Using Handshake as an Employer
Creating Your Personal Profile & Joining a Company

1. Getting to Handshake

The fastest way to get to the Employer Sign Up page, displayed below, is by accessing this URL:
https://app.joinhandshake.com/employer_registrations/new
2. Signing Up as an Employer

Start the sign up process by entering your work email and creating a password. If possible, try to avoid generic email domains like gmail, and instead, use an email that includes the company name. Once you do this, click the “Sign Up” button.

If your company does not have an email domain, learn more about signing up with a generic email here.

3. More Information

Here, you will include your name, phone number, and job title. You must also select the industry of the candidates you are looking to hire. Once you have filled this information, click the blue button at the bottom that says “Next: Employer Guidelines.”
4. Employer Guidelines

The Employer Guidelines lists several expectations that Handshake has for all the employers, and you will be prompted to answer ‘Yes’ or ‘No’ to the question: “Are you a third party recruiter working on behalf of another company?” You cannot proceed until you answer the question. Once you have done so, click “Next: Confirm Email”. You will be sent a confirmation email, and will need to confirm before you continue. By continuing with the sign up process, you are agreeing with the Terms of Service set forth by Handshake.

5. Find or Create Your Company

When you click the link in the confirmation email you will be taken to a new webpage. On this webpage, you will be given the option (1) to connect with a company that already has an existing profile on Handshake or (2) to create a new company profile. If your company already has an account, you will be taking option (1). In this instance, Handshake will either suggest a company for you to join based on your email domain, or allow you to perform a search.

Once you select your company, a request is sent to the owner of the account (generally this is the person who first created the account), and they will be notified that there is a pending request for you to be added as a staff member. This extra step is to ensure that no fraudulent users add themselves to a company account.

If your company does not have a profile, you will be taking option (2). Follow the instructions to begin setting up your company profile. The information below goes over the steps taken for option (2).
6. Creating Your Company Profile

When creating your company profile, you should strive to include information in all of the available fields, and it’s recommended to be as detailed as possible, as it will help your company appeal to students as they search for positions.

You will be prompted to include the company name, company logo, a banner image, industry, website, location, description, size, and public email.

The website is a required field. As we vet each employer, it helps us verify that your organization is legitimate. You have the option to include a social media page as the website. This is not recommended unless your company does not have a website.

In the description, it is best to be thorough so that students can learn more about your company.

If you include a public email, make sure it matches the email given on your website, or the company domain.

When you have completed filling out the available fields, click “Create New Company” to finalize the information and continue. You’ll have the option to edit any field later.
7. Connect with Schools

The final step in the company creation process is connecting with schools. If you plan on posting your jobs at a lot of schools, Handshake recommends selecting 10-15 schools to start with, and you’ll always have the option to connect with more later on. Type the school in the search bar and click the school name to add them. When you have selected all the schools you want to connect with, click the “Next: Finish” button to continue.

When you connect with a school, you have to wait until the school approves your company before you can begin posting jobs to their students. Each school has their own criteria when considering the approval of an employer, but many of these criteria overlap. For example, most schools look to see if the information on your company profile matches the information on your website. Handshake gives companies approval ratings. The approval rating rises when schools approve a company, and the rating falls when schools decline a company.

Please allow at least two business days for our team at the University of Montana to review your account, as we receive many requests. You will be notified via email when the status of your company has been updated.