On-Campus Student Employment
Hiring Manager’s Guide to Handshake Accounts

This guide is adapted from Handshake’s support documentation to answer questions specific to posting jobs for on-campus student employment at Clark University. If you have technical questions, their FAQ pages cover a range of topics not included in this document.

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**Signing into an Existing Employer Account**
Go to [https://app.joinhandshake.com/login](https://app.joinhandshake.com/login) and enter your email in the field labeled *For everyone else*. If Handshake prompts you to *Sign in through your school*, click the *Sign in with your email* link instead. On the *Welcome Back* screen, enter the password you created for your Handshake account. The *Welcome Back* screen also includes a link to reset your password, in case you forget it.

![Handshake login screen](image)

**Creating a New Employer Account**
Follow the instructions below to create a new Employer account connect to your department/office:

1. Visit [https://app.joinhandshake.com/register](https://app.joinhandshake.com/register) and click the *Employer* button.

2. Enter your new account information using your Clark University email address and phone number, then click *Sign Up*. As a hiring manager, your Handshake password is NOT connected to your Clark University password. Make this password memorable, especially if you won’t be logging in often.

![Handshake registration screen](image)

**NOTE:** If you get a message that *this email address is already associated with an existing Handshake account*, please see this guide’s instructions for *Using Multiple Types of Handshake Account*. Most users will not see this message, and can continue to step #3.
3. Enter your recruiting interests and Alma Mater, then click **Next: Employer Guidelines.** This information doesn’t impact your ability to use Handshake – if there isn’t an exact match, pick whatever option feels closest.

4. Review the employer guidelines, terms of service, and privacy policy. Select **No** to indicate that you are not a 3rd party recruiter, then click **Next: Confirm Email.**
6. Handshake will send you an email to confirm your email address. When it arrives, click the **Confirm Email** button to verify your account. If it doesn’t arrive within 10 minutes, see their [Confirmation Email Troubleshooting Guide](#).

7. Handshake will prompt you to connect to an existing Clark-affiliated employer profile. Find your department on the list, click **Request**, then select **Next: Connect to Schools** at the top of the page. **NOTE:** If your department is not listed, **DO NOT** click Create New Company. Instead, follow this guide’s instructions for [Requesting a New Employer Profile](#).
Once you’ve submitted a request to connect to an employer profile, staff who are already connected to that profile will receive an email notification to approve your request. You’ll be pending in the system until they approve you. If you’re the first person in your office to connect to that employer profile, email CareerServices@clarku.edu for assistance.

8. The final step of the account creation process is to Connect with Schools. Search for Clark University, click the + button on the right, then select Next: Finish. If you don’t see this screen, you can follow these instructions at any time after your account has been created.

**Requesting a New Employer Profile**
Clark has a limited number of employer profiles, so our Handshake administrators must create new ones manually. If you could not find your department in Step 6 of Creating a New Employer Account or need a new employer profile for another reason, please email CareerServices@clarku.edu for assistance.
Using Multiple Types of Handshake Account
Depending on your role at Clark, some hiring managers also have Career Services or Student accounts in Handshake. Once configured, users can follow these directions to switch between accounts. Creating an Employer account requires users to enter the password for each of their existing Handshake account(s). If you never set or forget this password, follow the instructions below to create / reset it:

1. Make sure you are not logged into Handshake. It may help to close and reopen your browser.

2. Go to https://app.joinhandshake.com/login and enter your email in the field labeled For everyone else. Select Forgot your password or Set your password, as appropriate, and follow the instructions to create a new local password for your account (this will not change your Clark University password).

3. Now that you know your password, log out of Handshake and return to Step 1 of our instructions for Creating a New Employer Account. When you see the message that this email address is already associated with an existing Handshake account, enter the password that you just created / reset.
Configuring Your User Settings
Follow these instructions to configure your profile, account settings, and notification preferences.

Transferring the ‘Owner’ Role
One staff member per employer profile has the ‘Owner’ role, which lets the user configure company settings and approve new staff requests. If you need to transition the Owner role between staff in your department, follow these instructions.

Configuring Company Settings
Only users with the ‘Owner’ role can edit their employer profile, which is visible to students when they apply for jobs. Handshake’s best practices for uploading a company logo / banner image may be helpful.

Approving Staff Members to Connect to Your Employer Profile
Only users with the ‘Owner’ role can approve staff requests to join their employer profile.