

# HOW TO CREATE AN ACCOUNT IN HANDSHAKE (GVSU ON-CAMPUS EMPLOYERS ONLY)

This step-by-step document will walk you through how to create a new account in Handshake and how to connect to an on-campus department. All on-campus departments have already been uploaded into the Handshake system for you to connect to. Please contact our office if you have any questions or concerns along the way.

## Student Employment

Phone: 616-331-3238

Email: [studentjobs@gvsu.edu](mailto:studentjobs@gvsu.edu)

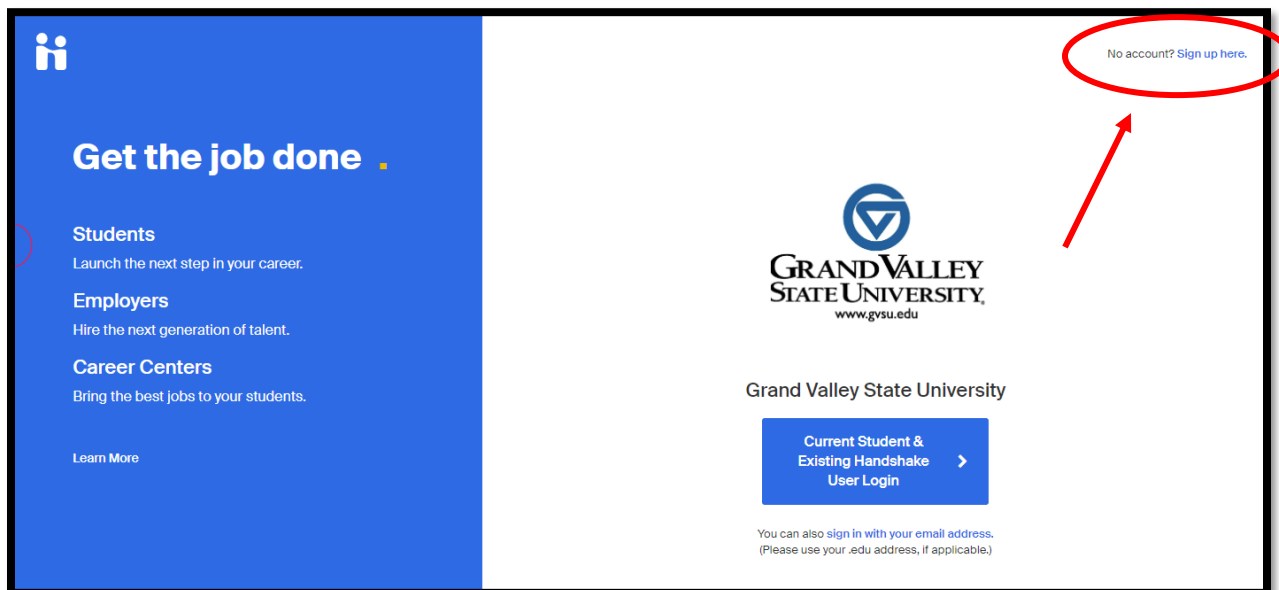
On the Student Employment main homepage ([www.gvsu.edu/studentjobs](http://www.gvsu.edu/studentjobs)), we have created a large red button that will help you get started in Handshake.

1. Click on the button titled "On-Campus Employers – Click here to connect with your already created on-campus department within Handshake."

**On-Campus Employers - Click here to connect with your already created on-campus department within Handshake.**

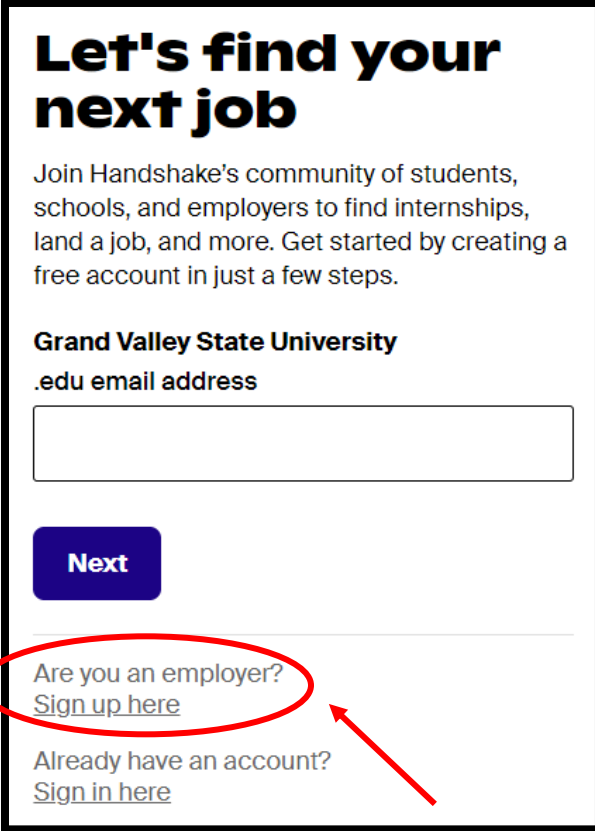
This will send you to the first Handshake landing page.

2. Click on the link in the upper right-hand corner that says "Sign up here."



The next page will ask you what type of account you would like to sign up for.

3. Click on "Sign up here" under the "Are you an employer?" option.



**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

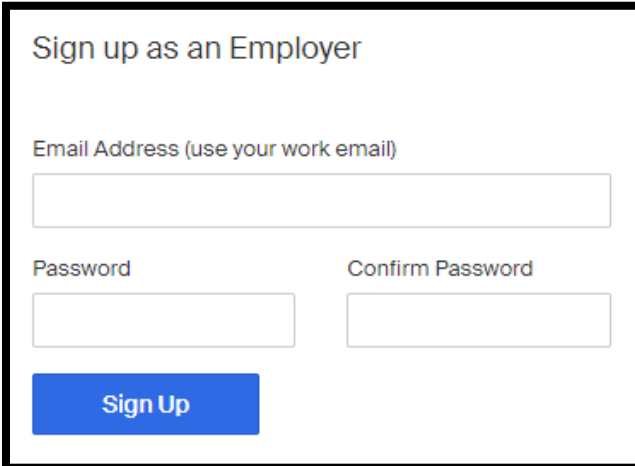
**Next**

Are you an employer?  
[Sign up here](#)

Already have an account?  
[Sign in here](#)

A red circle highlights the "Sign up here" link under "Are you an employer?", and a red arrow points to it from the right.

4. Enter your GVSU email address and create a password that is specific to Handshake. It should not be the same as your GVSU Network ID password.



Sign up as an Employer

Email Address (use your work email)

Password

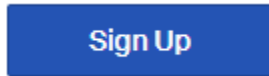
Confirm Password

**Sign Up**

Make sure to use your GVSU email address. This is how Handshake will know to connect you to the GVSU email domain and your on-campus department.

There is no limit to the amount of staff members that can create an employer account within your department. However, each staff member can only be connected to one department.

5. Click "Sign up."



The next page will ask for more information about yourself and what type of students you wish to recruit for employment within your department.

### Welcome to Handshake

Before continuing, we need a bit more info

First Name

Last Name

Phone Number

Job Title

Tell us the types of candidates you would like to find

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civics & Government
- Communications
- Computer Science, Information Systems & Technology
- Education
- Engineering

Add your Alma Mater

School Name

Graduation Year

My school is not listed, let me type my own

[Add another Alma Mater](#)

6. Enter your first name, last name, phone number (this can be your department phone number) and your job title. This information will not be public unless you choose to make it public within your account settings.
7. Select the students you wish to recruit. Most departments won't need to select specific students to recruit and, in that case, you can select all of them. However, if your department is looking to recruit students from a specific major or program, those criteria can be selected.
8. You have the option to enter your Alma Mater but are not required to do so.
9. Click "Next; Employer Guidelines"





Next: Employer Guidelines

This page will take you to a few Handshake employer guidelines to ensure that all the jobs you are posting are accurate and that you are going to keep student information confidential.


Handshake will ask if you are a third-party recruiter. You are not.

## 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](#):

 <b>Be Accurate and Trustworthy:</b> Tell the truth about your company, your team and the jobs available.	 <b>Keep Your Commitments:</b> 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.
 <b>Be Fair:</b> Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.	 <b>Keep Student Info Confidential:</b> 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?

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

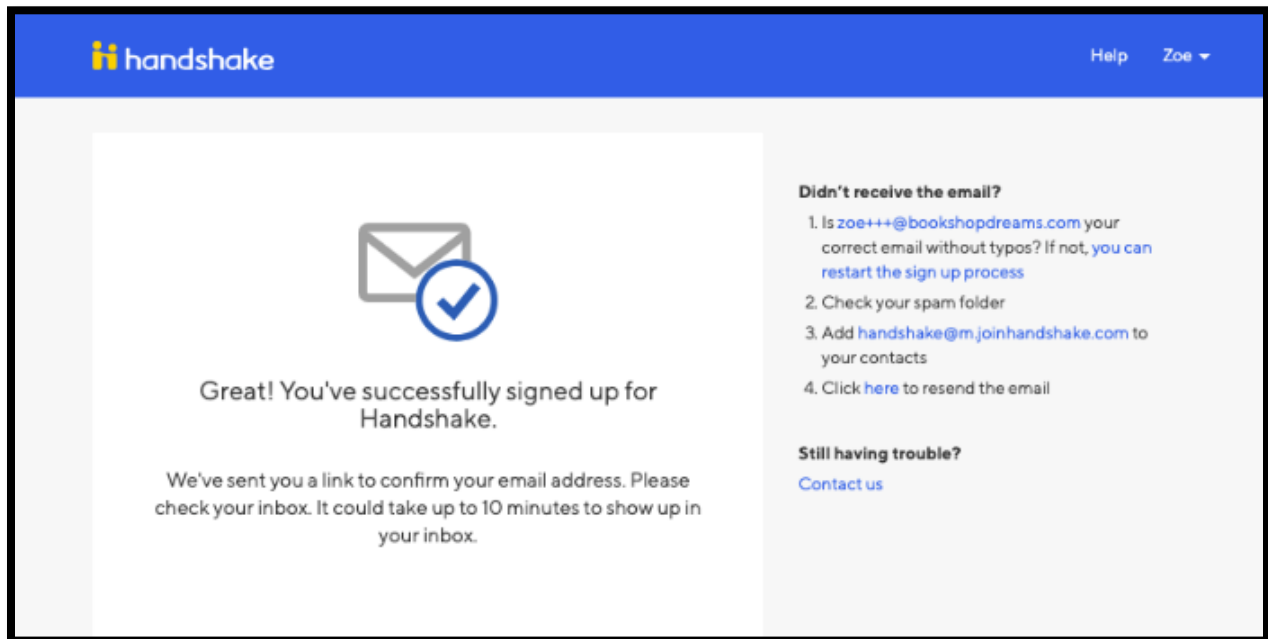
\*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

Next: Confirm Email

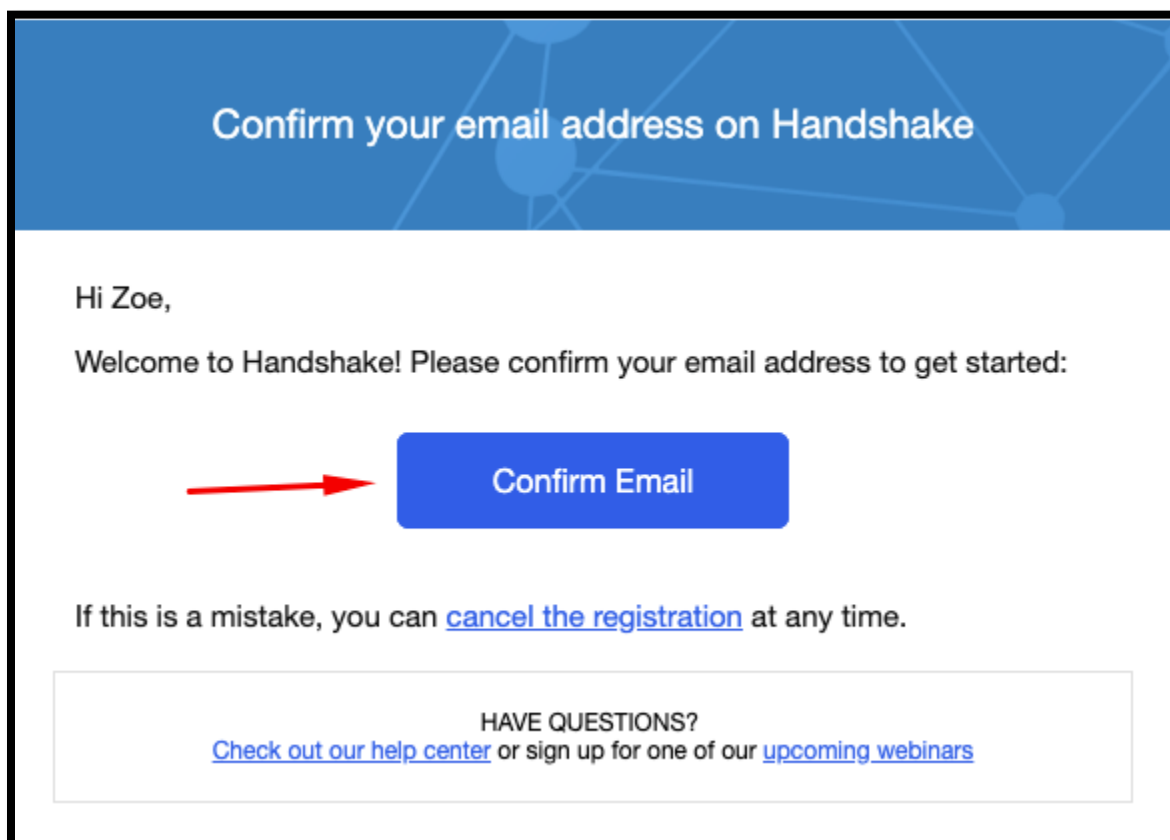
10. Click on "Next: Confirm Email"

Next: Confirm Email

The next landing page gives you a moment to check your email and confirm your email address. This might take a few minutes.



The email you receive should have a big box saying "Confirm Email."



11. Click on the "Confirm Email" box to continue.



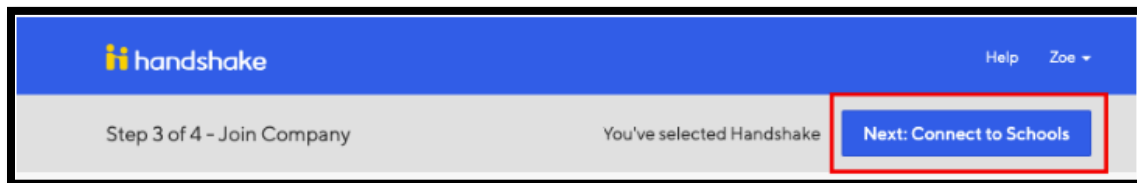
The next page you come to is going to help you connect to your GVSU on-campus department in Handshake. While it might be confusing, DO NOT click on the first Grand Valley State University option that pops up.

12. Scroll down until you are able to view all of the current GVSU departments that are on Handshake. These departments are listed in alphabetical order or you can "Search."
13. Locate your department and click "Request."

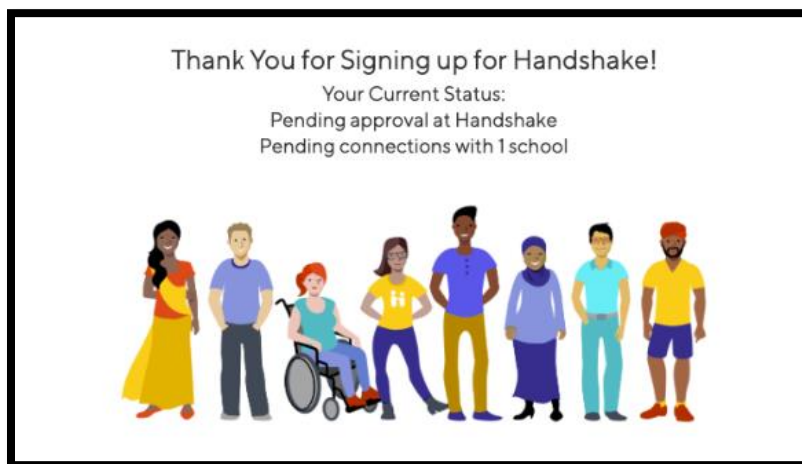


If for some reason you do not see your GVSU department listed, please email us at [studentjobs@gvsu.edu](mailto:studentjobs@gvsu.edu) and we will help you create that account.

14. Scroll back to the top of the page and click "Next: Connect to Schools"

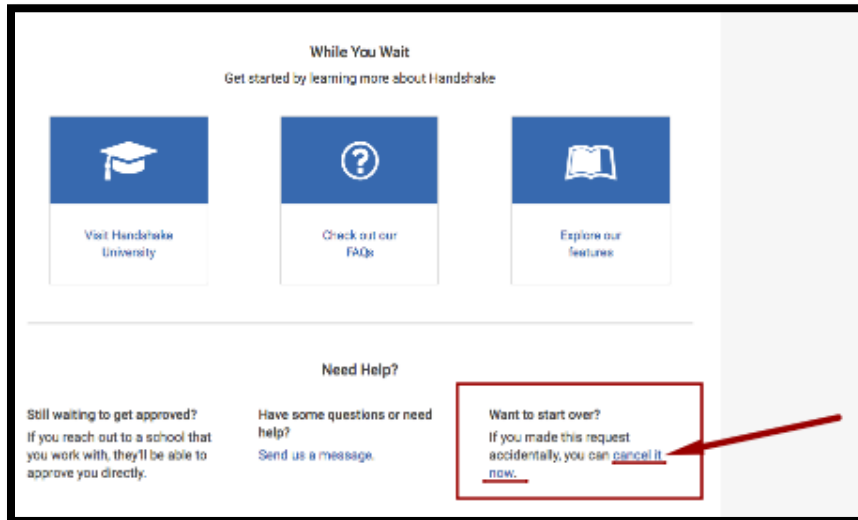


This final page is your confirmation that you have successfully signed up for a Handshake account and that your account is currently pending. Your account will need to be approved by someone in your department and you will not be able to post jobs until your account is approved. If you are having issues with this step, please contact us at [studentjobs@gvsu.edu](mailto:studentjobs@gvsu.edu) and we can help connect you.



Once your account has been approved you will receive an email confirmation. You are then able to post jobs for students to apply for.

If you realize you made a mistake or entered incorrect information you can scroll down and choose "Cancel It Now" under the "Want to Start Over?" option.



Congratulations! You've made the first step towards recruiting new student employees for your department! Please see our article on posting jobs in Handshake and please contact us if you have any questions or concerns.

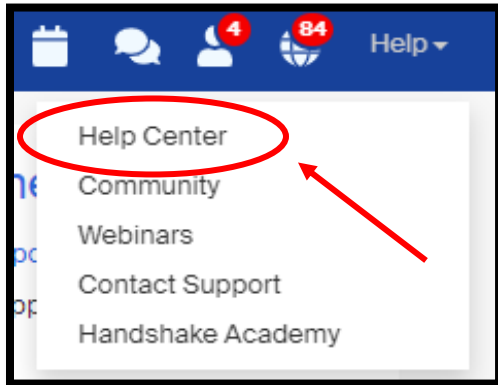
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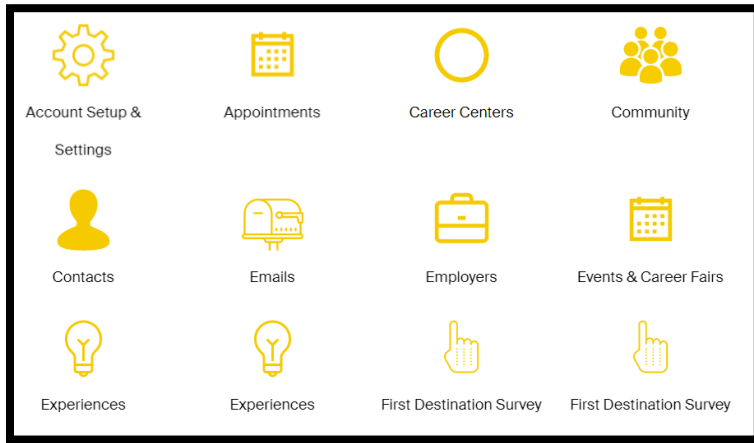
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# HANDSHAKE HELP CENTER

The Handshake Help Center has very helpful articles that answer any question you have concerning Handshake. After creating your account and logging in, you can access the Handshake Help Center by clicking on "Help" next to your name in the upper right-hand corner of your Handshake screen.



From there you can choose a topic from their topic lists.



Or you can search a specific issue you are having by typing in the search bar.

