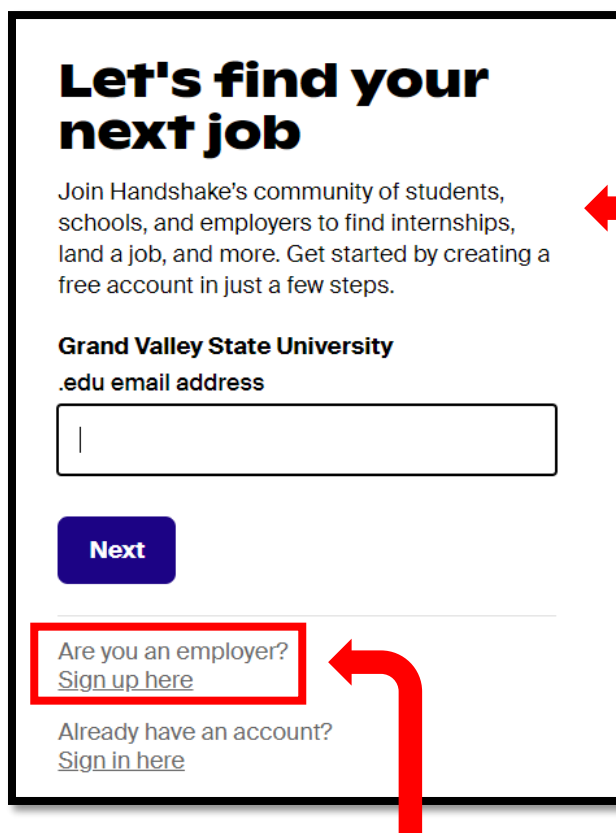# How to Create an Employer Account in Handshake
Handshake Homecare Instructions

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.

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.

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.
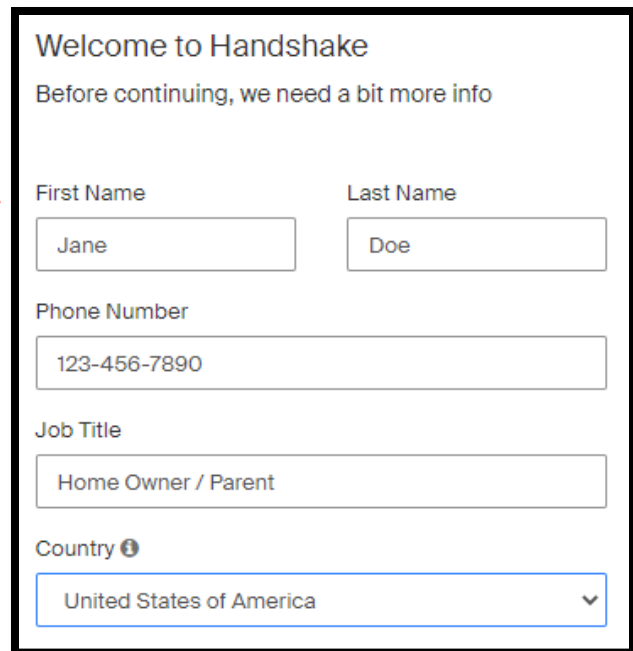5. Click "Sign Up."

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

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

6. Enter your first and last name.

First Name: Jane
Last Name: Doe

7. Enter your phone number.

Phone Number: 123-456-7890

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

Job Title: Home Owner / Parent

9. Enter the country you live in.

Country: United States of America
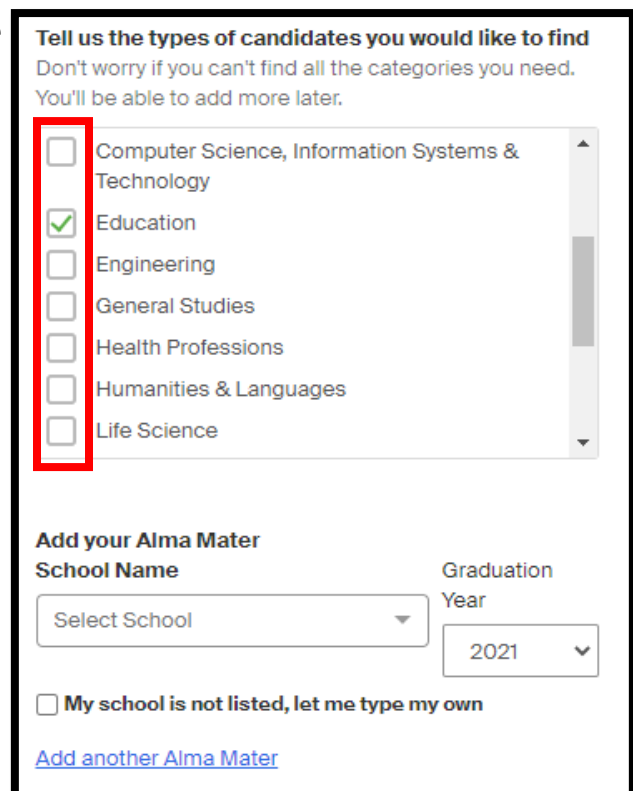
This next section will allow you to select the types of students you wish to recruit based on their major.

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

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.

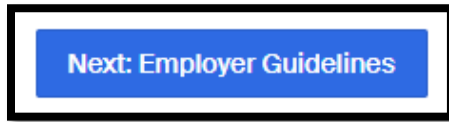   Note: This is not a required field and can be skipped.

Add your Alma Mater
School Name: Select School
Graduation Year: 2021
☐ My school is not listed, let me type my own

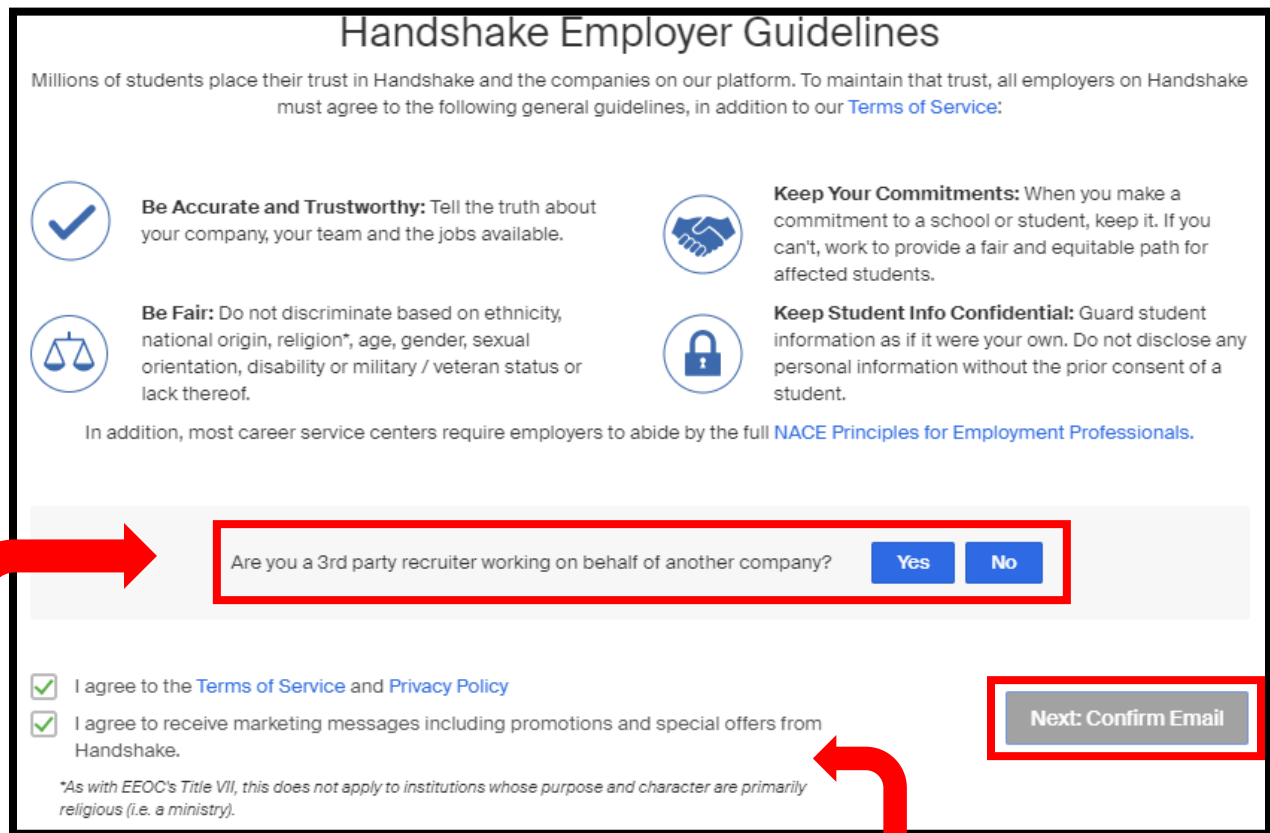Add another Alma Mater

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.

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 marking 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.

Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.
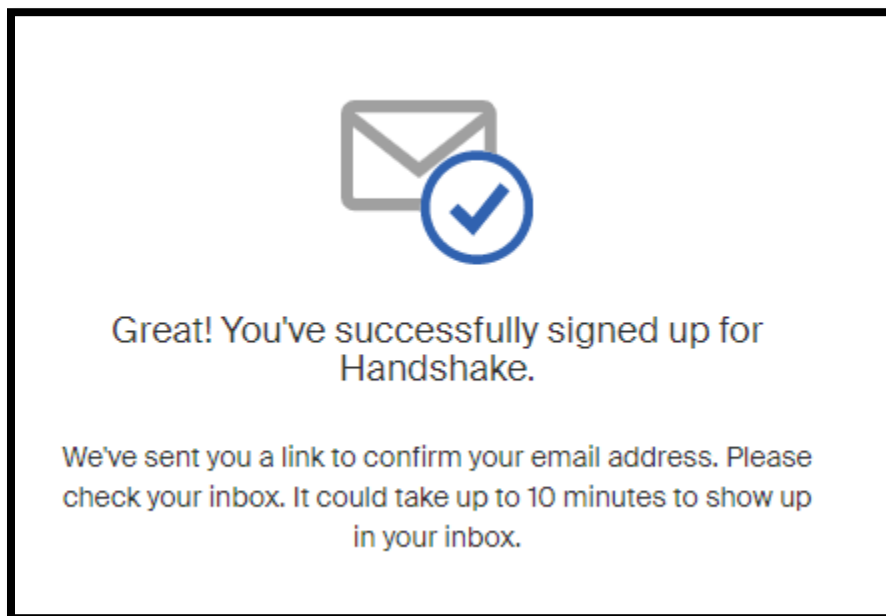
16. Log in to your personal email account and look for an email from Handshake. It should look like the image you see below.

ii Handshake

Confirm your email address on Handshake

Hi Katelyn,

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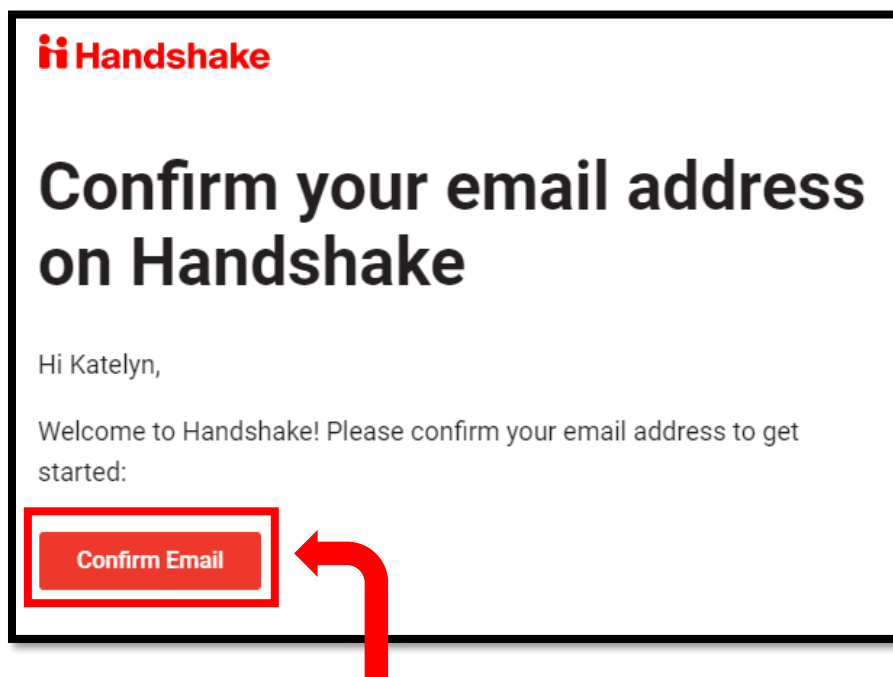
Confirm Email

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. For Website, you can either enter your Facebook profile website or https://gvsu.edu/studentjobs
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.
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."

Industry * | Other Industries

Website * | https://facebook.com/janedoe

The company's main web presence. Alternatively, you can use a public page on Facebook, Yelp, etc.

Location * | 123 Main Street, Allendale, MI 49401

Description* | Looking for a babysitter to watch 3 children, 2 days a week

Students read company descriptions to learn what you do and who you are. Make it count!

Company * Size | 1 - 10

Choose one of the given options

Public Email |

What is your company's public facing careers email address?

Go Back   Create New Company

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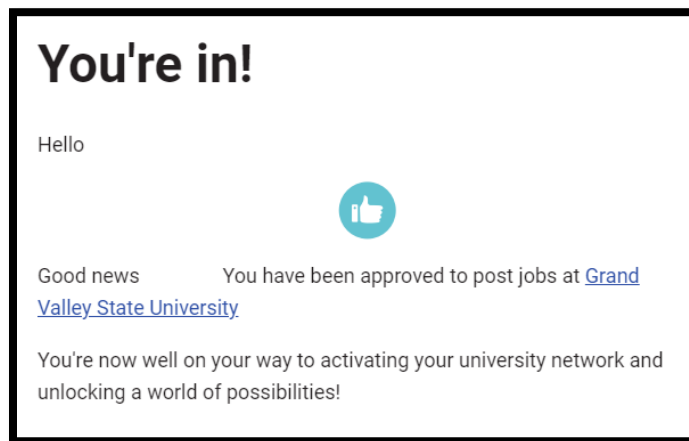
You will also receive a notification in Handshake. You can check your notification center by clicking on the globe icon in the upper right-hand corner of your screen.

The approval notification will look like this and will list the school your job is approved at.
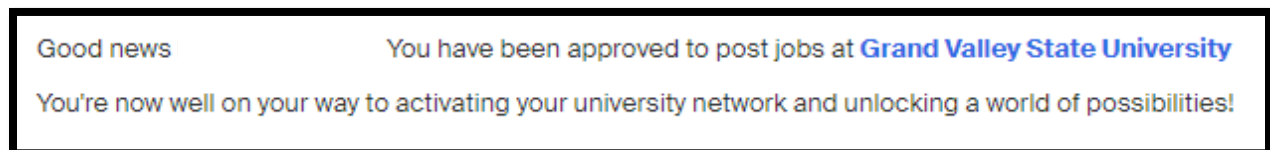
If you have any questions along the way feel free to reach out to our office.

Phone: 616-331-3238

Email: studentjobs@gvsu.edu