

Handshake Account Registration Instructions On-Campus Student Employment

Follow the steps below to create an Employer Account on Handshake as an On-Campus Student Employer

1. Create an account.

Follow the link below to create an account on Handshake. Make sure to sign up using your @plymouth.edu email address. https://app.joinhandshake.com/employer_registrations/new

2. Enter the following information, then click on **Next: Employer Guidelines**.

Note: none of this information will be public to students unless you decide to make your profile public.

First Name

Last Name

Phone Number: this is a free text field, format as desired

Job Title: This is your personal job title, and not the job that you are recruiting for

Types of students you're interested in recruiting on Handshake: There is not a way to add to this list, and the selections you make here do not hinder your ability to recruit students in any way, it's simply used for data purposes.

Alma Mater & Graduation Year: If your Alma Mater is partnered with Handshake, this will create a contact entry for you at your Alma Mater, listed as an Alumni contact. Students that go to your Alma Mater will see this information.

3. A popup will load with the Employer Guidelines, [Terms of Service](#), and [Privacy Policy](#). Click on **No** after the question "Are you a 3rd party recruiter working on behalf of another company?", check the "Terms and Conditions" box, then click **Next: Confirm Email**.
4. The next page 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.*
5. When the email arrives, click the **Confirm Email** button to verify your account.
6. When you click **Confirm Email** in your confirmation email, you will be brought back to Handshake. At this point, you'll either need to connect with an existing employer account (listed) OR create a new account. **DO NOT** request to join "**Plymouth State University**".
7. If you've requested to connect with **an existing employer account**, your request will be sent to the company profile owner for review. Once you have been approved, you will receive a confirmation email from Handshake.
8. If you are creating a new account, you will be prompted to **Start your company profile**
 - Company Name:** the name of your company will be "**Plymouth State University: [Your Office Name]**"
 - Company Logo:** this is optional, but we highly recommend uploading a logo
 - Banner Image:** this is optional, but we highly recommend uploading a banner image
 - Industry:** select the industry that best matches, or select "**Higher Education**"
 - Website:** we suggest inputting the website that students can find by searching for your office on Plymouth State's website
 - Location:** 17 High Street Plymouth, NH 03264
 - Description:** Include a robust description of your office. What purpose does your office serve? What support, resources, or services do you offer Plymouth State? Where on campus are you located? Who works in your office?
 - Example:** The Plymouth State University Career Development Office is located in the Center for Student Success in Speare 108. We serve both current Plymouth State Students and alumni in

career exploration and development. We offer one on one advising appointments, drop-in advising for resume and cover letters, support with on-campus student employment and internships, programming and events for students and employers. We also visit classes and clubs!

Our office consists of two full-time employees: Director of Career Development Leslie Blakney and Assistant Director for Career Development Meghan O'Toole. For questions and more information, please visit our website <https://Plymouth.edu/career> or send us an email: career.development@plymouth.edu.

Company Size: a drop-down range

Public Email: this is optional to include

Create New Company: when you're ready, click this button.

9. Once you select "**Create New Company**" you will be prompted to choose schools to connect to. Use the filters on the right side of the screen to search for **Plymouth State University**. Click the + button to the right of the school. Then click **Next: Finish**.
10. Your request will be sent to the Career Development Office for review. Once your account has been approved, you will receive a confirmation email from Handshake.