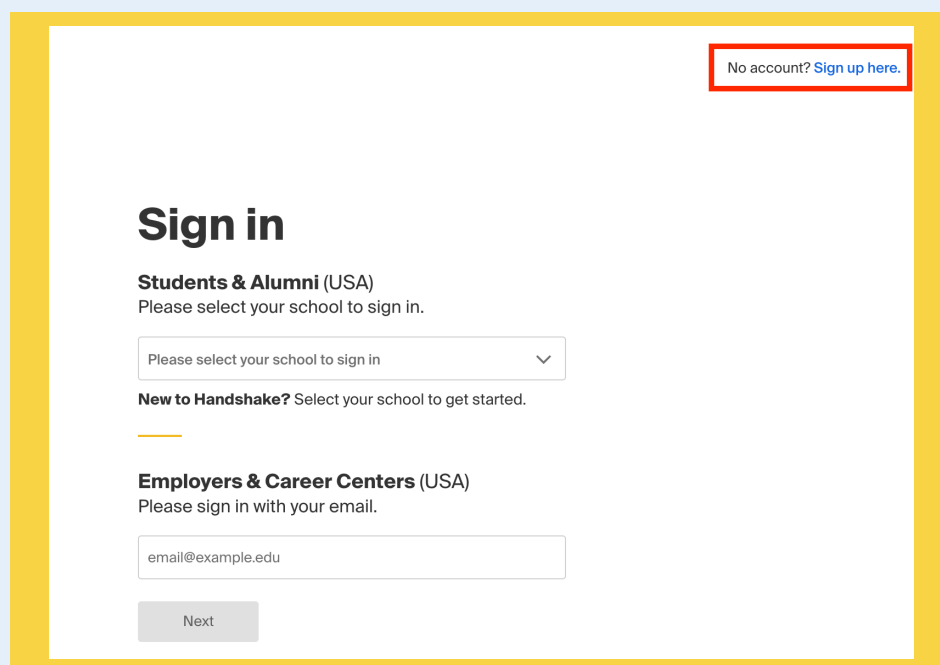


# CREATE AN EMPLOYER ACCOUNT ON Handshake

## 1 Sign up with UCSC Handshake

Go to [app.joinhandshake.com](https://app.joinhandshake.com) and click on "Sign up here" in the right hand corner.



No account? [Sign up here.](#)

### Sign in

**Students & Alumni (USA)**  
Please select your school to sign in.

Please select your school to sign in

**New to Handshake?** Select your school to get started.

---

**Employers & Career Centers (USA)**  
Please sign in with your email.

email@example.edu

Next

## 2 Enter UCSC Email and Create Password

### Sign up as an Employer

Email Address (use your work email)

sample@ucsc.edu

Password

.....

Confirm Password

.....

Sign Up

Please use your [ucsc.edu](mailto:ucsc.edu) email address to gain access.

You will then need to create a password and click "Sign Up" to begin creating your account.

## 3 Enter Employer Information

### Welcome to Handshake

Before continuing, we need a bit more info

First Name

Sammy

Last Name

Slug

Phone Number

831-999-9999

Job Title

i.e. University Recruiter

Country ⓘ

United States of America

Add the employer information such as the your name, phone number, job title, etc.

You will be prompted to select the types of candidates you want to recruit. Please note, this can be edited later, and will not limit who can apply.

## 4 Confirmation 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.
- 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.
- Be Fair:** Do not discriminate based on ethnicity, national origin, religion\*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.
- 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?

I agree to the [Terms of Service and Privacy Policy](#)

I agree to receive marketing messages including promotions and special offers from Handshake.

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

Next, you will need to **verify your email address.**

Please login to your UCSC email and confirm the account via email.

This is required prior to entering the company info.

## 5 Connect to "Company"

1. Once you have confirmed your email, refresh the page.
2. Next, you will search for your "company" starting with UCSC followed by your department or unit name. This is how your "company" is identified and searchable in Handshake.
3. Once you search for the "company", select **request** in order to connect to the existing account.
4. Next, select **"Next: Connect to Schools"** to proceed.

Step 3 of 4 - Join Company      You've selected UCSC Career Success     

Find and join your company

UCSC Career Success

Showing 1 result

**UCSC Career Success**

At UCSC Career Success we prepare students for what they want to do with their lives by helping them to develop relevant career skills. We offer an array of services from individual coaching, drop-in peer coaching, professional skill building workshops, industry panels, and career fairs! We can assist you with discovering your interests and skills, in career exploration, with job search strategies...

125 Hahn Student Services, Santa Cruz, California 95060, United States | <http://careers.ucsc.edu>

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.

Can't find your company?

## 6 Connect to UCSC

Please search for **University of California, Santa Cruz**. The school will auto-populate, then add the institution in order to connect. Once you confirm, your request will be routed to Career Success for approval. Once your account has been created, you will be ready to start recruiting via Handshake!

University of California, Santa Cruz

Showing 1 result • [Select all](#)

**University of California, Santa Cruz**

Santa Cruz, California • 20,000 students

**Note:** You will only connect to UCSC since this is the only school we recruit on for on-campus roles.

Do not connect to other institutions.

# CREATE AN EMPLOYER ACCOUNT ON Handshake RESOURCES

We recognize this change is significant and there will be many questions. In addition to this guide, we have extensive PDF instructional guides, videos, other available resources.

We are prepared to offer the support and training necessary to ensure a smooth transition for all. If you have additional questions, please review the below resources and links.

If you have questions after reviewing the below resources, please contact us at [ucscel@ucsc.edu](mailto:ucscel@ucsc.edu). You may also book an appointment with us below.

## Additional Resources:

- [Handshake & HIRES FAQ Doc](#)
- [How to Create an Employer Account](#) video tutorial
- Make an appointment with [Dr. Veronica Heiskell](#), or [Taylor Harrison](#)
- Register for ongoing "[Just in Time Handshake Training](#)": [here](#)
- Check out Handshake's resource on how to create an account [here](#)
- Send us your questions via email to [ucscel@ucsc.edu](mailto:ucscel@ucsc.edu)
- If you would like to schedule a department visit or training, please make your request with additional information to [ucscel@ucsc.edu](mailto:ucscel@ucsc.edu)
- Additional training and informational videos will be available on Career Success's website [here](#).