: Employer Guidelines.

The screenshot shows the Handshake recruitment preferences page. The page has a light grey background and is divided into two main sections. The left section is titled 'Welcome to Handshake, Recruit' and 'Before continuing, we need a bit more info'. It contains a section 'Tell us the types of students you wish to recruit' with a list of checkboxes for various student categories: Agriculture, Food & Horticulture; Arts & Design; Business, Entrepreneurship & Human Resources; Civics & Government; Communications; Computer Science, Information Systems & Technology; and Education. Below this is a section 'Add your Alma Mater' with a 'School Name' dropdown menu (currently showing 'Select School') and a 'Graduation Year' dropdown menu (currently showing '2018'). There is also a checkbox for 'My school is not listed, let me type my own' and a link 'Add another Alma Mater'. At the bottom of the left section is an orange button labeled 'Next: Employer Guidelines'. The right section is titled 'Rich, Validated Data' and features the text 'Find the right fit across 8.5 million verified student profiles'. Below this text are four circular icons representing different student categories: a briefcase icon for '550k business students', a dollar sign icon for '360k finance students', a computer monitor icon for '245k computer science students', and a pie chart icon for '435k consulting students'. At the bottom of the right section are four small grey circles, with the first one being blue.

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4. Select NO to indicate that you are not a third party recruiter. Click Next: Confirm Email.

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](#):

- Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available.
- Be Fair:** Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.
- Keep Your Commitments:** 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.
- Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

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 another company?

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

5. 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](#).

Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

Didn't receive the email?

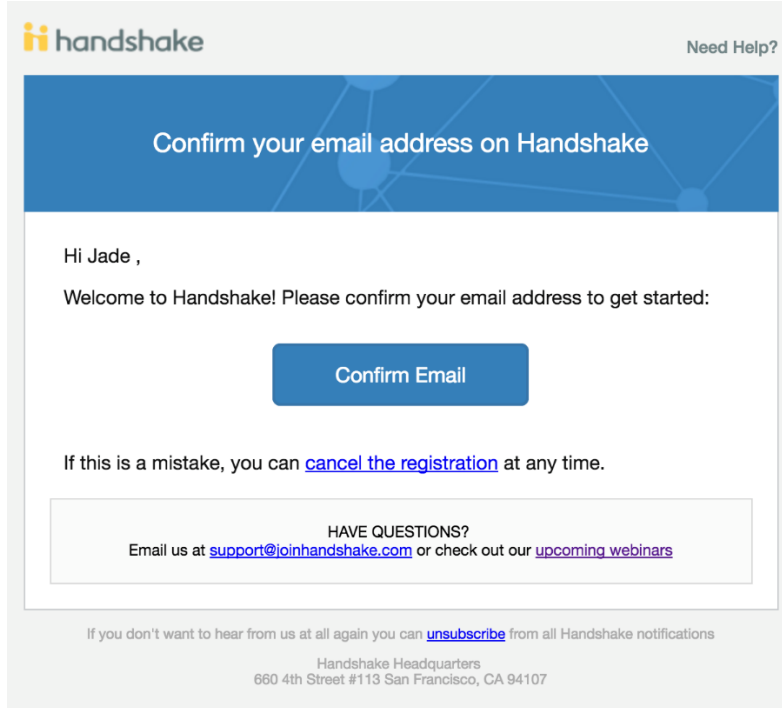
1. Is zoe@joinhandshake.com your correct email without typos? If not, you can restart the sign up process
2. Check your spam folder
3. Add handshake@m.joinhandshake.com to your contacts
4. Click [here](#) to resend the email

Still having trouble?

[Contact us](#)

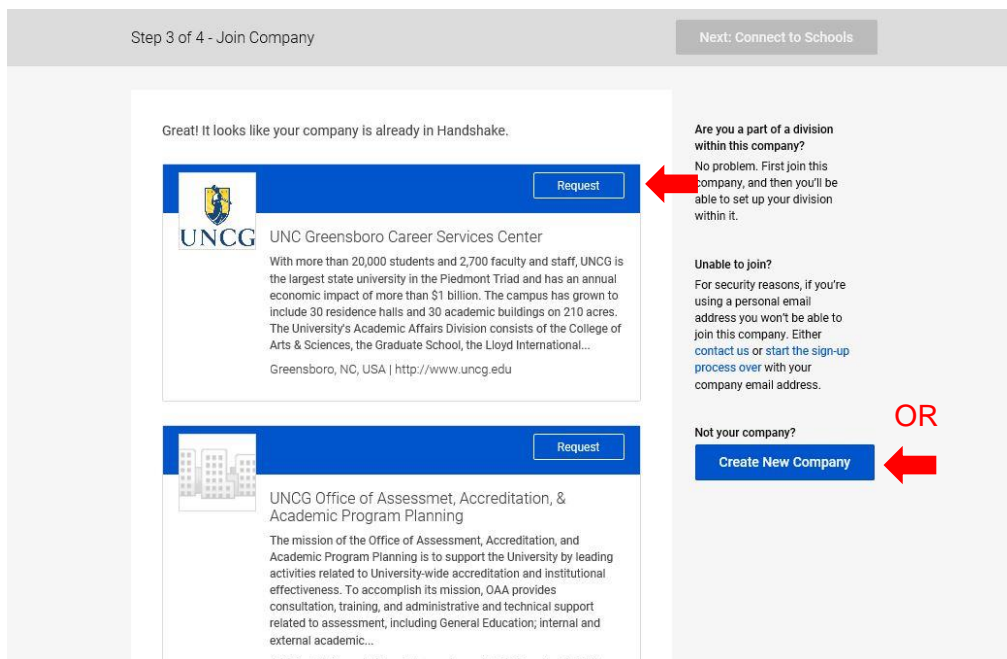
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6. When the email arrives, click the **Confirm Email** button to verify your account.



7. When you click Confirm Email in your confirmation email, you will be brought back to Handshake. Search the list to find your company (UNCG department), click **Request** to connect with that company, and then select **Next: Connect to Schools**. (Go to step 8)

If your company does not already exist, **Click Create New Company** in the blue box on the right-hand side. (Go to 7a)



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- a. If you need to create a new company, complete the form that appears as thoroughly as possible:

Note: Company Name: Please use the following format to type your department's name: **UNC Greensboro – Department Name** (full name, no abbreviation)

Start your company profile

Add a name, images and other important details to build your company's profile

Company *

Company Name

Company Logo

Add a logo

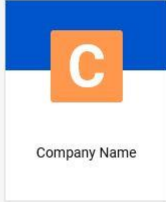
This is the main image associated with your company. Make it count!

Banner Image

Add a branding image

This is the background image that will display on the profile.

Logo preview
This is how your company's name and logo will display when students search for your profile or jobs.



Industry *

Website *

The company's main web presence. Alternatively, you can use a public page on Facebook, Yelp, etc.

Location *

Enter your address

Description*

Students read company descriptions to learn what you do and who you are. Make it count!

Company *

Size

Choose one of the given options

Public Email

What is your company's public facing careers email address?

Go to step 8.

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8. Ensure you are connected with UNC Greensboro. There will be a blue check mark next to our school. *Do not connect with any other schools, as you will not be recruiting or hiring their students!* Click Next: Finish.

Your new company account was successfully created.

Step 4 of 4 - Connect with Schools 1 School selected [Next: Finish](#)

Showing 495 results

| | | |
|--|--|-------------------------------------|
| | UNC Greensboro Greensboro, North Carolina • 16,281 students • Top 500 Nat... | <input checked="" type="checkbox"/> |
| | Medaille College Buffalo, New York • 2,759 students | <input type="checkbox"/> |
| | Arizona State University Tempe, Arizona • 71,946 students • #1 Most Innovative Sch... | <input type="checkbox"/> |
| | Babson College Wellesley, Massachusetts • 3,681 students • #1 in Entrepre... | <input type="checkbox"/> |
| | California Polytechnic State University – San Luis Obispo San Luis Obispo, California • 19,246 students • #1 Top Publi... | <input type="checkbox"/> |

Filter Schools by

Region Midwest Northeast South West

Location

Rank

9. A staff member from your department who is already using Handshake will need to approve your request to join your department before you can begin using the system.

If you created your own company, you can begin recruiting as soon as the Career Services Center approves your request to connect with UNC Greensboro (within 48 business hours).