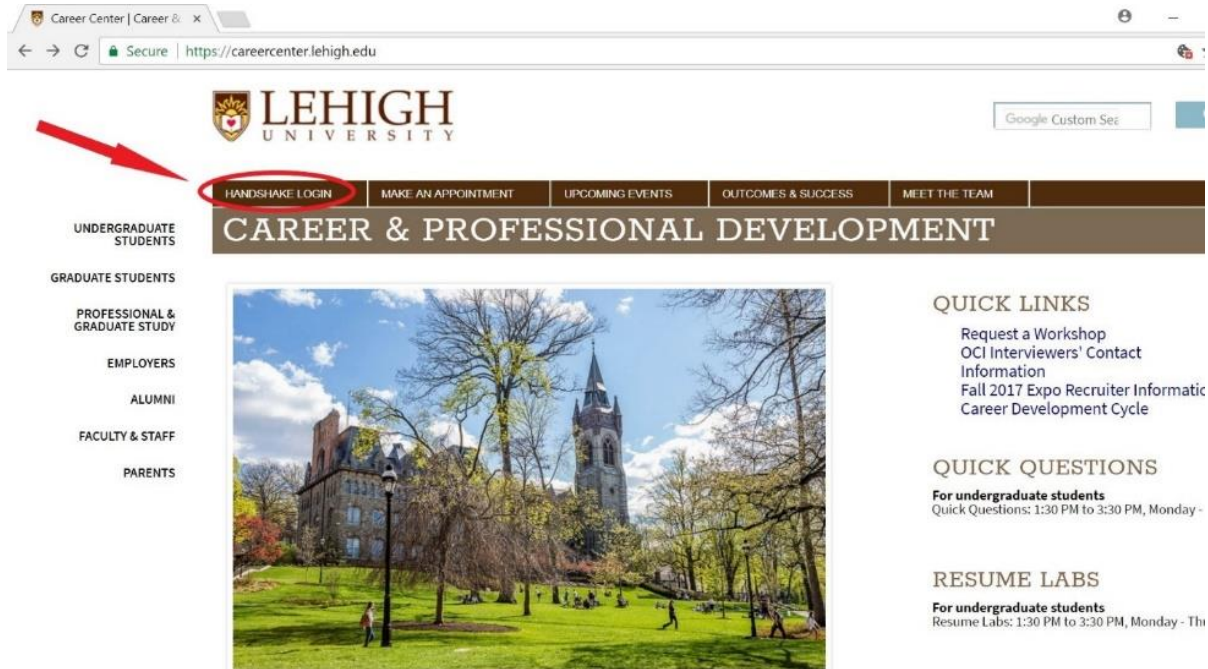


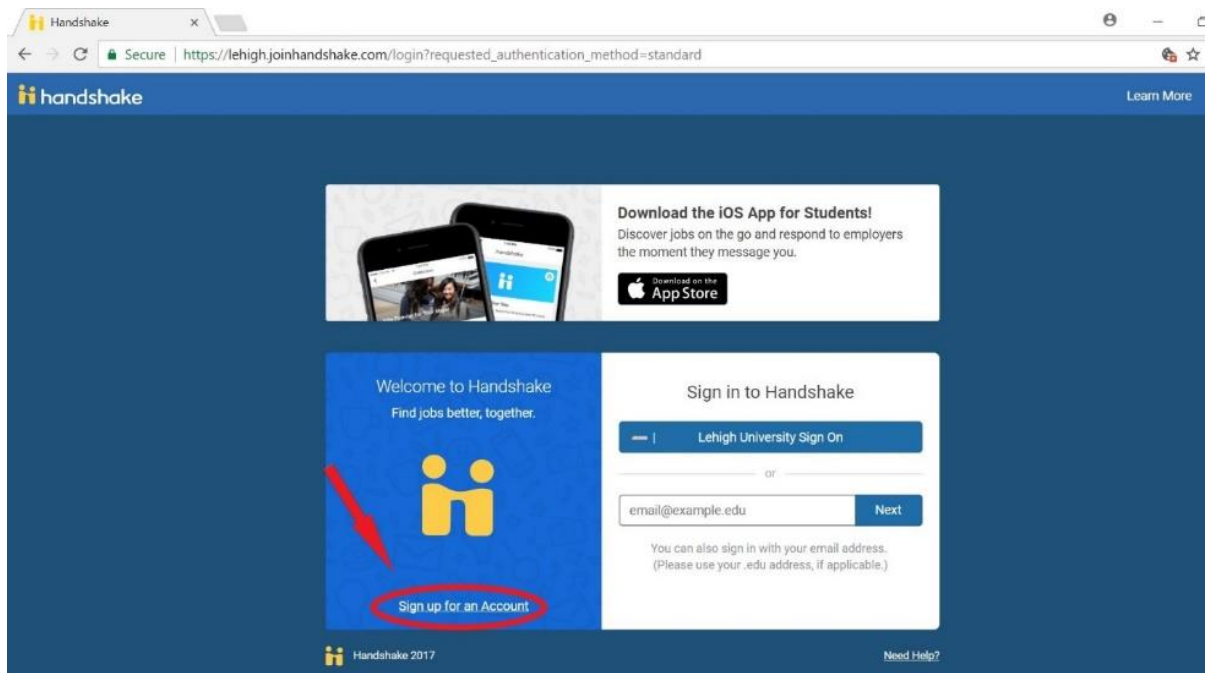
# handshake – New Employer Steps

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.

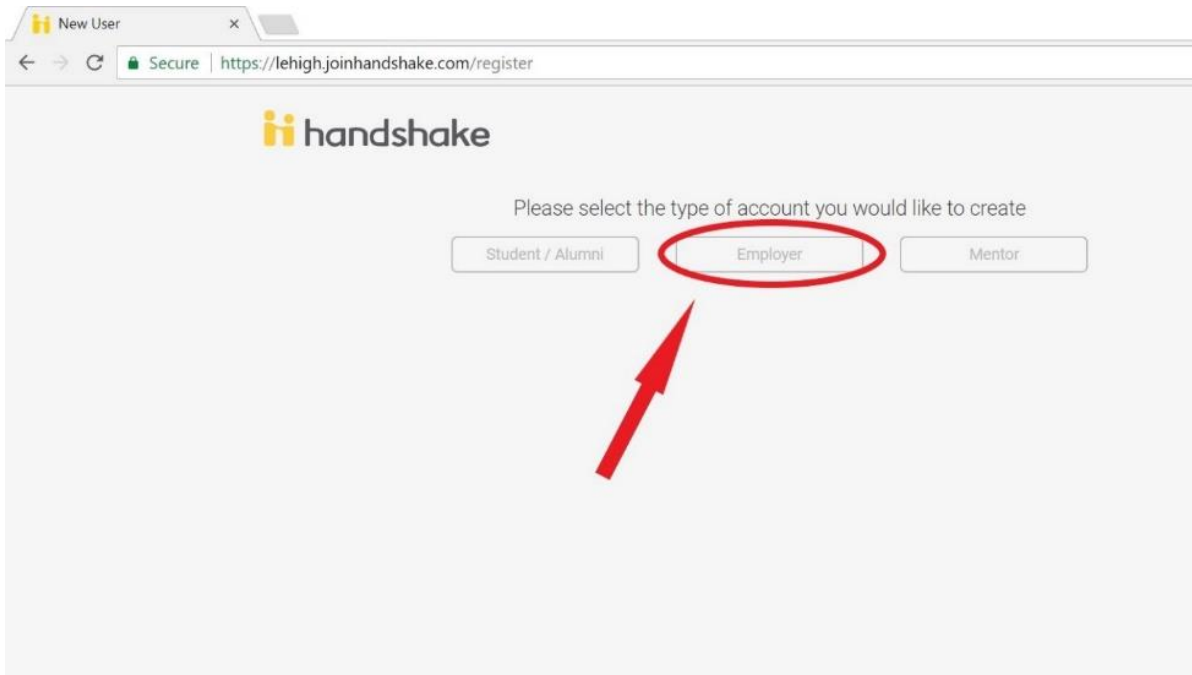
- 1) Go to <http://careercenter.lehigh.edu> and click on Handshake Login.



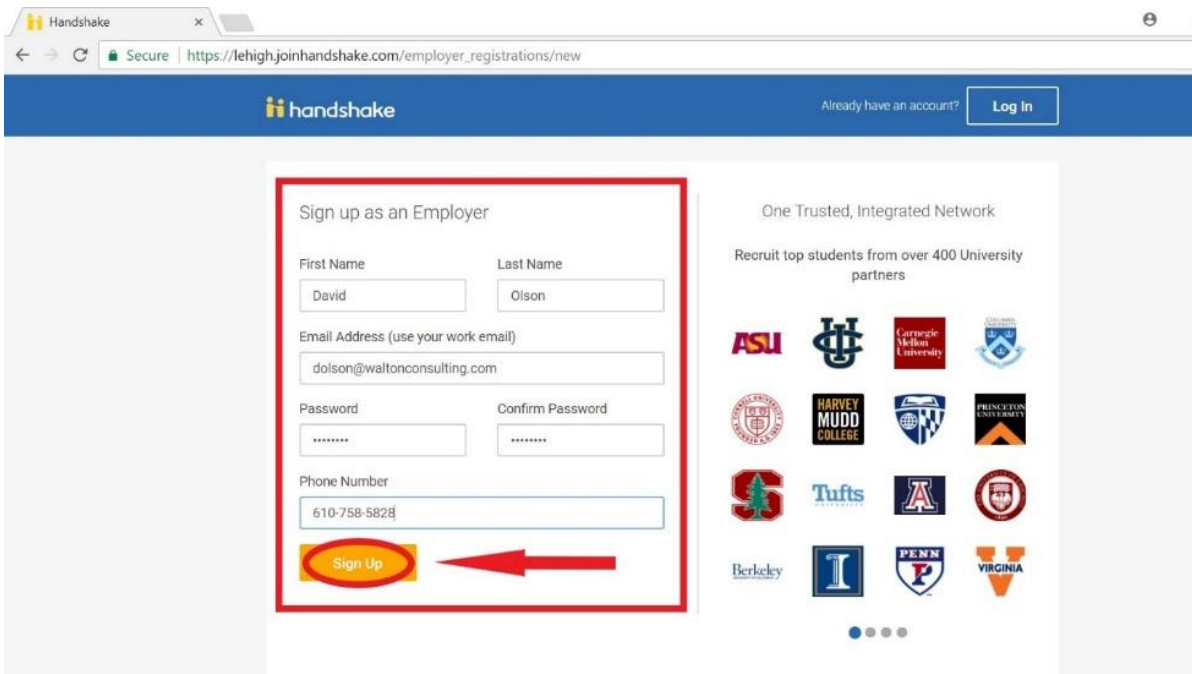
- 2) Click **Sign up for an Account** bottom left.



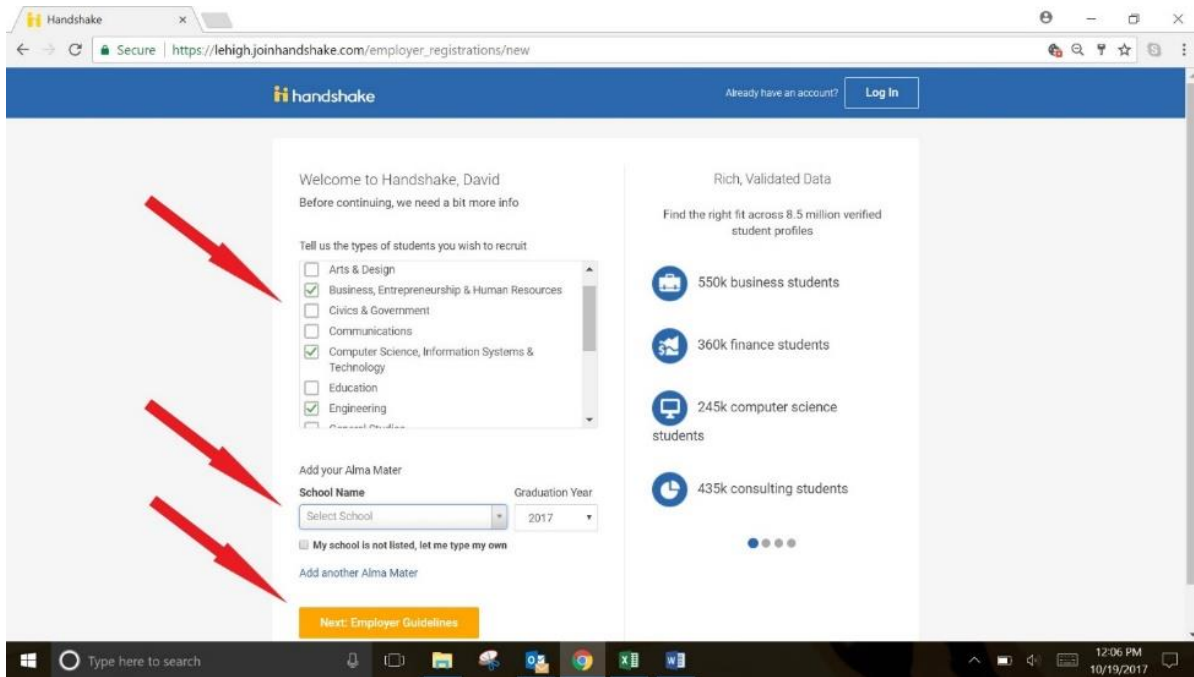
3) Select **Employer** account.



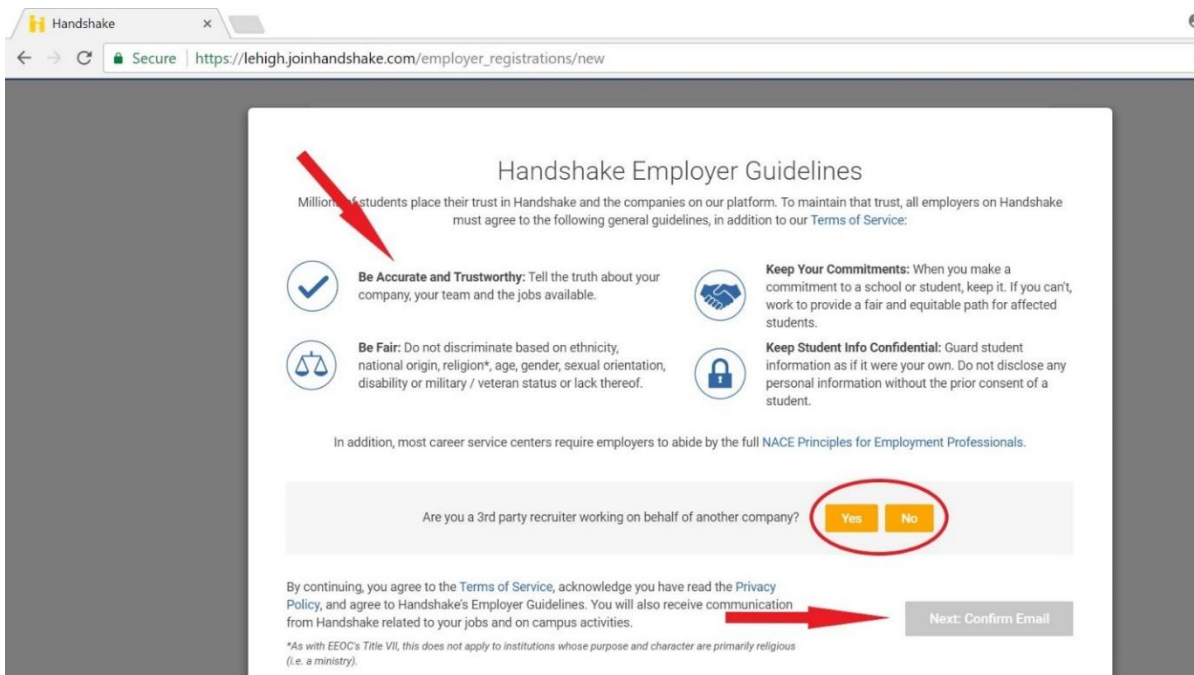
4) Fill in your information, make sure to use your **Employer Email**, and click **Sign Up**.



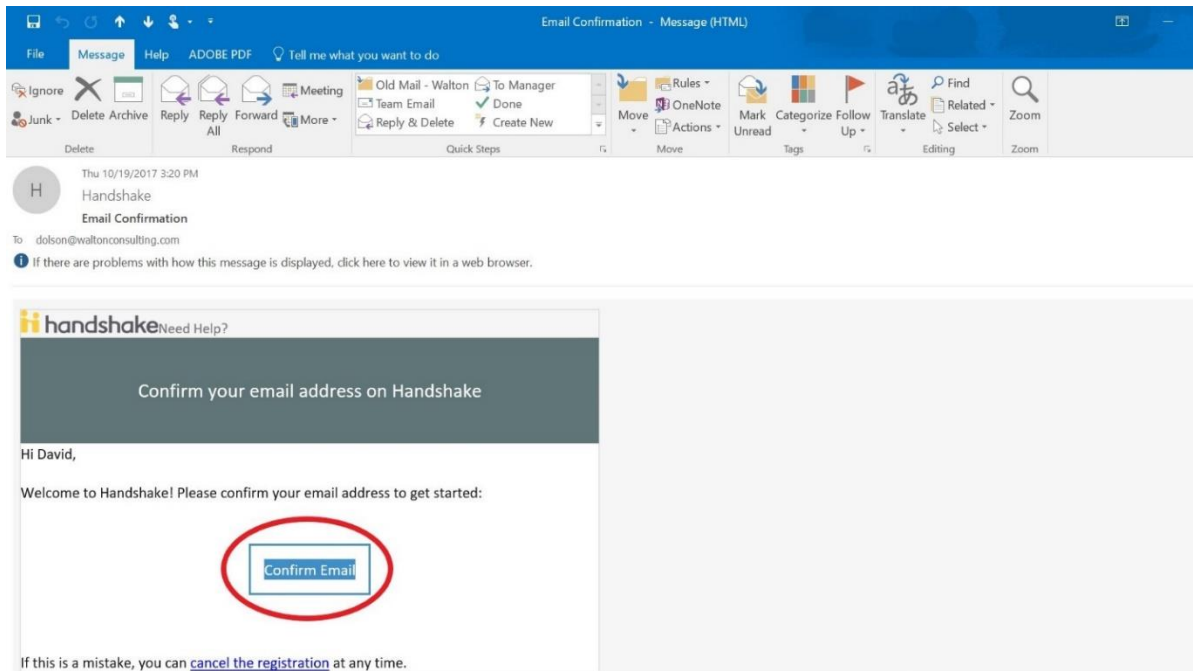
- 5) Select the **Type of Students** you are recruiting, your **Alma Mater**, and click **Next Employer Guidelines**.



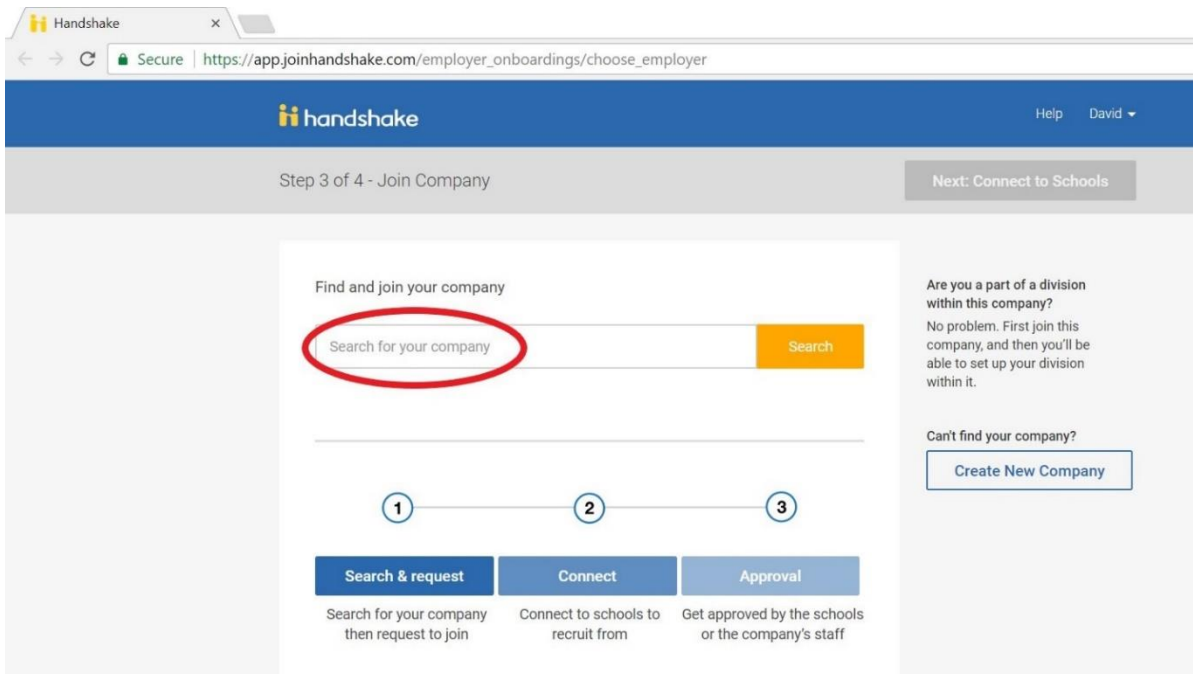
- 6) Read **Guidelines**, identify whether you are a **3<sup>rd</sup> Party Recruiter** or not, and click **Next Confirm Email**.

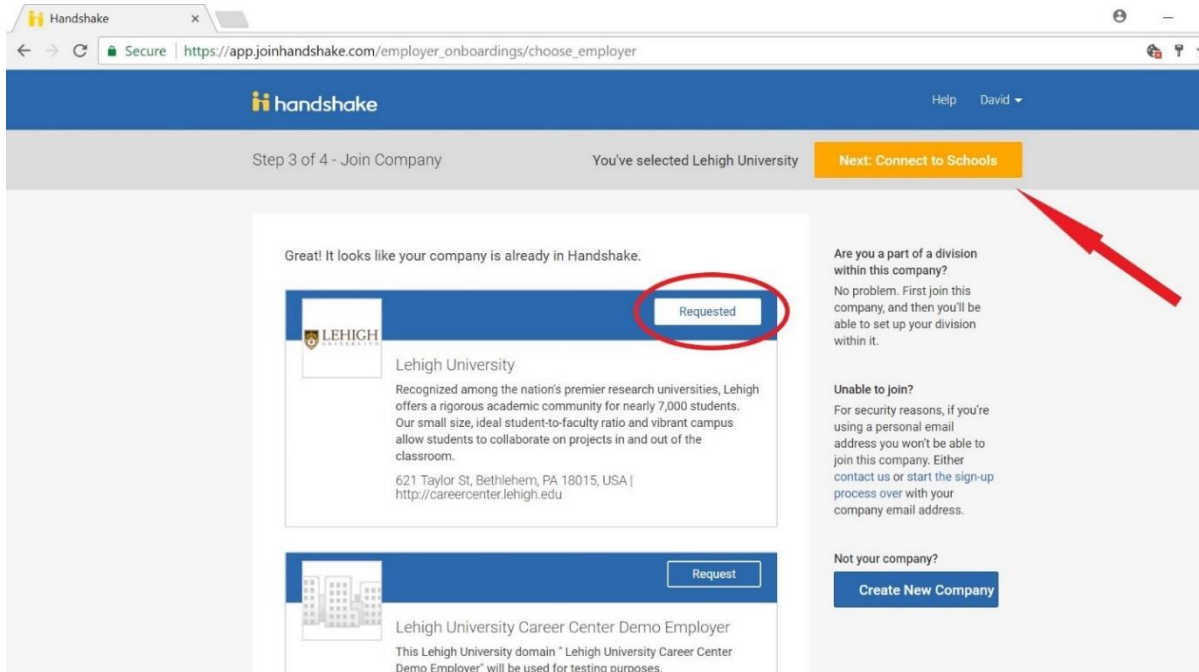


7) Your sign up is complete, check email inbox and **Confirm Email**.

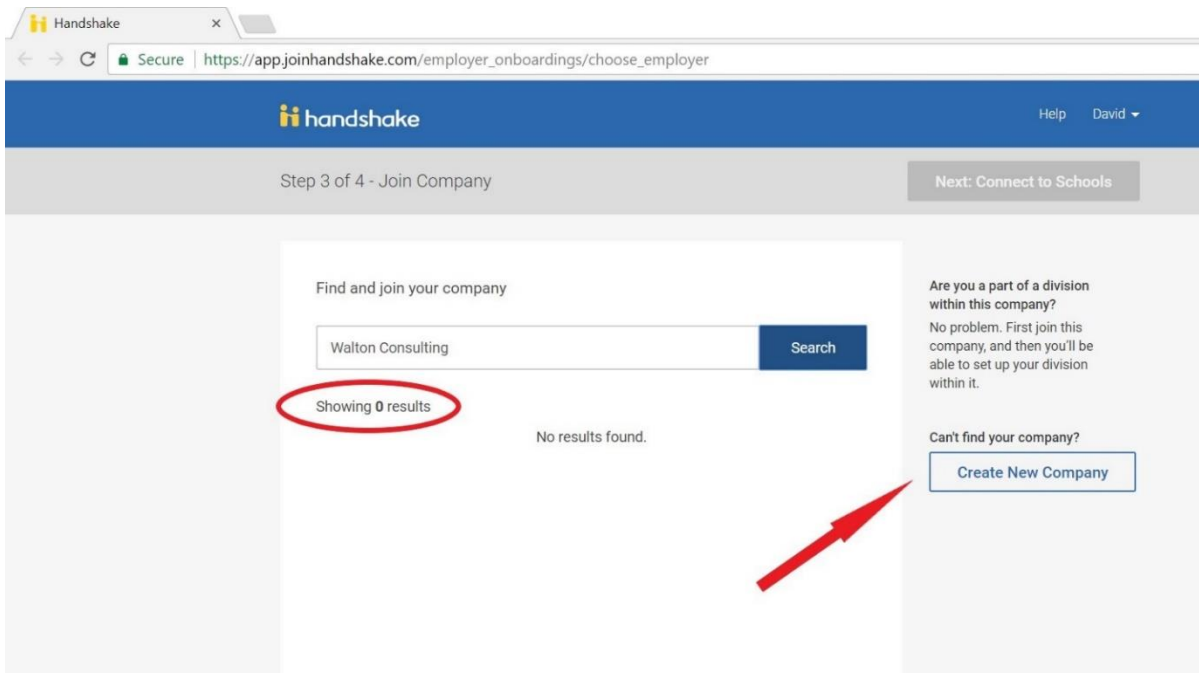


8) **Search** for your Company, click **Request to Join Company**, and then click **Next: Connect to Schools**.





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.

Start your company profile

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

Company Name: Walton Consulting

Company Logo: Walton

Banner Image: [Image]

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

Walton Consulting

Industry: Management Consulting

Website: www.waltonconsulting.com

Location: Allentown, Pennsylvania, United States

Description: Walton Consulting, Inc. is a Management Consulting firm founded in 2001, providing CEO Coaching to small and mid-

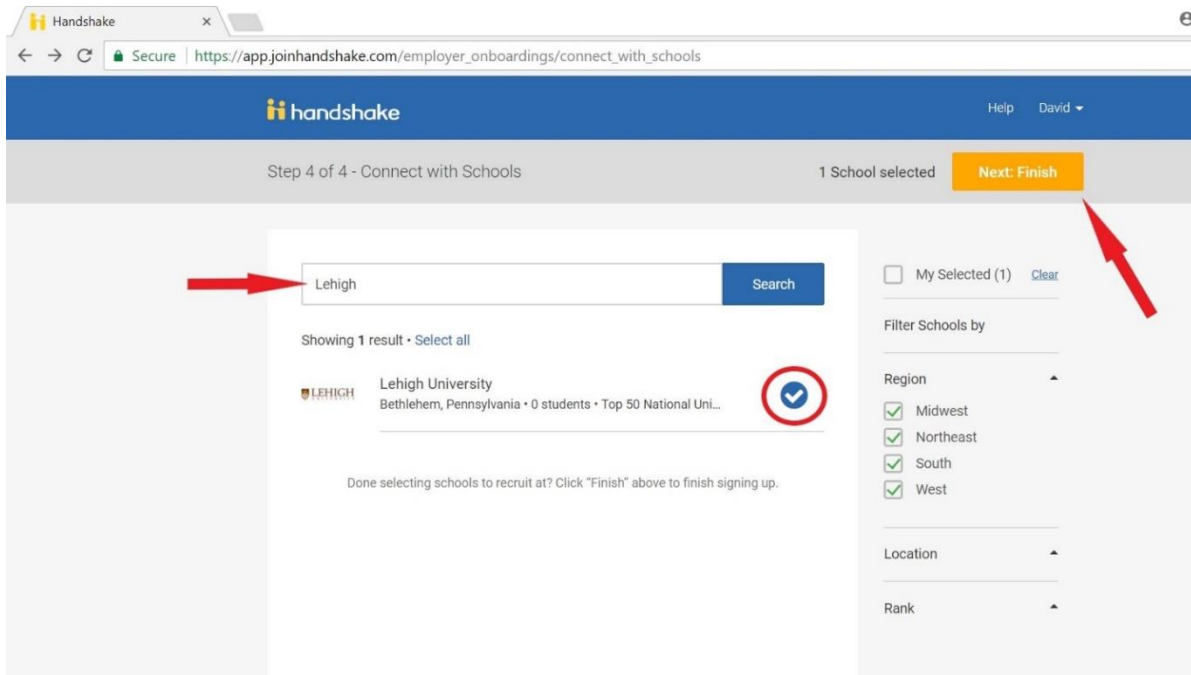
Company Size: 1 - 10

Public Email: dolson@waltonconsulting.com

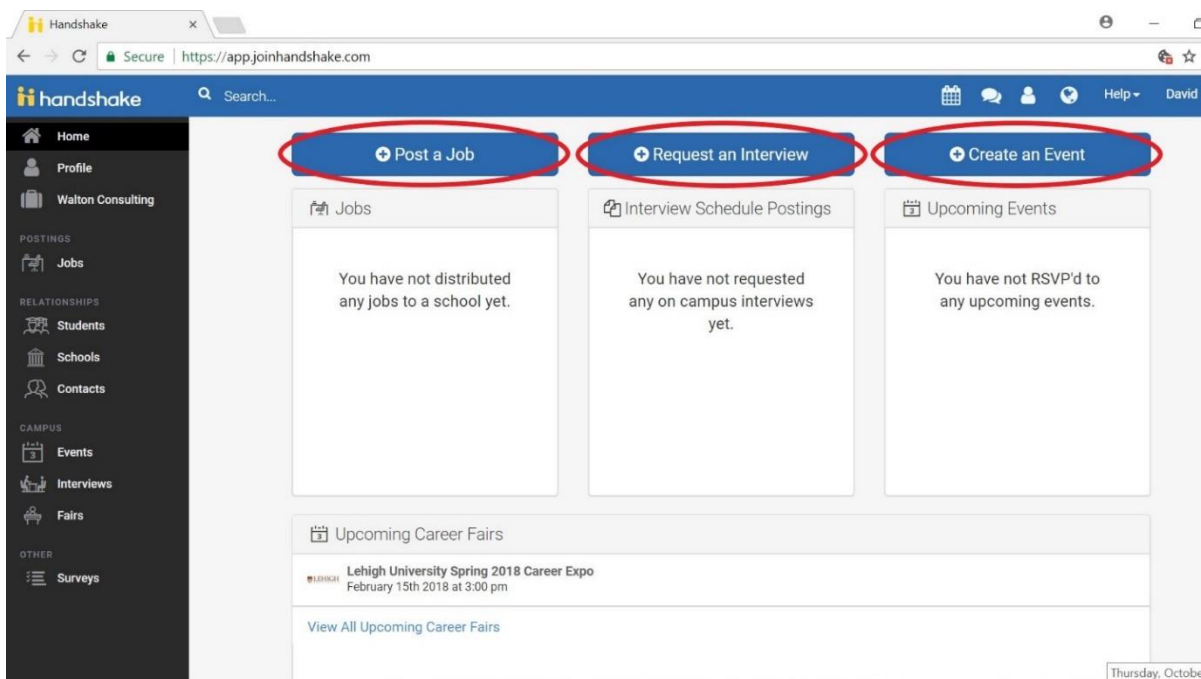
Go Back

Create New Company

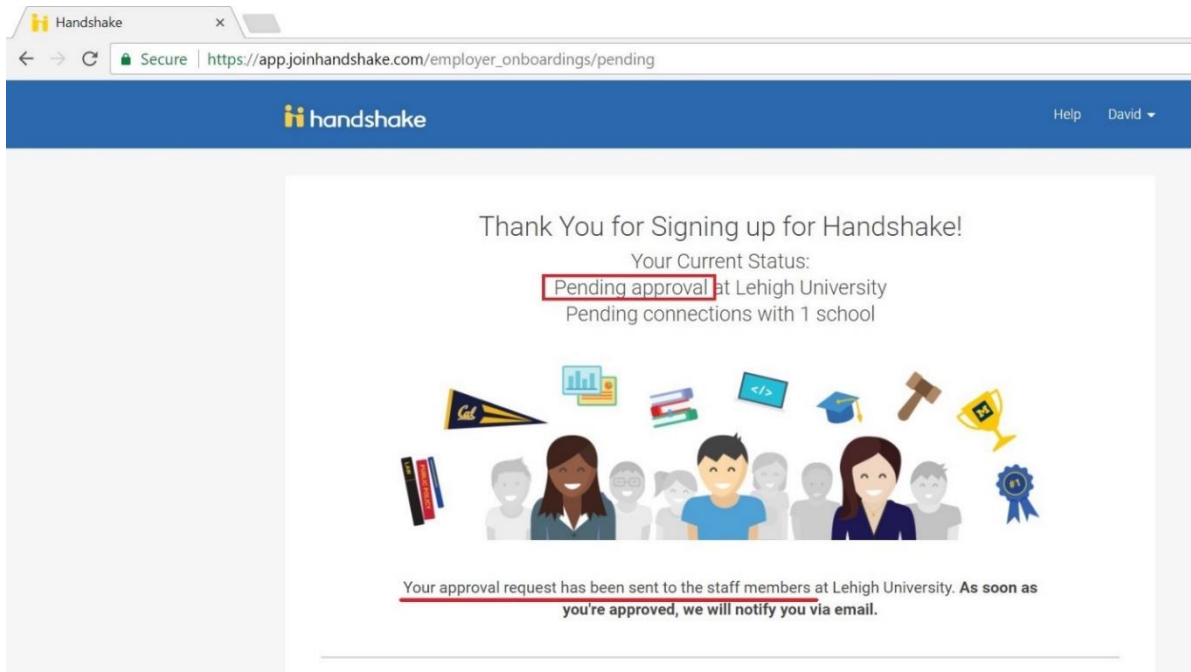
- 11) After you have **Joined a Company** or **Created a New Company**, you must **Connect to Schools**. Search for **Lehigh**, check box to confirm your selection, and click **Next Finish**.



- 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.



- 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](mailto:david.olson@lehigh.edu) so that we can expedite your approval.



- 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.

