CREATE AN EMPLOYER ACCOUNT ON Handshake

1. Sign up with UCSC Handshake

Go to app.joinhandshake.com and click on “Sign up here” in the right hand corner.

2. Enter UCSC Email and Create Password

Please use your 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

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.
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.

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.

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!

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.
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. You may also book an appointment with us below.

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**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
- If you would like to schedule a department visit or training, please make you request with additional information to ucscel@ucsc.edu
- Additional training and informational videos will be available on Career Success's website [here](#)