

Handshake On-Campus Employer Guide

Step 1: Create a User Account

The first step is to create a user account. A user account is associated with an individual person. To get started with creating a user account, visit: [Sign up as an Employer | Handshake \(joinhandshake.com\)](https://joinhandshake.com). Enter your email address and password, and click “Sign Up.” Make sure to use your @tiffin.edu email address for your Handshake empl

For step-by-step instructions for creating a User Account: [click here](#).

Step 2: Create an Employer Account, or Connect with an existing employer account

The second step is to either create your employer account (if one is not already created) or connect with an existing employer account (if one is already created). Once you complete your user account, you can type in your employer’s name into the search bar to find the employer account, or choose “Create New Company” on the right-hand side.

Connecting with an existing employer account

Many employer accounts are set to automatically connect with any new user account with the same email alias (example: user accounts with an @tiffin.edu connects with the Tiffin University Handshake employer account). For more information on how to connect with an existing employer account, [click here](#).

Creating an Employer Account

If you’re creating a new employer account, [click here](#) for step-by-step instructions. Handshake verifies new employer accounts, and this process may take 24-48 hours before you are able to post your first position; you will receive an email notification from Handshake once approved.

Step 3: Post a Job & Connect with Schools

Once you have created and/or connected to your employer account, it’s time to post jobs and connect with schools.

[Click here for step-by-step instructions](#) on how to post your positions to Handshake. You will connect with colleges and universities through the job posting process, under the Choose Schools page; here you can search for and choose to connect with as many schools on Handshake as you are interested in recruiting from – search and choose Tiffin University to post with our students.

Pro Tip: When posting a job through Handshake, make sure to include comprehensive details in the Job description box on the first page including not only the job/internship summary, but also the day-to-day responsibilities and the qualifications that you’re looking for in qualified candidates.