Creating an Employer Account on Handshake

1. Go to https://calvin.joinhandshake.com/register and click on the Employer box

![Handshake sign-up screen]

2. Fill out the information requested and click Sign Up

3. Fill out some preferences and information, click Continue, and then agree to the Handshake Employer Guidelines.

4. Within 5-10 minutes, you will receive a confirmation email (to the email address you provided) with a link enabling you to confirm your account. You must click this link before you can proceed with the registration process.

5. Click the “Confirm email” link in your confirmation email, and you will either be able to JOIN your organization (if there is already a Handshake account for your employer) or CREATE NEW COMPANY (if there is not yet a Handshake account for your employer).

6. Next, you can connect to colleges and universities. Once a school approves you, you will be able to post jobs at that school. Please connect with Calvin College!

For private household jobs (like babysitting, etc), please post at https://calvin.edu/offices-services/career-center/employers/job-submission-form.html.

Questions? Contact the Career Center at career@calvin.edu or (616) 526-6485
Contact Handshake support at support@joinhandshake.com