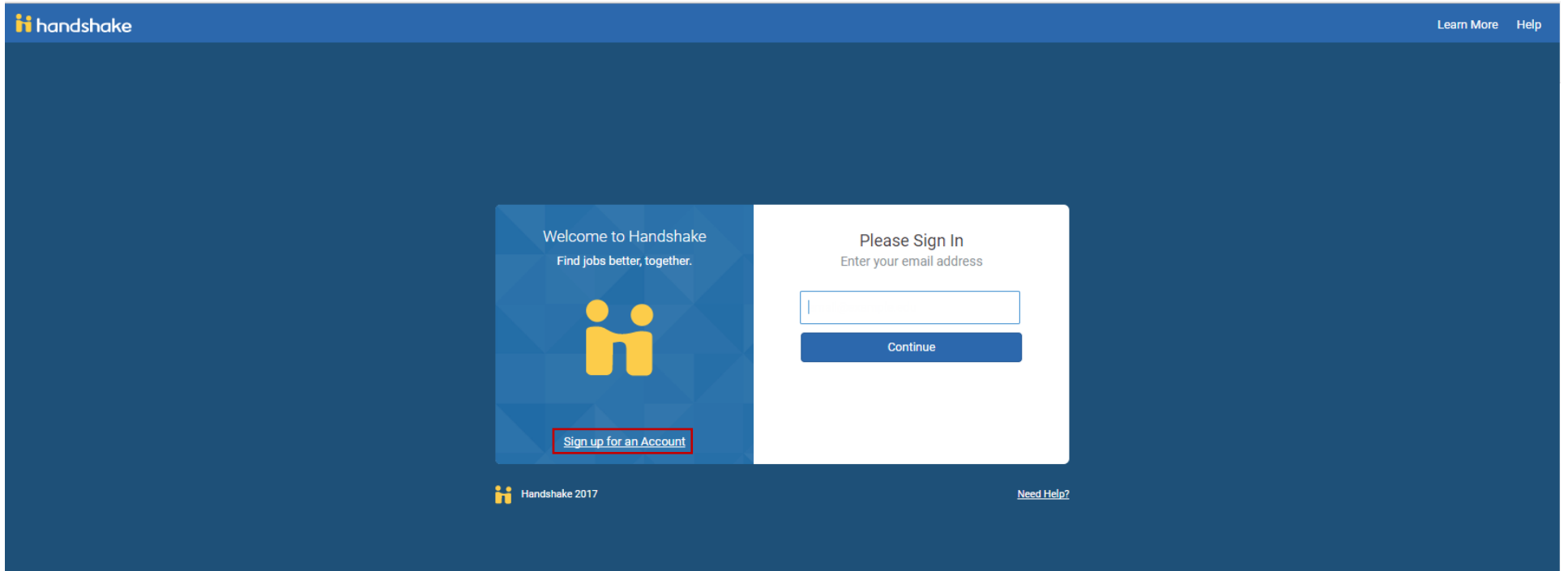


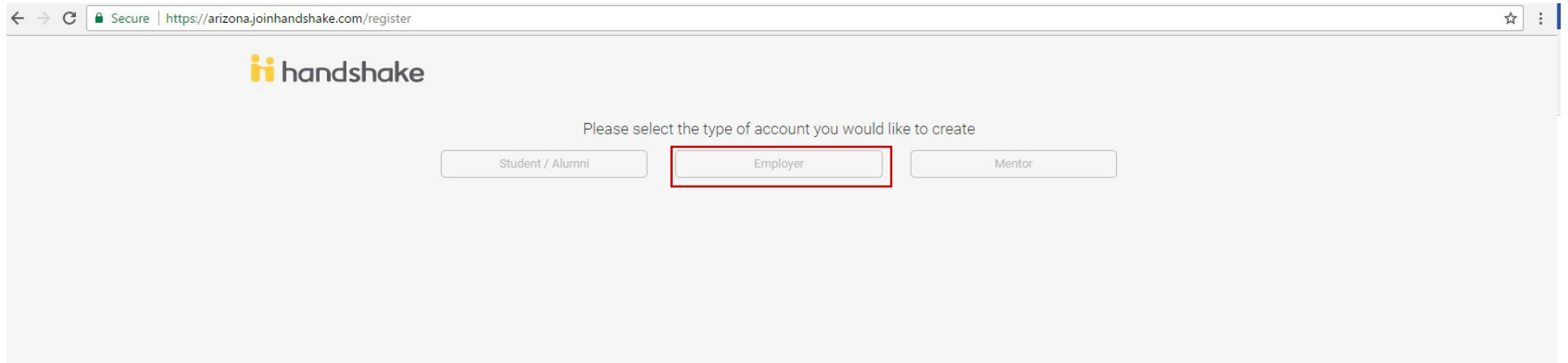
To register for a new User Account on Handshake, please copy and paste the link below into your web browser:

[https://app.joinhandshake.com/login?school\\_approval\\_token=S-9U5XUY-xcF7Hid2rmC2R0OtgiRqaHbHr6JRRv2bkPnfSfVShsKWQ](https://app.joinhandshake.com/login?school_approval_token=S-9U5XUY-xcF7Hid2rmC2R0OtgiRqaHbHr6JRRv2bkPnfSfVShsKWQ)

New Users Click on 'Sign Up for an Account'



Click on Employer:



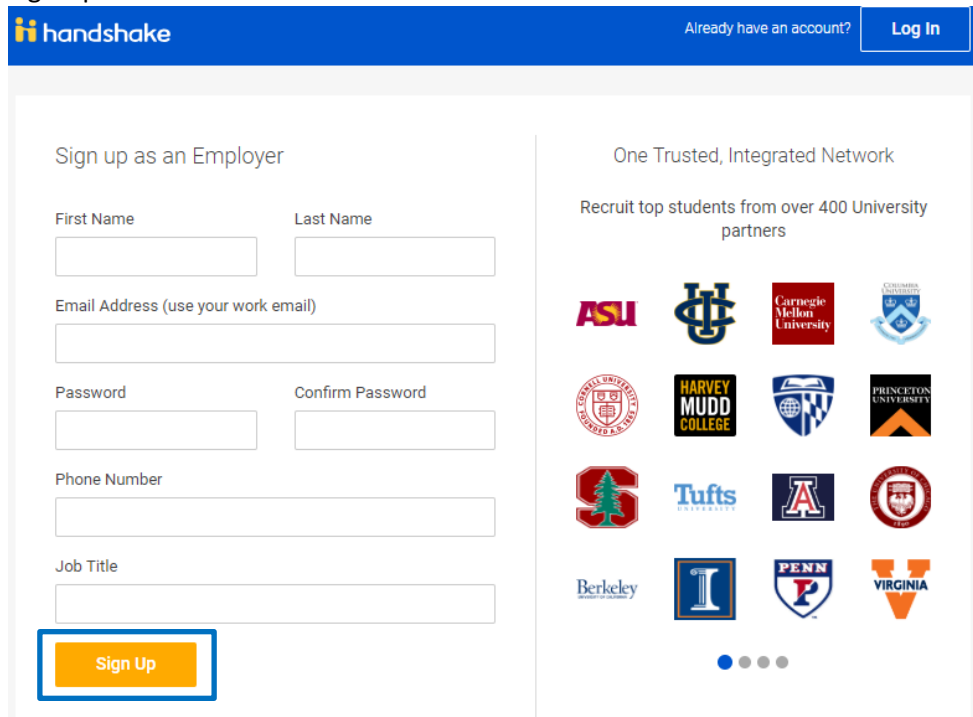
Secure | https://arizona.joinhandshake.com/register

handshake

Please select the type of account you would like to create

Student / Alumni   **Employer**   Mentor

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



handshake   Already have an account?   Log In

Sign up as an Employer

First Name   Last Name

Email Address (use your work email)

Password   Confirm Password

Phone Number

Job Title

**Sign Up**

One Trusted, Integrated Network

Recruit top students from over 400 University partners

ASU   UIUC   Carnegie Mellon University   Queen's University

Case Western Reserve University   Harvey Mudd College   University of Michigan   Princeton University

Stanford University   Tufts University   Arizona State University   University of Virginia

Berkeley   Tufts University   Penn State   Virginia

Complete the additional information, and click on 'Next: Employer Guidelines':

Welcome to Handshake, Bailee

Before continuing, we need a bit more info

Tell us the types of students you wish to recruit

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civics & Government
- Communications
- Computer Science, Information Systems & Technology
- Education

Add your Alma Mater

School Name

Graduation Year

My school is not listed, let me type my own

[Add another Alma Mater](#)

[Next: Employer Guidelines](#)

Rich, Validated Data

Find the right fit across 8.5 million verified student profiles



230k data mining students



385k entrepreneurship students



320k economics students



280k accounting students



Read, and agree to, the Handshake Employer Guidelines; indicate that you are not a 3<sup>rd</sup> party recruiter, and click on 'Next: Confirm 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?

Yes

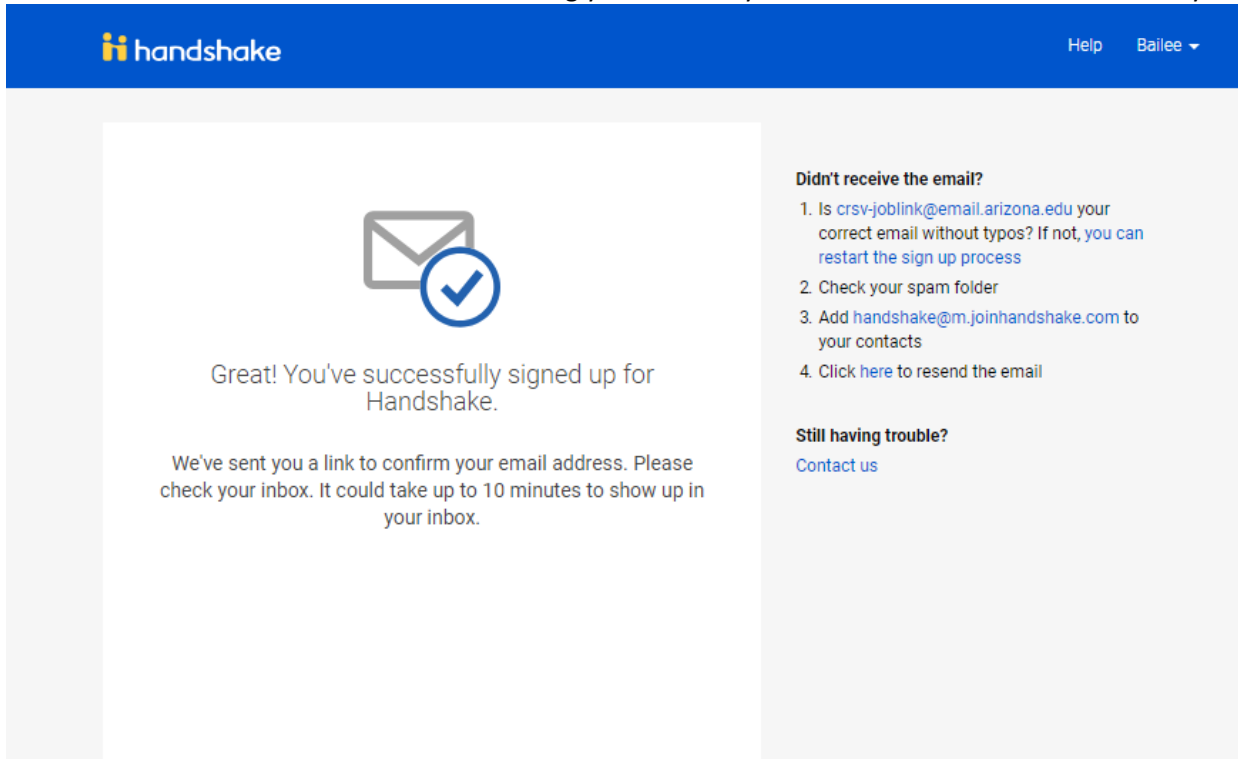
No

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.

Next: Confirm Email

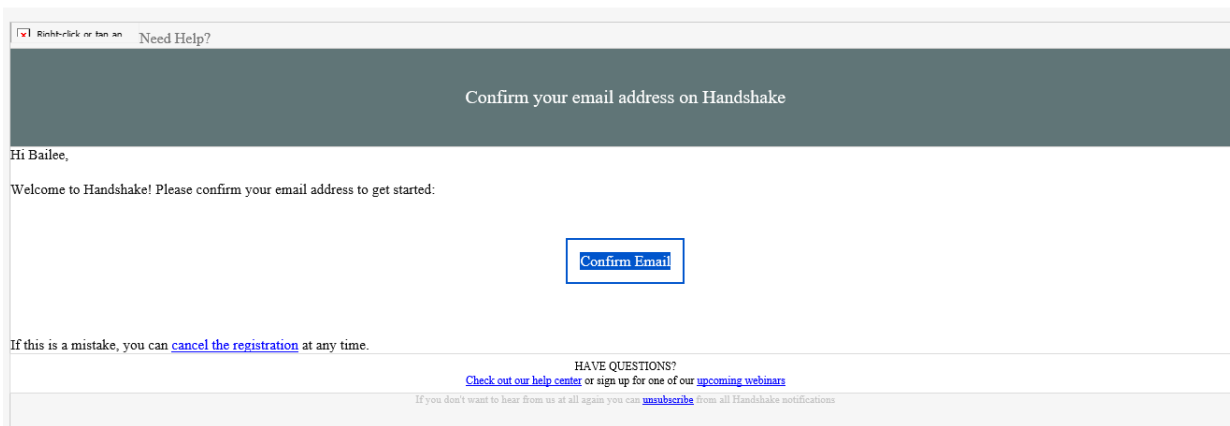
\*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

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



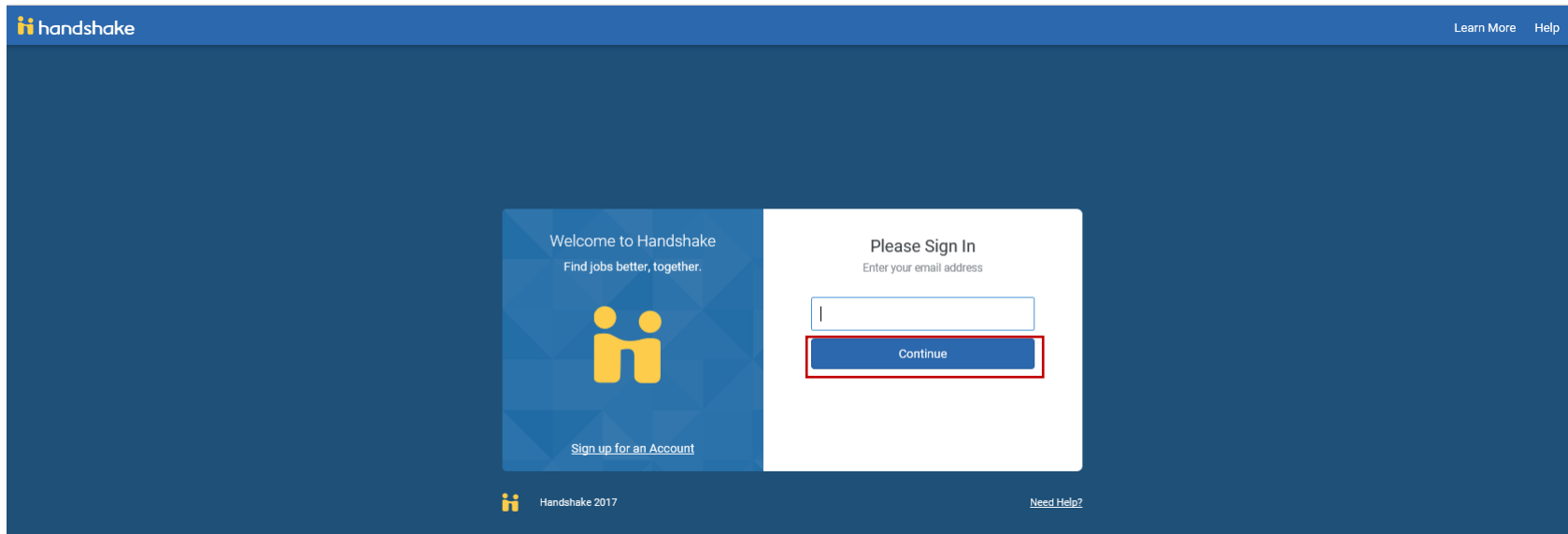
The image shows a confirmation screen from Handshake. At the top, there is a blue header with the Handshake logo on the left and 'Help' and 'Bailee' on the right. The main content area is white and features a large icon of an envelope with a checkmark inside a circle. Below the icon, the text reads: 'Great! You've successfully signed up for Handshake.' followed by '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.' To the right of this text, there is a section titled 'Didn't receive the email?' with a list of four steps: 1. Is crsv-joblink@email.arizona.edu your correct email without typos? If not, you can restart the sign up process; 2. Check your spam folder; 3. Add handshake@m.joinhandshake.com to your contacts; 4. Click here to resend the email. Below this list is another section titled 'Still having trouble?' with a link to 'Contact us'.

From the email, click on 'Confirm Email':

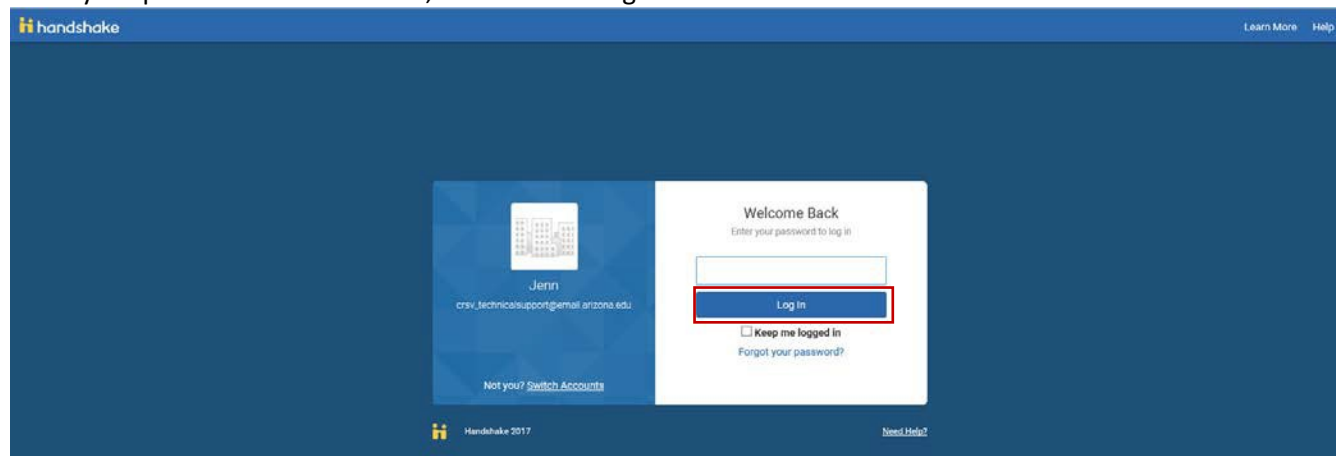


The image shows an email confirmation screen. At the top, there is a dark grey header with the text 'Confirm your email address on Handshake'. Below the header, the email content begins with 'Hi Bailee,' followed by 'Welcome to Handshake! Please confirm your email address to get started:'. In the center of the email, there is a blue button with the text 'Confirm Email'. At the bottom of the email, there is a footer with the text 'If this is a mistake, you can cancel the registration at any time.' and 'HAVE QUESTIONS? Check out our help center or sign up for one of our upcoming webinars'. Below this, there is a link to 'unsubscribe' and a small line of text: '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)':

handshake Help Jenn ▾

Step 3 of 4 - Join Company Next: Connect to Schools

Great! It looks like your company is already in Handshake.



**Request**

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

**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.

**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 Jenn

### Start your company profile

Add a name, images and other important details to build your company's profile

Company \*

Company Name

Company Logo

Add a logo

This is the main image associated with your company. Make it count!

Banner Image

Add a branding image

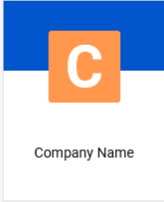
This is the background image that will display on the profile.

Industry \*

Website \*

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

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



Location \*

Enter your address

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

What is your company's public facing careers email address?

Go Back



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



handshake Help Jenn

Your new company account was successfully created.

Step 4 of 4 - Connect with Schools 1 School selected **Next: Finish**

university of arizona Search

Showing 1 result • [Select all](#)

 University of Arizona  
Tucson, Arizona • 43,088 students • #19 Best Undergraduat... 

Done selecting schools to recruit at? Click "Finish" above to finish signing up.

My Selected (1) [Clear](#)

Filter Schools by

Region ^

Midwest  
 Northeast  
 South  
 West

Location ^

Rank ^

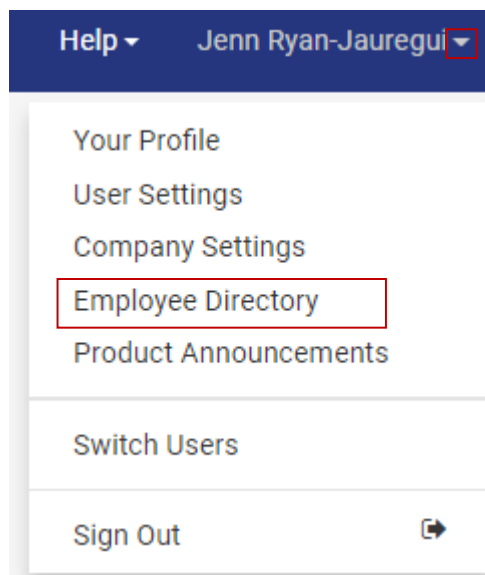
UA Campus Department Staff who create a new Employer account for their department will be designated as the account Owner. Account Owners can invite other staff or faculty members from their department to be Recruiters on the account.

Staff/Faculty who are designated as Recruiters on an Employer account, will have their own user login, for the account and will be able to perform the following tasks in the account:

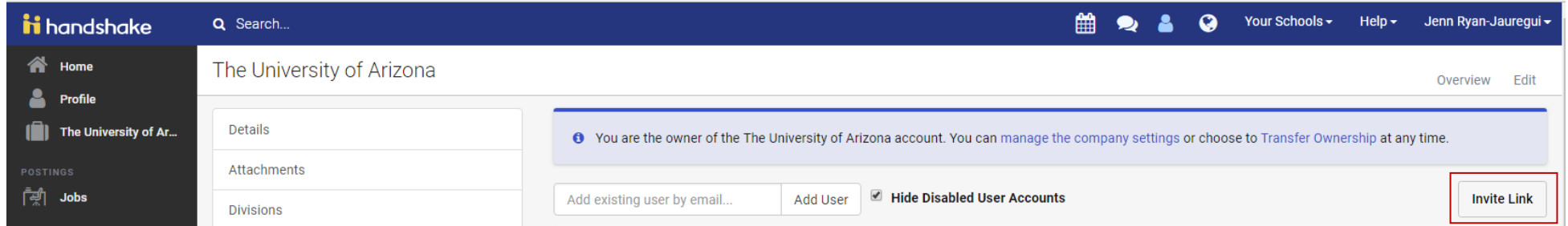
- Post jobs and manage applicants on their job postings
- View/Manage other job postings on the account, and the associated applicants
- Register for Career Fairs
- Request to host Employer Events on campus

Use the following steps, as the Account Owner, to invite other UA staff or faculty to be Recruiters on your account:

From your Employer dashboard, click on the drop down arrow, to the right of your name, and click on 'Employee Directory':



From the top of the Staff Management screen, click on the 'Invite Link' button:



Highlight, Copy (right click, copy, or CTRL+C) and Paste the whole link into an email, and send to the Staff or Faculty member:

Invite Links are an easy and seamless way to invite staff members to join their existing employer account in Handshake.

If you know of a staff member from **The University of Arizona** that you would like to invite, send them an email with the below registration link. As long as they use the below link to register on Handshake they will automatically be connected with **The University of Arizona** when they complete the registration process.

If you feel that this link is being abused, or you would like to invalidate the current link, you can [generate a new one](#).

<https://app.joinhandshake.com/reg>

Staff/Faculty that receive an invite will be prompted to register for a Handshake account, and will automatically be joined to your Employer Account as a Recruiter when they create their user account.