



Fullerton College
Career Center



Handshake

OFF-CAMPUS

EMPLOYER GUIDE

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NEED ADDITIONAL HELP?

For additional assistance, please connect with the Career Center at Fullerton College:

Phone: [714-992-7121](tel:714-992-7121)

Email: careercenter@fullcoll.edu.

For technical and tutorial support, please visit the "Employer" section of the Handshake Help Center:

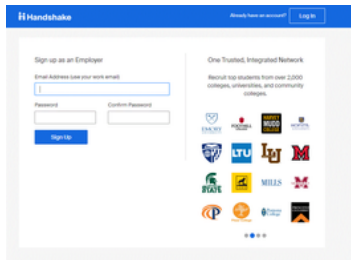
[Getting Started With Handshake: Employers](#)

Off-Campus Employer Account Set-Up

The Career Center at Fullerton College has partnered with Handshake to connect students with employment opportunities. Setting up a Handshake account is free and easy by following the steps below:

Step 1: Create a user account

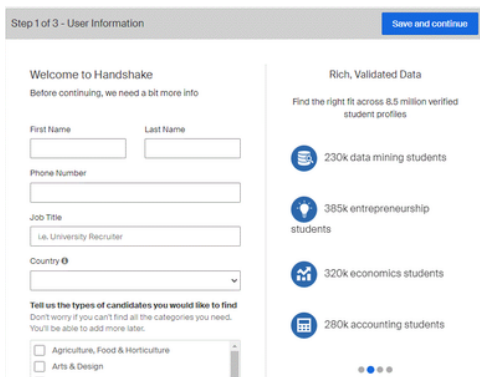
[Click here](#) to create an employer account. Then click **"Sign Up."**



The screenshot shows the Handshake sign-up page for employers. It features a 'Sign Up as an Employer' section with fields for 'Email Address (use your work email)', 'Password', and 'Confirm Password'. A 'Sign Up' button is located below these fields. To the right, there is a 'One Trusted, Integrated Network' section with a list of university logos including UNLV, UNM, and others.

Step 2: Complete user information

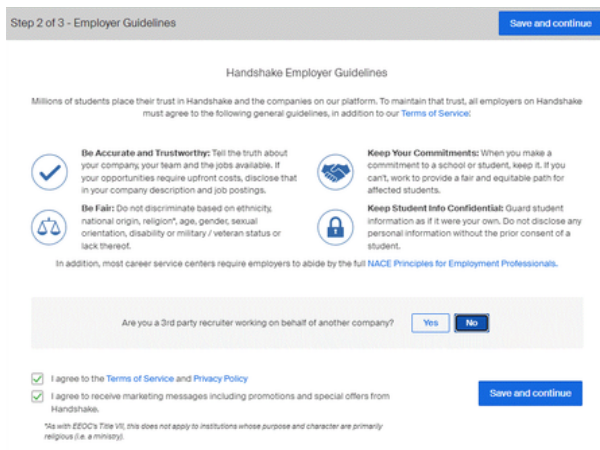
Once you fill out your information, click on **"Save and Continue."**



The screenshot shows the 'Step 1 of 3 - User Information' form. It includes fields for 'First Name', 'Last Name', 'Phone Number', 'Job Title', and 'Country'. There is also a section for 'Tell us the types of candidates you would like to find' with checkboxes for 'Agriculture, Food & Horticulture' and 'Arts & Design'. On the right, there is a 'Rich, Validated Data' section with statistics: '230k data mining students', '385k entrepreneurship students', '320k economics students', and '280k accounting students'. A 'Save and continue' button is at the top right.

Step 3: Read Handshake employer guidelines

Carefully read Handshake's [Terms of Service](#), [NACE Principles for Employment Professionals](#), click **"Yes"** or **"No"** if you are a 3rd party recruiter, and click **"I agree to the Terms of Service and Privacy."** From here, click **"Save and Continue."**



The screenshot shows the 'Step 2 of 3 - Employer Guidelines' form. It includes a section for 'Handshake Employer Guidelines' with four key points: 'Be Accurate and Trustworthy', 'Keep Your Commitments', 'Be Fair', and 'Keep Student Info Confidential'. Below this, there is a question: 'Are you a 3rd party recruiter working on behalf of another company?' with 'Yes' and 'No' buttons. At the bottom, there are checkboxes for 'I agree to the Terms of Service and Privacy Policy' and 'I agree to receive marketing messages including promotions and special offers from Handshake.' A 'Save and continue' button is at the bottom right.

Off-Campus Employer Account Set-Up

Continuation

Step 4: Confirm your account via email

When you have successfully signed up for Handshake, you will receive an email with a link to confirm your email address (it takes about 10 minutes to show up in your inbox).

Handshake

Confirm your email address on Handshake

Hi German Career,

Welcome to Handshake! Please confirm your email address to get started:

[Confirm Email](#)

If this is a mistake, you can [cancel the registration](#) at any time.

P.O. Box 40770, San Francisco, CA 94140

You didn't receive an email?

1. Check your spam folder.
2. Add handshake@m.joinhandshake.com to your contacts.
3. Didn't receive an email, you can restart the process by [click here](#).

Still having trouble?

1. [Contact Handshake](#).

Step 5 : Find and join your company, or create a new company profile

After receiving and clicking on your confirmation email, you'll be redirected to Handshake to find and join your company, or create a new company profile.

- Please utilize steps 7 and 8 of the guide below to either join your company or to create a new company profile.
 - [Join or Create a New Company Profile](#)

Step 6 : Request Fullerton College as your school

If you'd like to recruit from a specific school(s), you must request each school individually. The request is reviewed by each school. If you are approved, you can begin to post jobs to the school.

- To begin, click Schools from the left navigation bar, then click More Schools on Handshake.
- Use the search bar to locate a specific school, or use the filters on the right sidebar to narrow and customize your search results.

Creating Job Postings

Follow the steps below to find your company (if they have already registered with Handshake), and to post new job opportunities for Fullerton College students.

Step 1: Log into your Handshake employer account

1. [Click here](#) to log into your Handshake employer account.

Step 2: Head over to your Handshake Dashboard

1. Once you login, on the left hand side, click "**Home.**" Then, click "**Post a Job.**"

Step 3: Complete the required information

Please ensure to complete all required job information:

- Basics
- Details
- Preferences, and
- Schools*

*Schools: Choose the college you want this job posted. For example, search and select "**Fullerton College**" and enter a closing date. Click "**Next**" to complete the preview page.

The screenshot shows the 'New Job' creation page in Handshake. On the left is a dark sidebar with navigation options like 'Home', 'My profile', 'Company profile', 'Postings', 'Relationships', 'Meet', and 'Talent Engagement'. The main content area is titled 'New Job' and contains a 'Job postings' section with a dropdown menu. The dropdown is open, showing 'Fullerton College' as the selected option, which is circled in yellow. To the right of the dropdown are fields for 'Global apply start date' and 'Global expiration date'. Below these is a section for selecting schools. At the bottom of the form, there is a navigation bar with buttons for 'Basics', 'Details', 'Preferences', 'Schools', 'Preview', and 'Next'. A yellow arrow points to the 'Next' button.

Off-Camps Employer Resources

All employers looking for additional resources about Handshake, click on any of the topic/links below:

1. [Getting Started With Handshake: Employers](#)
2. [Create an Employer User Account, Join a Company, and Connect with Schools](#)
3. [How to Post a Job](#)
4. More can be found on the [Employer Help Center](#)
5. Video on posting a job: [Bing Videos](#)
6. [Handshake's Privacy Policy](#).
7. [Handshake's Terms of Service](#)

Troubleshooting

Step 4: Confirm your account via email

When you have successfully signed up for Handshake, you will receive an email with a link to confirm your email address (it takes about 10 minutes to show up in your inbox).