

How to create your employer contact profile

503-838-8432 | slcd@wou.edu | www.wou.edu/slcd

1) Go to: http://wou.joinhandshake.com Click "Sign up for an account"

Welcome to Handshake Find jobs better, together.	Please Sign In Enter your email address
	Continue
Sign up for an Account	

3) Fill in the information requested. Click Sign Up to continue.



5) A window will appear asking if you are a Third Party Recruiter. Click NO, which means that you work directly for the employer you are creating the account for.

Click the Continue button. A confirmation page will appear. Anticipate a short wait, approximately 10 minutes, before you receive a confirmation email with a link enabling you to confirm your Handshake account. When you receive your confirmation email, click the link provided.

Millions of stu	Handshake Emp dents place their trust in Handshake and the companie must agree to the following general guide	DIOYET GUI is on our platform. elines, in addition t	idelines To maintain that trust, all employers on Handshake o 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.
(A) In addit	Be Fair: Do not discriminate based on ethnicity, national origin, religion, age, gender, sexual orientation, disability or military / veteran status or lack thereof.	bide by the full NA	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. CE Principles for Employment Professionals.
	Are you a 3rd party recruiter working on	behalf of a compa	any? Yes No
By continuing, Policy, and age	you agree to the Terms of Service, acknowledge you have to Handshake's Employer Guidelines.	ave read the Privat	Continue

2) Click the Employer button which will bring up the

employer registration form.

Please select the typ Student / Alumni	Employer	uld like to create

4) Enter in your preferences and click Continue.

iti handshake	Welcome to Handshake, Jade Before continuing, we need a bit more info			
Great talent can be hard to find. Handshake makes it easy. Sign up and start recruiting today.	Tell us the types of students you wish to recruit (select all that apply) Education Communications			
n student profiles, including	Jocal Scentors Advances Advances Advances Business and Entrepreneurship Computer Science, Information Systems, and Technology Enclosedna			
120k Engineering majors	Health Professions			
50k Liberal Arts majors	Your Alma Mater Schools and students love working with fellow alumni			
25k Hard Science majors	School Name Graduation Year Select School Wy school is not listed, let me type my own Add Another Alma Mater			
	Go Back Continue			

6) You will be brought to a page which will allow you to connect with possible employers that you are associated with. If you see your agency on the left side, you can click it and request to join. If you don't see it, click the "Create New Company" button on the right side and create a new employer account. This will walk you through entering your agency information to create an employer profile.

