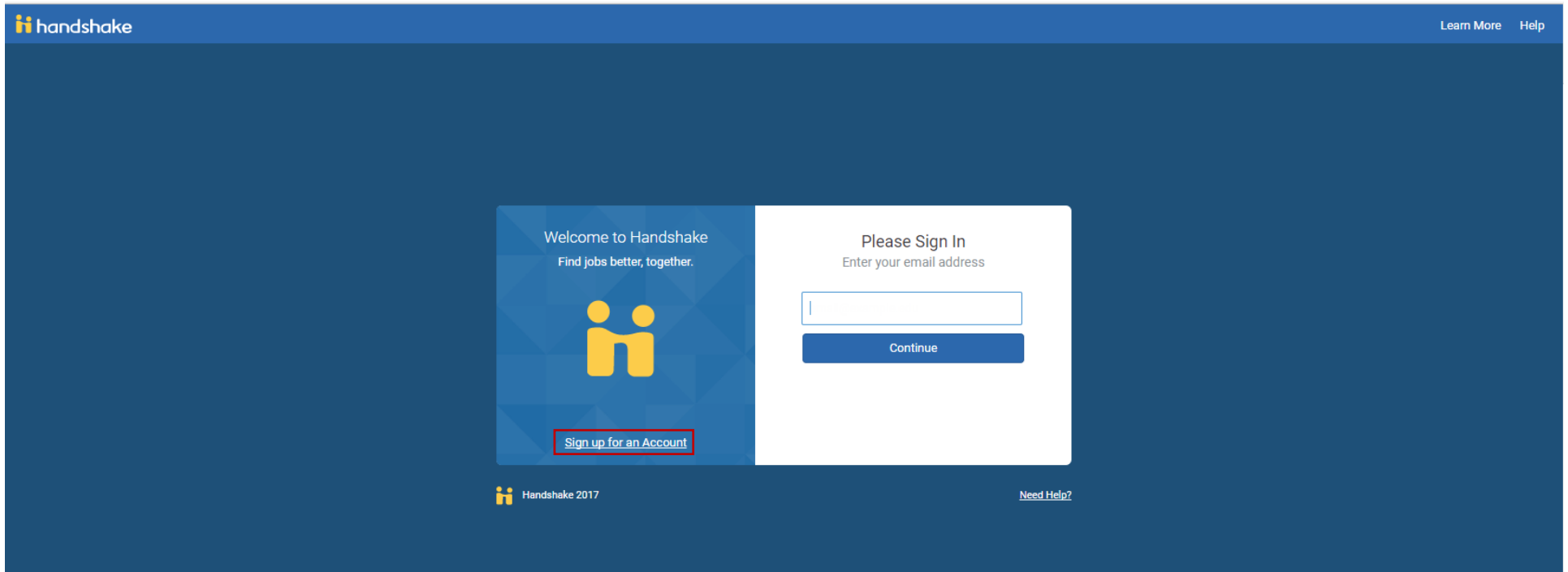


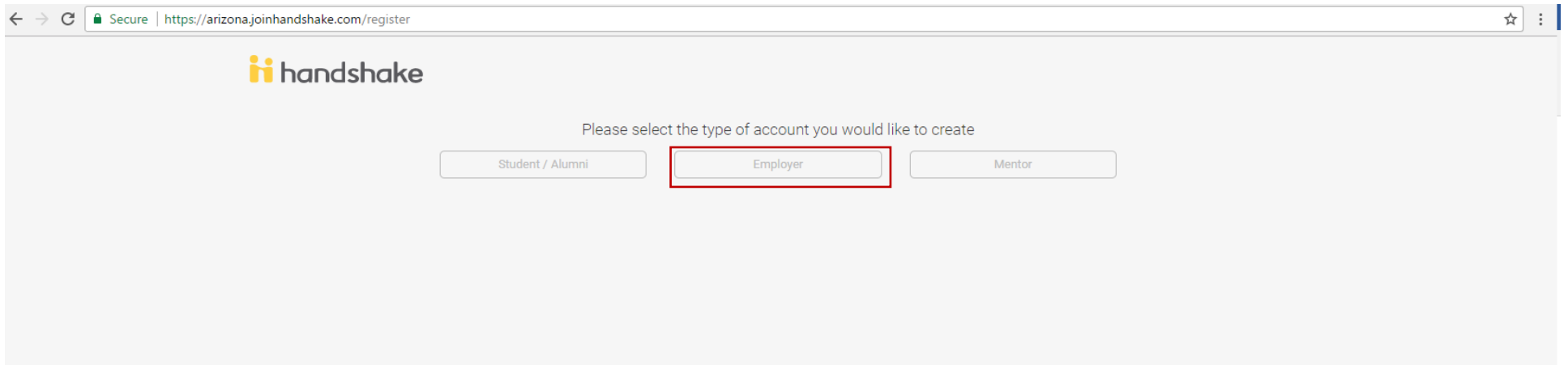
To register for a new User Account on Handshake, please copy and paste the link below into your web browser:

https://app.joinhandshake.com/login?school_approval_token=S-9U5XUY-xf7Hid2rmC2R0OtgjRqaHbHr6JRRv2bkPnfSfVShsKWQ

New Users Click on 'Sign Up for an Account'

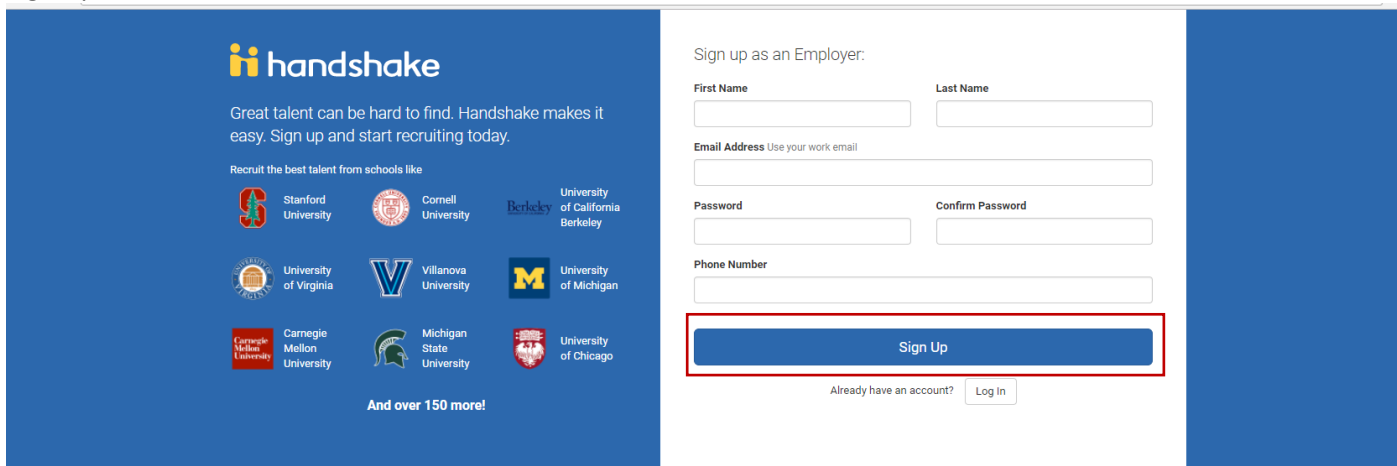


Click on Employer




A browser window showing the registration page for Handshake. The address bar displays "Secure | https://arizona.joinhandshake.com/register". The Handshake logo is at the top left. Below it, the text "Please select the type of account you would like to create" is centered. Three buttons are presented: "Student / Alumni", "Employer" (highlighted with a red border), and "Mentor".

From the Employer Registration screen, fill out the fields to Sign Up as an Employer, and click on Sign Up':



The Employer Registration form on the Handshake website. On the left, the Handshake logo and a message: "Great talent can be hard to find. Handshake makes it easy. Sign up and start recruiting today." Below this, a list of partner universities is shown with their logos: Stanford University, Cornell University, Berkeley, University of California Berkeley, University of Virginia, Villanova University, University of Michigan, Carnegie Mellon University, Michigan State University, and University of Chicago. At the bottom of this list, it says "And over 150 more!". The main form area is titled "Sign up as an Employer:" and contains the following fields: "First Name" and "Last Name" (two input boxes), "Email Address" (with the subtext "Use your work email"), "Password" and "Confirm Password" (two input boxes), and "Phone Number" (one input box). A large blue "Sign Up" button is at the bottom of the form, highlighted with a red border. Below the button, there is a link: "Already have an account? Log In".

Complete the additional information, and click on 'Continue':



Great talent can be hard to find. Handshake makes it easy. Sign up and start recruiting today.

2 million student profiles, including

- 170k Business & Economics majors
- 120k Engineering majors
- 50k Liberal Arts majors
- 25k Hard Science majors

Welcome to Handshake, Jenn
Before continuing, we need a bit more info

Tell us the types of students you wish to recruit (select all that apply)

- Education
- Engineering
- Health Professions
- Humanities and Languages
- Life Science
- Math and Physical Sciences
- Natural Resources, Agriculture and Environmental Science
- Social Sciences

Your Alma Mater
Schools and students love working with fellow alumni

School Name **Graduation Year**





My school is not listed, let me type my own

[Add Another Alma Mater](#)

Read, and agree to, the Handshake Employer Guidelines; indicate that you are not a 3rd party recruiter, and click on 'Continue':

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.

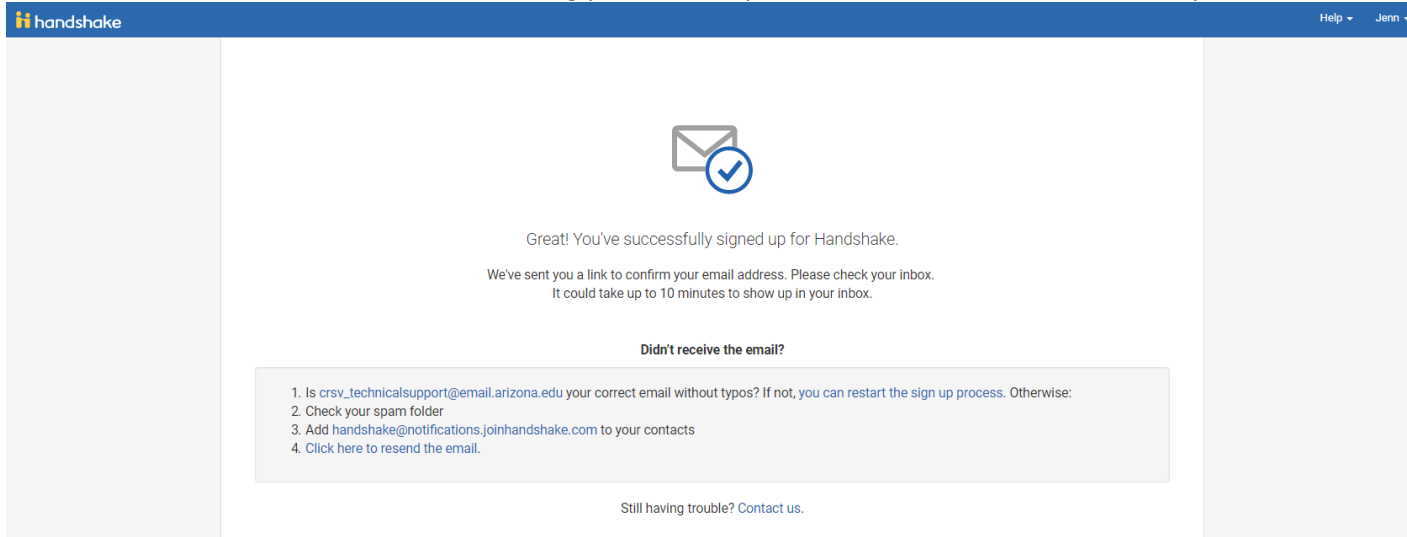
In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of a 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 jobs and on campus activities.

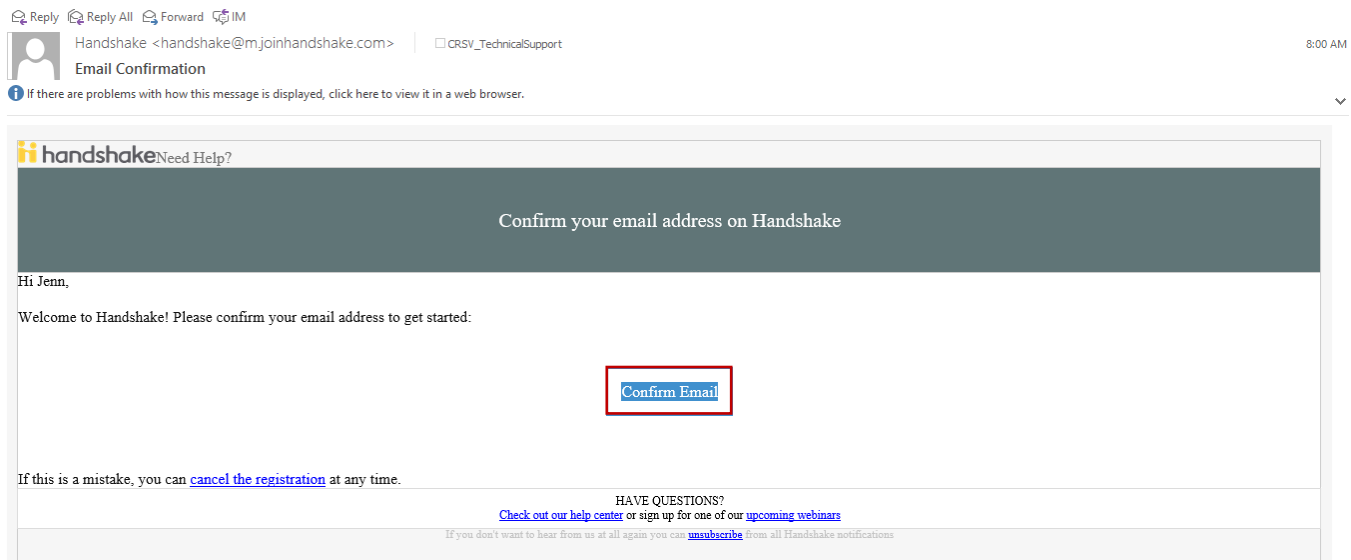
*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

You should receive a confirmation screen asking you to check your email inbox for a link to confirm your email address:



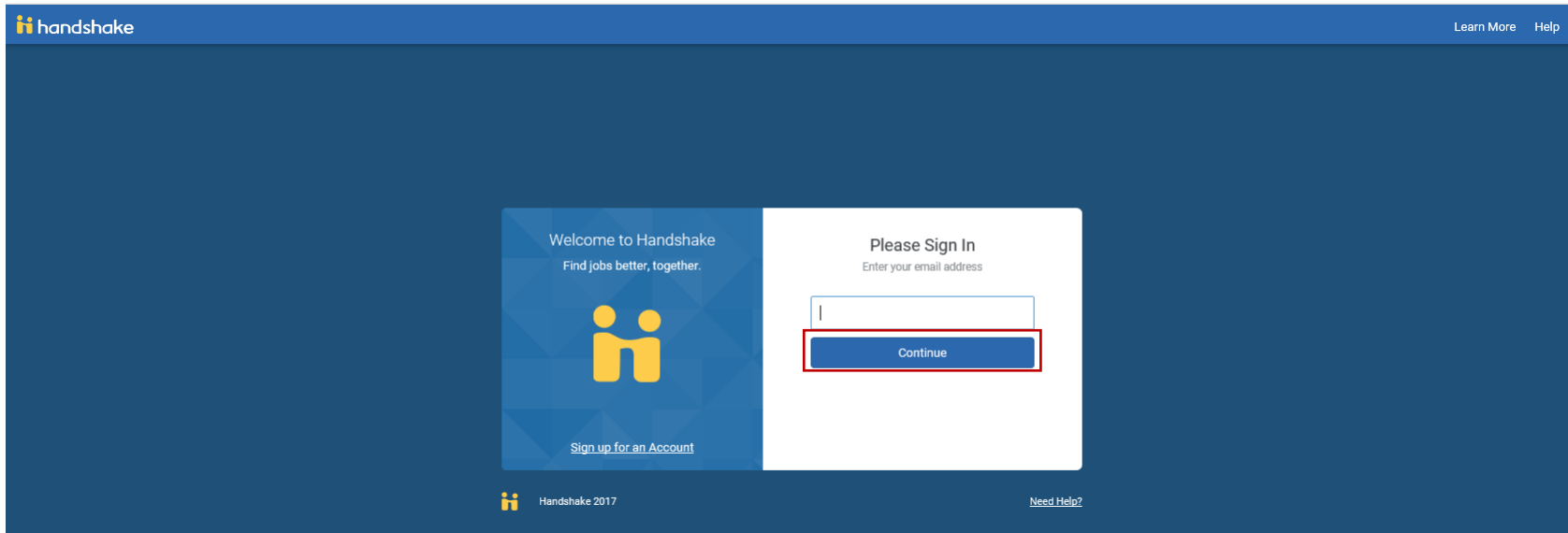
The image shows a confirmation screen from Handshake. At the top left is the Handshake logo, and at the top right are links for 'Help' and 'Jenn'. In the center, there is an icon of an envelope with a checkmark. Below the icon, the text reads: 'Great! You've successfully signed up for Handshake. We've 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.' Below this is a section titled 'Didn't receive the email?' with a list of four instructions: 1. Verify the email address, 2. Check the spam folder, 3. Add the domain to contacts, and 4. A link to resend the email. At the bottom, there is a link to 'Contact us'.

From the email, click on 'Confirm Email':

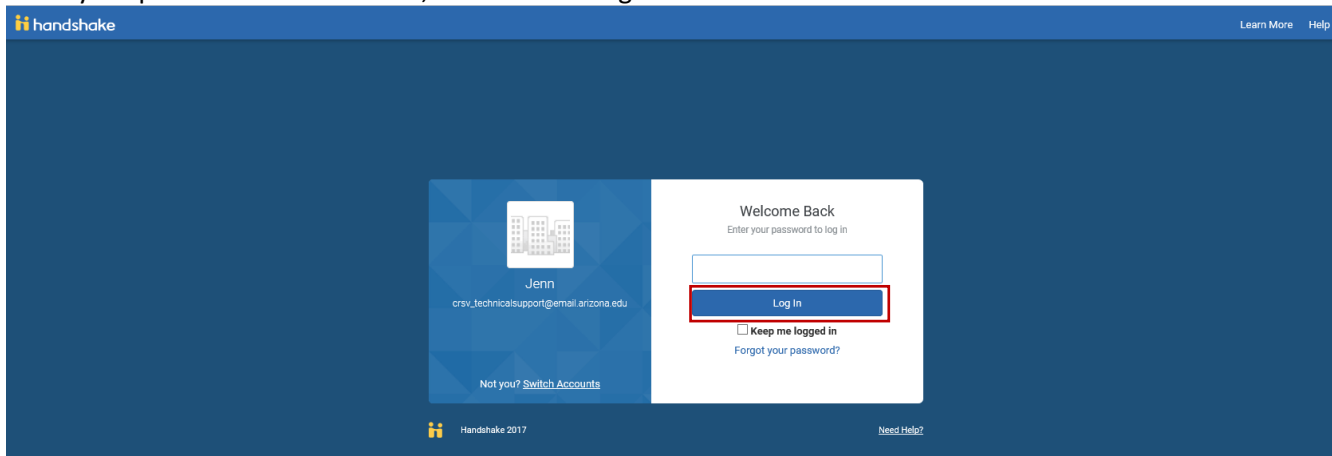


The image shows an email interface. At the top, there are action buttons: 'Reply', 'Reply All', 'Forward', and 'IM'. The sender is 'Handshake <handshake@m.joinhandshake.com>' and the recipient is 'CRSV_TechnicalSupport'. The subject is 'Email Confirmation' and the time is '8:00 AM'. Below the header, there is a link to view the message in a web browser. The main content of the email is a confirmation screen with the Handshake logo and the text 'Confirm your email address on Handshake'. Below this, it says 'Hi Jenn, Welcome to Handshake! Please confirm your email address to get started:'. A red box highlights a blue 'Confirm Email' button. At the bottom, there is a link to 'cancel the registration' and a section for 'HAVE QUESTIONS?' with links to the help center and upcoming webinars. A footer note says 'If you don't want to hear from us at all again you can unsubscribe from all Handshake notifications'.

Enter your email address on the screen below, and click on 'Continue' :



Enter your password on the screen, and click on 'Log In'



When you log in you will see this screen. Instead of requesting to join the University of Arizona main account, either click on 'Create New Company' on the right hand side, to create a profile for your individual University of Arizona department, or request to join the account for the department you are affiliated with, if it is already listed on the left. For new University of Arizona department accounts, please use the naming convention 'University of Arizona (your department name here)'.

The screenshot shows the Handshake interface. At the top left is the 'handshake' logo. At the top right, it says 'Help - Jenn'. Below the header, it says 'Step 1 of 2' and 'Great! It looks like your company is already in Handshake.' On the left side, there is a list of three company entries, each with a 'Request to join' button. The first entry is 'The University of Arizona' with its logo and a description. The second entry is 'Employer and Alumni Engagement' with a building icon and a description. The third entry is 'University of Arizona (Agricultural and Resource Economics)' with a building icon and a description. On the right side, there are three sections: 'Are you a part of a division within this company?', 'Unable to join?', and 'Not your company?'. The 'Not your company?' section contains a blue button labeled 'Create New Company' which is highlighted with a red rectangle.

Step 1 of 2
Great! It looks like your company is already in Handshake.

The University of Arizona
The University of Arizona (UA) is a place without limits—where teaching, research, service, and innovation merge to improve lives in Arizona and beyond. We aren't afraid to ask bigger questions, to get better answers. Our graduates are accomplished. At the UA, 100 percent of our undergraduates will have the opportunity to apply their knowledge and act on their dreams through internships, fe...
Tucson, AZ 85721, USA | <http://www.arizona.edu/>

Employer and Alumni Engagement
Employer and Alumni Engagement for Student Engagement and Career Development
1303 E University Blvd, Tucson, Arizona 85719, United States | <http://hrea.wildcat.com>

University of Arizona (Agricultural and Resource Economics)
Prepares students to assume responsible positions in the management of the world's natural and human resources.
Tucson, Arizona, United States | <http://aa.arizona.edu/arec/>

Are you a part of a division within this company?
No problem. First join your company. Then after activating your account, create a smaller group within your company profile to tailor your content to students.

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.

Not your company?
Create New Company


Complete your company profile screens and click on 'Create New Company'

handshake Help Career

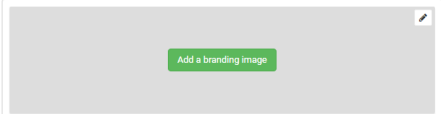
Create your company profile

This is the info students will see when researching your company or viewing associated jobs and events. Make it count!

Company Name

Company Logo 

This is the main image associated with your company. Check "Logo preview" on the right to make sure you look good!

Banner Image 

This is the background banner image that will display on your company's profile page. Show off your team, office or other brand images.

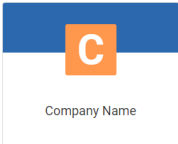
Industry

Website
The company's main web presence. Alternatively, you can use a public page on Facebook, Yelp, etc.

Location

Logo preview

This is how your company's name and logo will display when students search for your profile or jobs.



Description
Students read company descriptions to learn what you do and who you are. Make it count!

Company Size
Choose one of the given options.

Public Email
Optional: Public Company Email
What is your company's public facing careers email address?

Pitch
What is your company's elevator pitch? It should be one sentence, and less than 140 characters.

Twitter
The company's official Twitter page. example: https://twitter.com/joinhandshake

Facebook
The company's public Facebook page. example: https://www.facebook.com/joinhandshake

LinkedIn
The company's LinkedIn page. example: https://www.linkedin.com/company/3559341

The University of Arizona will already be pre-selected as a school for you to join. Click on 'Continue' at the bottom of the screen:

handshake Help Jenn

Step 2 of 2

Next, connect to schools

Tap the '+' on each school you're interested in recruiting students from

If you requested to connect with Test Handshake accidentally you can cancel it now.

Selecting 1 school with 0 students, out of 1,588,219 total students on Handshake

Search by school name











Order By
Default rank


Size

- All
- < 1,000 students
- 1,000 - 5,000 students
- 5,000 - 10,000 students
- 10,000 - 25,000 students
- > 25,000 students

Location (US Region)

- All
- Midwest
- Northeast
- South
- West

 University of Arizona Tucson, Arizona • 0 students #19 Best Undergraduate Business Programs	 Arizona State University Tempe, Arizona • 71,946 students #1 Most Innovative Schools
 Babson College Wellesley, Massachusetts • 0 students #1 in Entrepreneurship	 California Polytechnic State Unive... San Luis Obispo, California • 19,246 studen... #1 Top Public Schools (West)
 Calvin College Grand Rapids, Michigan • 3,894 students #1 Regional College – Midwest	 HARVEY MUDD COLLEGE Claremont, California • 804 students #1 Undergraduate Engineering Programs (N...
 Oregon Tech Klamath Falls, Oregon • 0 students #1 Top Public Schools (West)	 Princeton University Princeton, New Jersey • 5,391 students #1 National Universities
 Rollins College Winter Park, Florida • 1,932 students #1 Regional Universities (South)	 Spelman College Atlanta, Georgia • 2,135 students #1 Historically Black Colleges and Universit...

Connecting to: 

Continue

To manage your Campus Employer Page and add more staff as Handshake Users, click on the 'Company Settings' link from the drop down menu below your name in the top right-hand corner of your Home Screen:

The screenshot displays the Handshake user interface. At the top, there is a blue header with the Handshake logo, a search bar, and user information including 'Jenn Test'. A dark sidebar on the left contains navigation links for Home, Profile, Test Handshake, POSTINGS (Jobs, Applications), RELATIONSHIPS (Students, Schools, Contacts), CAMPUS (Events, Interviews, Fairs), and OTHER (Surveys). The main content area features three primary action buttons: 'Post a Job', 'Request an Interview', and 'Create an Event'. Below these are three corresponding status cards: 'Jobs' (no jobs distributed), 'Interview Schedule Postings' (no interviews requested), and 'Upcoming Events' (no events RSVP'd to). A section for 'Upcoming Career Fairs' lists two events: '2017 Fall Career Days' and '2017 Fall Eller College of Management Career Expo'. On the right, a dropdown menu is open, showing options for 'Your Profile', 'User Settings', 'Company Settings' (highlighted with a red box), 'Product Announcements', and 'Sign Out'.

Click on 'Staff Management':

The screenshot shows the Handshake interface for a company profile named 'Test Handshake'. The left sidebar contains navigation options: Home, Profile, Test Handshake, POSTINGS (Jobs, Applications), RELATIONSHIPS (Students, Schools, Contacts), CAMPUS (Events, Interviews, Fairs), and OTHER (Surveys). The main content area is titled 'Test Handshake' and has 'Overview' and 'Edit' buttons. A 'Details' sidebar on the left lists 'Staff Management' (highlighted with a red box), 'External Contacts', 'Divisions', and 'Attachments'. The 'Basic' information section includes fields for Name (Test Handshake), Industry (Higher Education), Aliases (Add Alias...), Website (http://career.arizona.edu), Email, Duns number, Phone, and Private phone. A note below the Private phone field states: 'This will not be visible on the company's public profile.'

Enter the email address of the staff person you want to add as a Handshake User into the 'Add existing user by email' box, and click on 'Add User'. The staff person will receive an automated email notification from Handshake that they click on to confirm their Handshake account.

The screenshot shows the Handshake interface for the 'Test Handshake' profile, now with the 'Staff Management' tab selected. The 'Add existing user by email...' and 'Add User' buttons are highlighted with a red box. To the right are 'Invite Link' and 'Add Staff Member' buttons. Below is a table of staff members:

Name	Email Address	Roles	Status
Jenn Test	jennfel@live.com	Experiences, Manage Labels, Request Access to Schools, Manage Employer Page, Career Fairs, Applications, Manage Staff, Interview Schedule, View Student Profile Photos, Events, Jobs	Confirmed