

## handshake – New Employer Steps

Introduction: Handshake is a powerful student communication and engagement tool. In order for an Employer to reap the benefits, an Employer account needs to be created and each individual Employee who intends on using Handshake needs an individual account. The steps below will guide you through.

1) Go to <u>http://careercenter.lehigh.edu</u> and click on Handshake Login.



2) Click Sign up for an Account bottom left.







3) Select Employer account.

i secure   https://lehigh.joi	ndshake.com/register	
	Please select the type of account you	would like to create
	Student / Alumni Employer	Mentor

4) Fill in your information, make sure to use your **Employer Email**, and click **Sign Up**.

j	<b>ii</b> handshake		Already have an account? Log In
	Sign up as an Em	nployer	One Trusted, Integrated Network
	First Name	Last Name	Recruit top students from over 400 University
	David	Olson	partiers
	Email Address (use you	ır work email)	
	dolson@waltonconsi	ulting.com	
	Password	Confirm Password	
	Phone Number		Tuffs I A
	610-758-5828		
	Sign Up		





5) Select the **Type of Students** you are recruiting, your **Alma Mater**, and click **Next Employer Guidelines**.

Image: Handshake     ×       ←     →     C'       ●     Secure       https://lehigh.j	oinhandshake.com/employer_registrations/new		<del>0</del> – ଅ × ବୁର୍ଟନ ତି :
	ii handshake	Already have an account? Log In	
	Welcome to Handshake, David Before continuing, we need a bit more info Tell us the types of students you wish to recruit Arts & Design Business, Entrepreneurship & Human Resources	Rich, Validated Data Find the right fit across 8.5 million verified student profiles 550k business students	
	Circle & Government Communications Communications Computer Science, Information Systems & Technology Education Education Congreting Congenering Conge	360k finance students	
	Add your Alma Mater School Name Select School * 2017 •	435k consulting students	
	My achool is not listed, let me type my own Add another Alma Mater Next: Employer Guidelines	••••	
Type here to search	4 0 🚍 🚳 💁 🚺	XI WI	▲ 12:06 PM 10/19/2017

6) Read **Guidelines**, identify whether you are a **3<sup>rd</sup> Party Recruiter** or not, and click **Next Confirm Email**.







7) Your sign up is complete, check email inbox and **Confirm Email**.

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H Int 10/19/2017 3:20 PM Handshake Email Confirmation To dolson@waltonconsulting.com If there are problems with how this message is displayed, d handshake Need Help? Confirm your email addre	ck here to view it in a web browser. ss on Handshake				
Hi David,					
Welcome to Handshake! Please confirm your email a	address to get started:				
If this is a mistake, you can cancel the registration at	any time.				

8) Search for your Company, click Request to Join Company, and then click Next: Connect to Schools.

			Help David
Step 3 of 4 - Join Compa	ny		Next: Connect to Schools
Find and join your com	pany	Search	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.
			Create New Company
1	2	3	
Search & request	Connect	Approval	

## The Center for Career & Professional Development



careercenter.lehigh.edu | 610-758-3710



9) If your Company cannot be found in Handshake, click Create New Company.







10) Fill out your **Company Profile**, and click **Create New Company** at the bottom of the page.

<b>hi</b> hand	shake	Help David 🕶
Star Add a	your company profile Lo Th name, images and other important details to build your company's profile wh	go preview iis is how your company's me and logo will display nen students search for your ofile or jobs.
Comp Ni Comp L	any * Walton Consulting any go	Walton Consulting
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11) After you have **Joined a Company** or **Created a New Company**, you must **Connect to Schools**. Search for **Lehigh**, check box to confirm your selection, and click **Next Finish**.

Handshake ×		e
← → C Secure https://appjoinhandshake	.com/employer_onboardings/connect_with_schools	Help David 🗸
Step 4 of 4 -	Connect with Schools	1 School selected Next: Finish
Lehigh Showing 1 @LEHIGH Do	result • Select all Lehigh University Bethlehem, Pennsylvania • 0 students • Top 50 National Uni the 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

12) If you **Created a New Company**, after being **Approved** by **Lehigh**, you can Login to Handshake and start posting jobs, request an interview schedule, create events, and attend Lehigh's Career Expo.

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( Walton Consulting	শ্বি Jobs	🕰 Interview Schedule Postings	🗄 Upcoming Events	
POSTINGS POSTINGS POSTINGS RELATIONSHIPS Students P Schools P Contacts CAMPUS Events F T Events F T T T T T T T T T T T T T T T T T T	You have not distributed any jobs to a school yet.	You have not requested any on campus interviews yet.	You have not RSVP'd to any upcoming events.	
음 Fairs other :플 Surveys	Lehigh University Spring 2018 Ca Exercise February 15th 2018 at 3:00 pm View All Upcoming Career Fairs	areer Expo		

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13) If you **Joined a Company**, your account is **Pending Approval**, and has been sent to your Company's administrator for approval. If you have not received new account confirmation from your Company administrator within 24 hours, please contact Lehigh's Director of Employer Relations, David Olson at 610-758-5828 or david.olson@lehigh.edu so that we can expedite your approval.

ii H	handshake	Help	David 👻
	Thank You for Signing up for Handshak         Your Current Status:         Pending approval at Lehigh University         Pending connections with 1 school         Image: Contract of the state of	ty. As soon as	

14) After your account is **Approved**, you can Login to Handshake and start posting jobs, request an interview schedule, create events, and attend Lehigh's Career Expo.

