

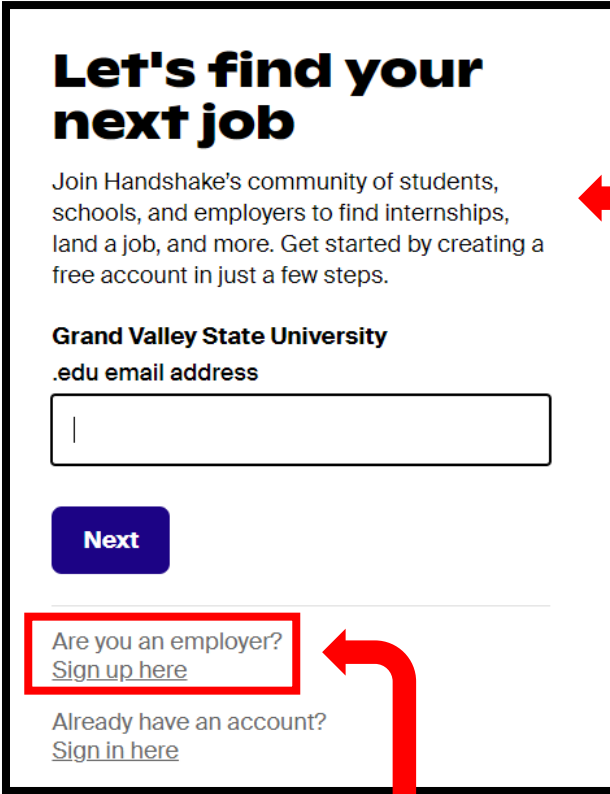
How to Create an Employer Account in Handshake

Handshake Homecare Instructions

Handshake is a great tool you can use to find students at your surrounding colleges or universities to hire as nannies, babysitters, tutors, or in-home assistants for elderly or disabled persons.

Handshake was initially designed to be used by large companies and organizations. However, as a homecare employer, you are still able to use Handshake. There are just a few steps you will need to do differently in order to set up your account. This document will walk you through each step.

1. Visit [this link](#) to begin creating your account.
The first screen you come to should look like this.



The screenshot shows a sign-up page with the following elements:

- Let's find your next job**
- Join Handshake's community of students, schools, and employers to find internships, land a job, and more. Get started by creating a free account in just a few steps.
- Grand Valley State University**
- .edu email address
- Input field for email address
- Next** button
- Are you an employer? [Sign up here](#) (highlighted with a red box and arrow)
- Already have an account? [Sign in here](#)

2. Click on the link below the "Are you an employer?" line that says "[Sign up here.](#)"

This next screen is where you will enter your email address and create a password. If you are using a generic, personal email address (such as Gmail), that is fine.

3. Enter your email address.

You will receive a pop-up message but you can ignore it.

Sign up as an Employer

Email Address (use your work email)

testemail@gmail.com

It looks like you're using a generic personal email address (@gmail, @yahoo, @hotmail, etc). In order to best connect you with your company and students, please use your work email address, instead. You will be unable to join an existing company when registering with a generic domain.

Password

Confirm Password

Sign Up

4. Enter a password and store it securely in a notebook or digital file. If you lose your password, we will not be able to help you locate it. You will either need to reset your password or contact Handshake directly.
5. Click "Sign Up."

On the next screen you will be able to start entering your personal information. These four categories are required and cannot be left blank.

6. Enter your first and last name.

7. Enter your phone number.

8. Enter your job title.
(Ex. Homeowner, Parent, Guardian)

9. Enter the country you live in.

Welcome to Handshake
Before continuing, we need a bit more info

First Name: Jane | Last Name: Doe

Phone Number: 123-456-7890

Job Title: Home Owner / Parent

Country: United States of America

This next section will allow you to select the types of students you wish to recruit based on their major.

10. Select your preferred majors. If you do not have a preference, we suggest checking all of the boxes to gather the largest selection of candidates.

11. You also have the option to add your alma mater(s), if applicable.

Note: This is not a required field and can be skipped.

Tell us the types of candidates you would like to find
Don't worry if you can't find all the categories you need. You'll be able to add more later.

- Computer Science, Information Systems & Technology
- Education
- Engineering
- General Studies
- Health Professions
- Humanities & Languages
- Life Science

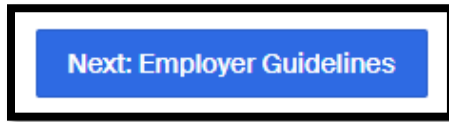
Add your Alma Mater

School Name: Select School | Graduation Year: 2021

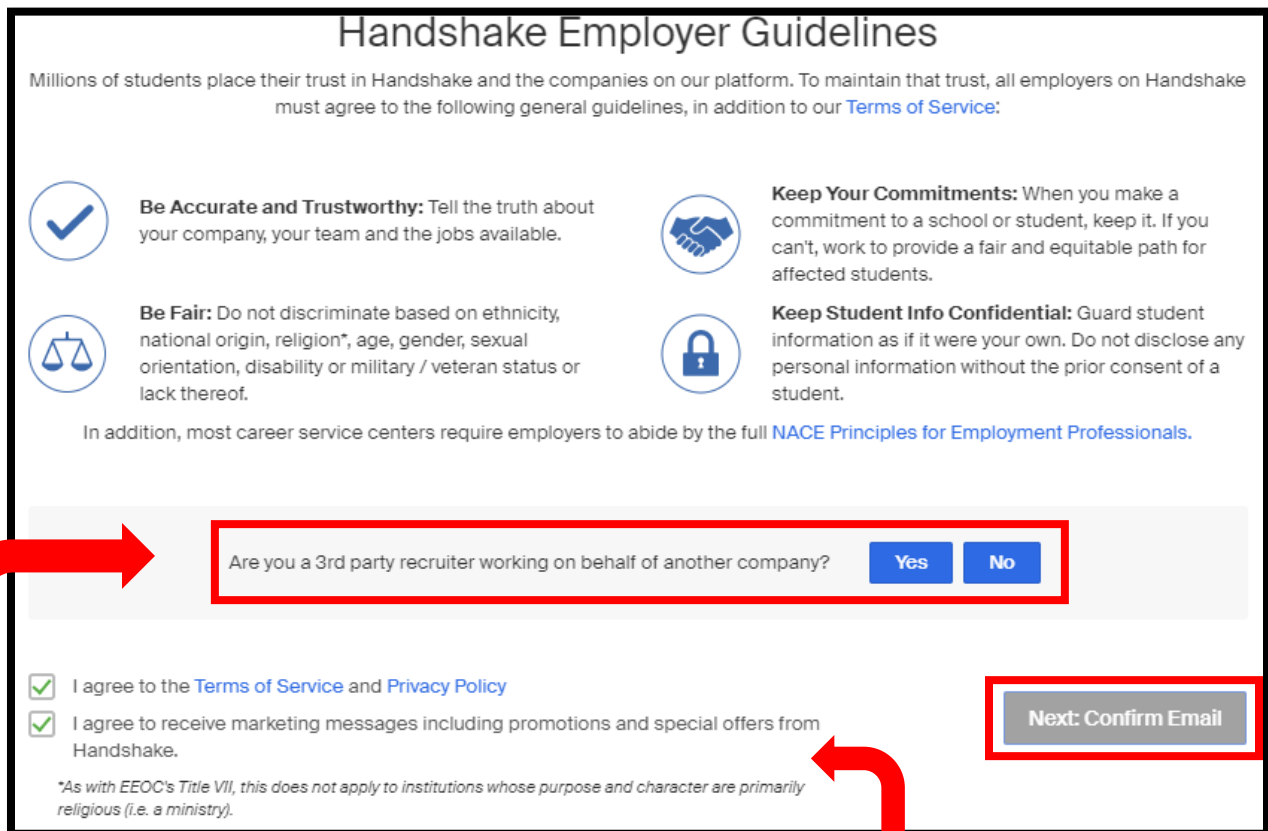
My school is not listed, let me type my own

[Add another Alma Mater](#)

12. Click on "Next: Employer Guidelines" to move on to the next step.



The next page you come to will look like this. Please read the guidelines carefully. When you are ready to move on, follow the steps below.



Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):

- Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available.
- Be Fair:** Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.
- 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.
- 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.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of another company?

I agree to the [Terms of Service](#) and [Privacy Policy](#)

I agree to receive marketing messages including promotions and special offers from Handshake.

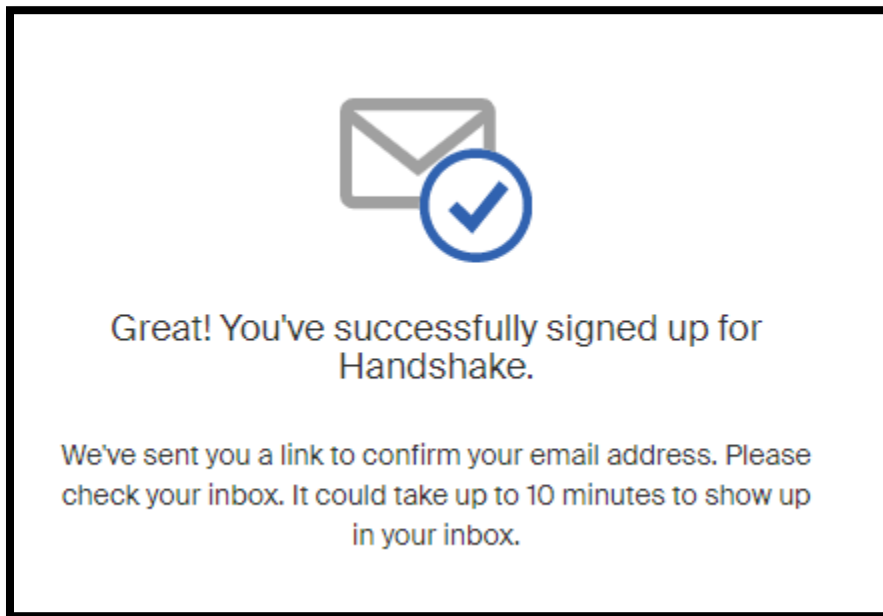
*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

13. If you are not a third-party recruiter, click "No."

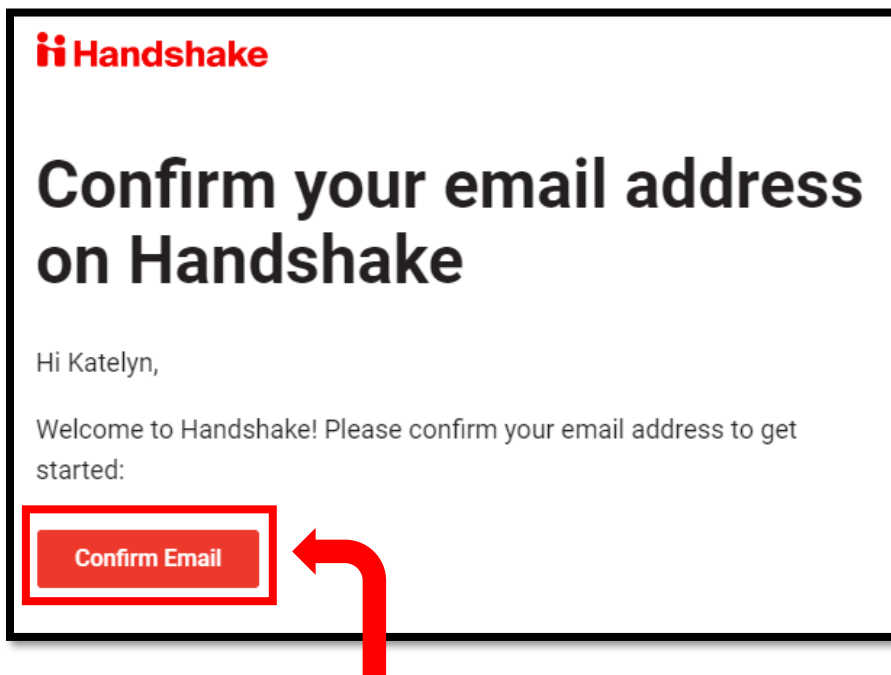
14. Agree to the Terms of Service and Privacy Policy. You do not need to agree to receive marketing messages from Handshake if you don't want to.

15. Click "Next: Confirm Email."

The next screen you'll come to will show this message. It means your account has successfully been created and you just need to confirm your email address.



16. Log in to your personal email account and look for an email from Handshake. It should look like the image you see below.



17. Click on the button that says "Confirm Email."

After confirming your email address, you will be brought to step 3 of 4 which is joining a company. However, because you are a homecare employer and not a larger organization, you will create your own company.

18. Click on the button to the right that says "Create New Company."

19. Enter the name of your homecare "company." We suggest putting "Childcare" or "Homecare" followed by your name. For example, "Childcare – Jane Doe."

You will have the option to upload images for a Banner and Company Logo. You do not need to do this if you do not want to. This step is optional.

20. For Industry, select "Other Industries."

21. Handshake will require a valid website. Since you wouldn't have a website for this type of job posting, you could potentially use your Facebook, LinkedIn, or any other social media profile as your website to bypass this requirement. If you use a Grand Valley website, it will get flagged so please use one that is specific to you.

22. For Location, please begin typing your city, state, country, and then select from the drop down menu the correct location. You do not need to enter your specific home address.

A screenshot of a job posting form. The 'Industry' field is a dropdown menu with 'Other Industries' selected. The 'Website' field contains 'https://facebook.com/janedoe'. Below the website field is a note: 'The company's main web presence. Alternatively, you can use a public page on Facebook, Yelp, etc.' The 'Location' field contains '123 Main Street, Allendale, MI 49401'. Three red arrows point to the 'Industry', 'Website', and 'Location' fields respectively.

23. For Description, please list what your family needs in a short, one sentence statement.

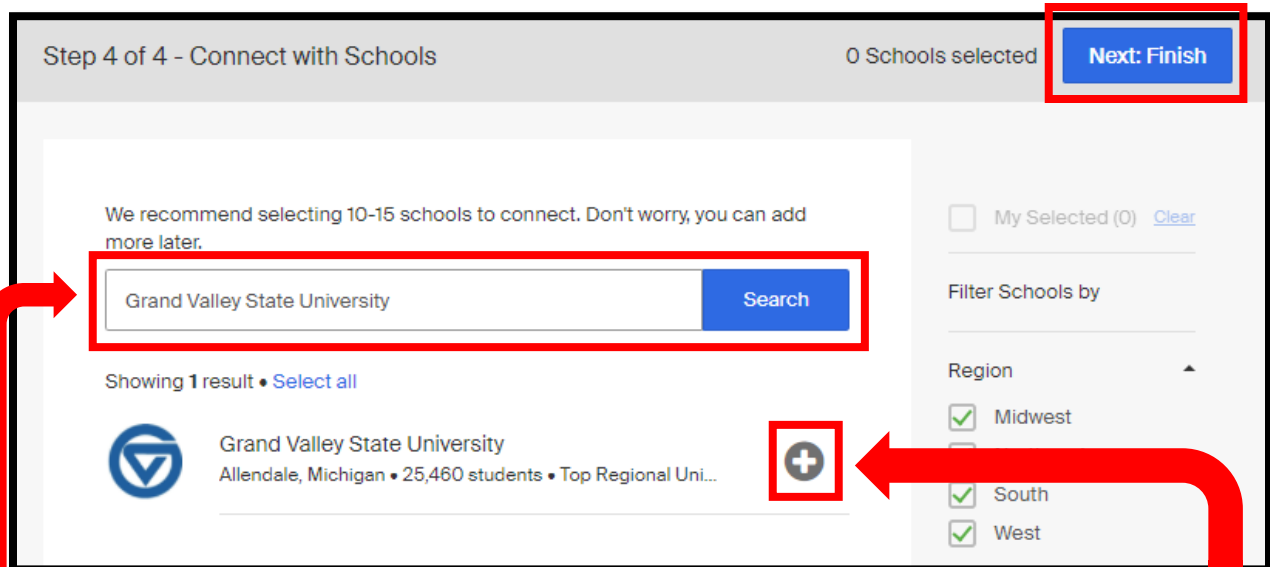
24. For Company Size, please choose the range that fits the size of your family. Example: 1-10.

25. Leave Public Email blank.

26. Click "Create New Company."

A screenshot of a job posting form. The 'Description' field contains 'Looking for a babysitter to watch 3 children, 2 days a week'. Below the description is a note: 'Students read company descriptions to learn what you do and who you are. Make it count!'. The 'Company Size' field is a dropdown menu with '1 - 10' selected. Below the company size field is a note: 'Choose one of the given options'. The 'Public Email' field is empty. Below the public email field is a note: 'What is your company's public facing careers email address?'. At the bottom left is a 'Go Back' button. At the bottom right is a blue 'Create New Company' button with a red border. Three red arrows point to the 'Description', 'Company Size', and 'Public Email' fields respectively.

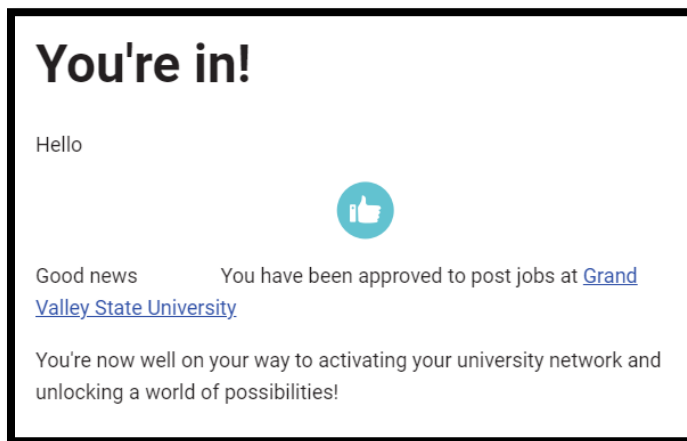
Next, you will have the option to connect to schools in your area and notify them that you would like to post jobs for their students.



27. Type in the name of the school you wish to connect to and hit "Search."
28. When the school shows in the "Results" section below, click on the "+" to the right of the school name to request your connection.
29. Continue searching to add as many schools as you would like.
30. Click "Next: Finish" in the upper right-hand corner of the screen to move to the final step of your account creation.

Once you click "Finish" there is nothing further you need to do to complete your employer account. However, DO NOT try to post a job before receiving a notification from Handshake stating that your account has been approved. If you try to post a job before your account has been approved, you will not be able to complete the job posting and will need to start over once your employer account is approved.

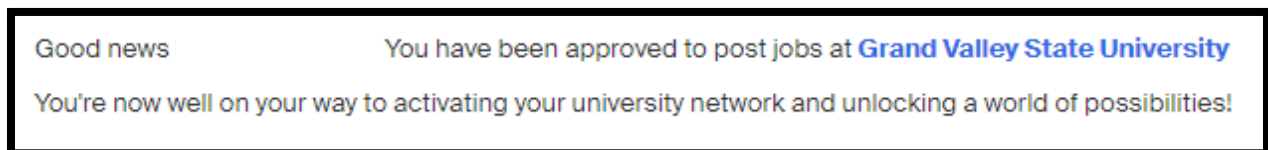
You will know your account has been approved at a specific university when you receive an email that states the university your account has been approved at.



You will also receive a notification in Handshake. You can check your notification center by clicking on the globe icon in the upper right-hand corner of your screen.



The approval notification will look like this and will list the school your job is approved at.



If you have any questions along the way feel free to reach out to our office.

Phone: 616-331-3238

Email: studentjobs@gvsu.edu