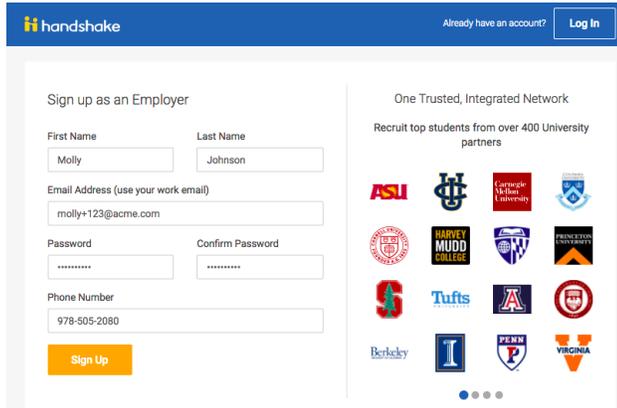


Handshake New Employer Onboarding Process

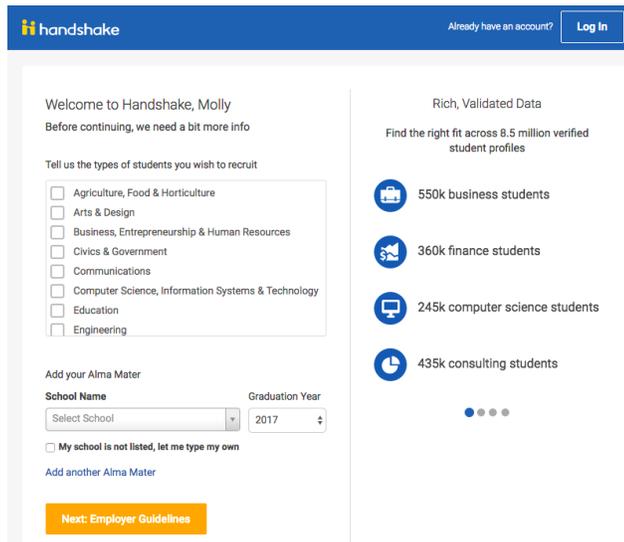
The following process displays the steps a new employer user goes through upon registering.

1. By clicking "Get Started" in the email received, the employer can sign up through Handshake.



The screenshot shows the 'Sign up as an Employer' form on the Handshake website. The form includes fields for First Name (Molly), Last Name (Johnson), Email Address (molly+123@acme.com), Password, Confirm Password, and Phone Number (978-505-2080). A 'Sign Up' button is located at the bottom left. On the right side, there is a section titled 'One Trusted, Integrated Network' with the text 'Recruit top students from over 400 University partners' and a grid of university logos including ASU, Hofstra University, Carnegie Mellon University, Cornell University, Harvard University, Harvard Business School, MIT, Stanford University, Tufts University, Tufts University School of Medicine, Penn State, Berkeley, Illinois, Penn State University, and Virginia Tech.

2. Employers can then specify what kinds of students they want to recruit as well as their Alma Mater and graduation year. The Alma Mater will also receive the employer as a contact.



The screenshot shows the 'Welcome to Handshake, Molly' page. The main heading is 'Rich, Validated Data' with the subtext 'Find the right fit across 8.5 million verified student profiles'. Below this, there are four categories of students with their respective counts: 550k business students, 360k finance students, 245k computer science students, and 435k consulting students. On the left side, there is a section titled 'Tell us the types of students you wish to recruit' with a list of checkboxes for various fields of study: Agriculture, Food & Horticulture; Arts & Design; Business, Entrepreneurship & Human Resources; Civics & Government; Communications; Computer Science, Information Systems & Technology; Education; and Engineering. Below this, there is a section for 'Add your Alma Mater' with a 'School Name' dropdown menu (set to 'Select School') and a 'Graduation Year' dropdown menu (set to '2017'). There is also a checkbox for 'My school is not listed, let me type my own' and a link for 'Add another Alma Mater'. A 'Next: Employer Guidelines' button is located at the bottom left.



- We ask that employers acknowledge our employer guidelines and indicate if they are a third party recruiter.

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 job 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).

- We ask that the employer confirm their email to continue in the process.

Help Log Out

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?

- Is molly+123@acme.com your correct email without typos? If not, you can restart the sign up process
- Check your spam folder
- Add handshake@notifications.joinhandshake.com to your contacts
- Click [here](#) to resend the email

Still having trouble?
[Contact us](#)

- Based on the employer contact's email domain, we will give them matches to their potential specified company. If the employer's company is already in Handshake, they will be prompted to request to join to get started on Handshake.

Help Log Out

Step 3 of 4 - Join Company
You've selected Handshake - MV
Next: Connect to Schools

Great! It looks like your company is already in Handshake.

Handshake - MV

Demo employer account

Mountain View, CA, USA | <http://www.joinhandshake.com>

Are you a part of a division within this company?

No problem. First join this company, and then you'll be able to set up your division within it.

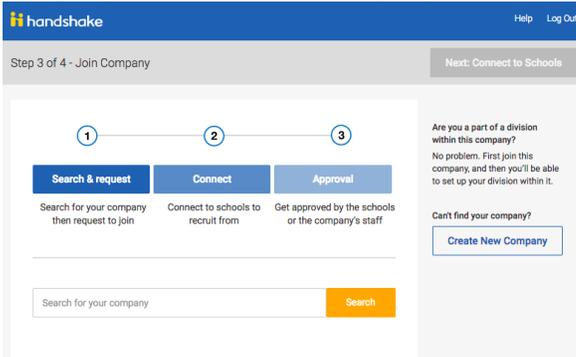
Not your company?

The email domain you used to sign up with (@joinhandshake.com) has already been taken. Please [contact us](#) for additional help.

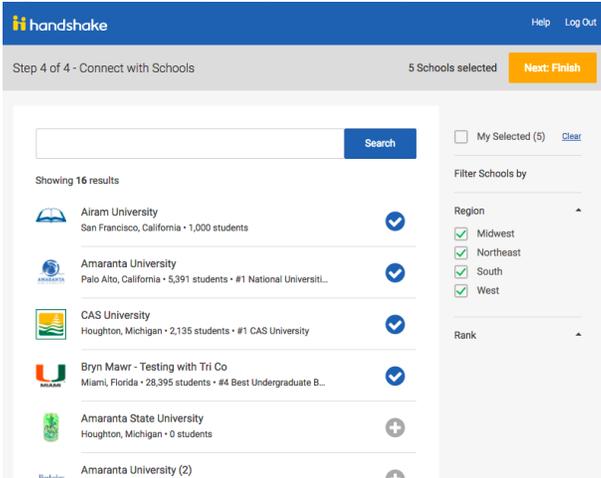
Unable to join?

For security reasons, if you're using a personal email address you won't be able to join this company. Either [contact us](#) or [start the sign-up process over](#) with your company email address.

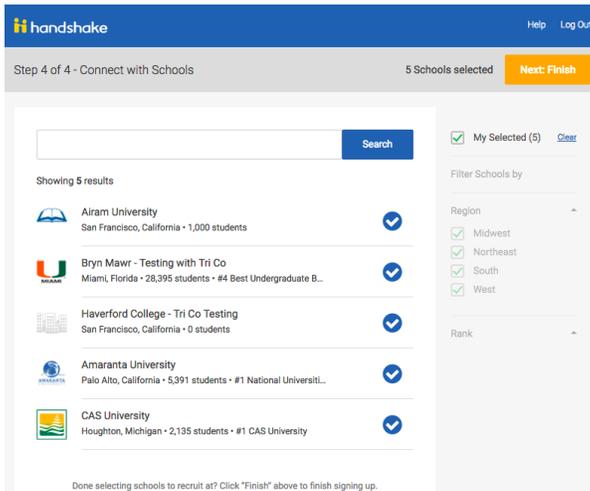
- If the employer's email domain is not recognized, we ask that they manually search for their company or create a new company.



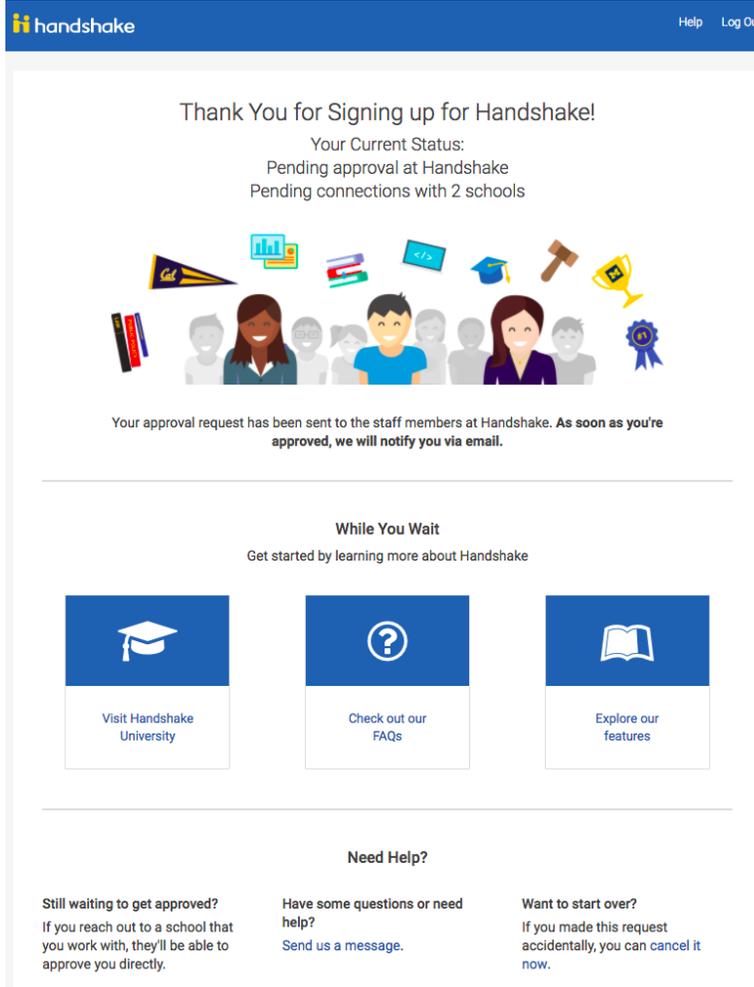
- The employer will then be prompted to select schools that they wish to connect with. The school that initially invited them will be pre-selected. Employers can utilize the filters on the right to further specify schools by filter or rank.



- By clicking "My Selected," employers can see the final list of schools they wish to recruit from.



9. An approving staff member from the company will receive an email to approve the new contact as a valid employee of said company to add them as a new staff member on Handshake. The staff member can then approve them as a contact within their employer staff management. Employers are given options below to get started with Handshake while they wait for approval.



handshake Help Log Out

Thank You for Signing up for Handshake!

Your Current Status:
Pending approval at Handshake
Pending connections with 2 schools

Your approval request has been sent to the staff members at Handshake. As soon as you're approved, we will notify you via email.

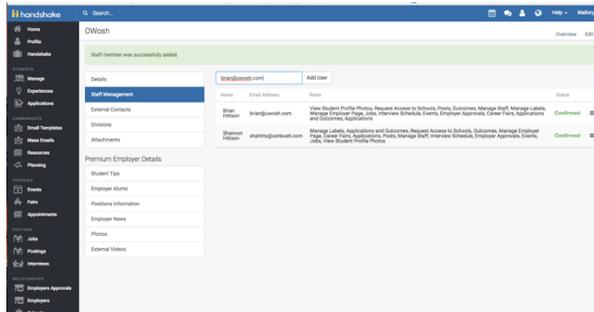
While You Wait
Get started by learning more about Handshake

- Visit Handshake University
- Check out our FAQs
- Explore our features

Need Help?

- Still waiting to get approved?**
If you reach out to a school that you work with, they'll be able to approve you directly.
- Have some questions or need help?**
[Send us a message.](#)
- Want to start over?**
If you made this request accidentally, you can [cancel it now.](#)

10. Employers can then manually add staff members by following the workflow below:
 - a. Edit Company > Staff Management > Add user by email



Handshake Search

Staff member was successfully added.

Staff Management

Name	Email Address	Role	Status
Sharon Wilson	sharon@lpu.edu	View Student Profile Photos, Request Access to Schools, Posts, Outcomes, Manage Staff, Manage Labels, Manage Employer Post, Jobs, Interview Schedule, Events, Employer Approvals, Career Fairs, Applications and Outcomes, Applications	Confirmed
Sharon Wilson	sharon@lpu.edu	Manage Labels, Applications and Outcomes, Request Access to Schools, Outcomes, Manage Employer Post, View Jobs, Applications, Posts, Manage Staff, Outcomes, Outcomes, Employer Approvals, Events, Jobs, View Outcomes Profile Photos	Confirmed

Premium Employer Details

Student Type

Employer Name

Positions Information

Employer Name

Phone

External Views