

CREATING AN ACCOUNT IN *Handshake*

Lake Land College
Career Services
217-234-5288

careerservices@lakelandcollege.edu
lakelandcollege.edu/career-services

1. Create your employer profile and click the blue **SIGN UP** button (image A).

Sign up as an Employer

Email Address (use your work email)

Password Confirm Password

Sign Up

One Trusted, Integrated Network

Recruit top students from over 2,000 colleges, universities, and community colleges.

EMORY UNIVERSITY, FOOHILL COLLEGE, HARVEY MUDD COLLEGE, HOFSTRA UNIVERSITY, LTU, LOYOLA UNIVERSITY, MILLS, POMONA COLLEGE, PRINCETON UNIVERSITY

image A

2. On the next page, enter the following information and click the blue **SAVE AND CONTINUE** button (image b).

Welcome to Handshake

Before continuing, we need a bit more info

First Name Last Name

Phone Number

Job Title
i.e. University Recruiter

Country

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.

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

Add your Alma Mater

School Name Grad Year

Select School 2023

My school is not listed, let me type my own

Add another Alma Mater

Save and continue

Rich, Validated Data

Find the right fit across 8.5 million verified student profiles

230k data mining students
385k entrepreneurship students
320k economics students
280k accounting students

image B

3. A popup will appear with Handshake Employer Guidelines, which includes our Terms of Service and Privacy Policy.

It's important that you review the guidelines and linked resources before you proceed.

4. Below the guidelines listed, you're prompted to answer the question "Are you a third party recruiter working on behalf of another company (image C)?"

IF YES: Click the **YES** button, then re view our third-party recruiting policies, and check the box for "I agree and comply with the above third-party recruiting policies."

IF NO: Click the **NO** button.

5. Check the box for "I agree to the Terms of Service and Privacy Policy" to move forward and "I agree to receive marketing messages including promotions and special offers from Handshake" if desired (image C).

6. Click the **SAVE AND CONTINUE** button (image C).

Continued on reverse side.

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. If your opportunities require upfront costs, disclose that in your company description and job postings.

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.

Be Fair: Do not discriminate based on ethnicity, national origin, religion, age, gender, sexual orientation, disability or military / veteran status or lack thereof.

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? **Yes** **No**

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

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

Save and continue

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

image C

7. The next page contains instructions on how to verify your account via the email address you used to sign up (image d).

The email should arrive in 10 minutes with a link to confirm your account.

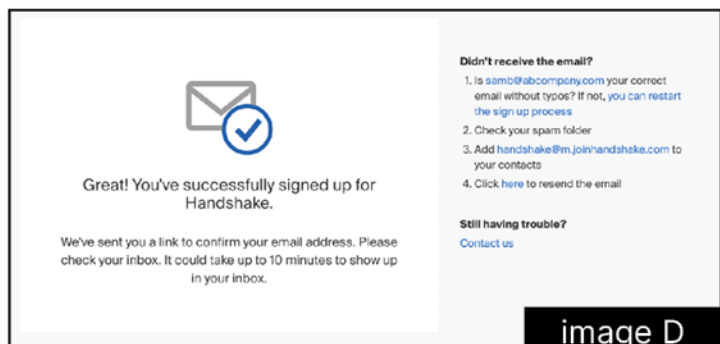
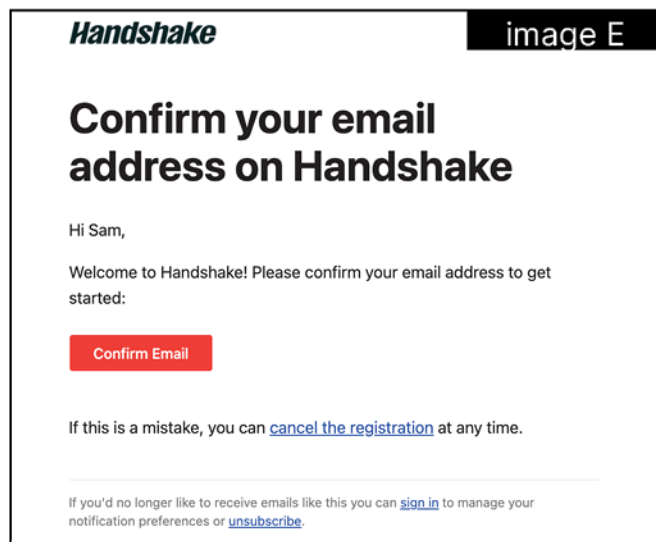


image D

8. When the email arrives, click the red **CONFIRM EMAIL** button in the email to verify your account (image E). Email verification links are active for 12 hours after they are sent.



9. From here, you'll be redirected to Handshake to find and join your company, or create a new company profile.

The page will display a list of company profiles associated with your email domain. If there is more than one, review the details for each profile. Click the blue **REQUEST** button to select that company profile (image F).

If your company does not exist, click the **CREATE NEW COMPANY** button to the right of the page (image F).

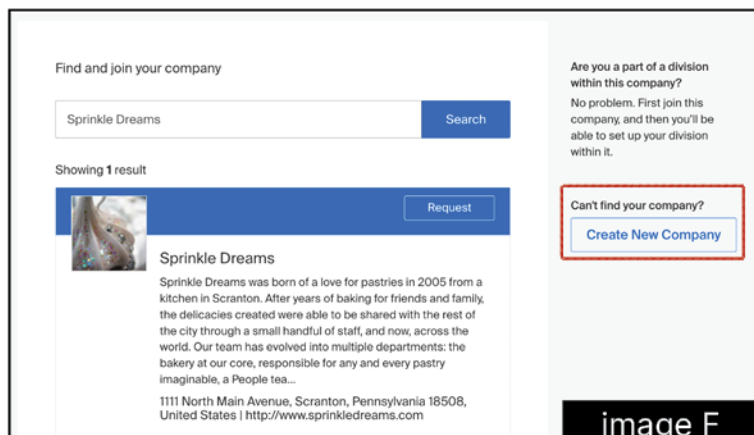


image F

10. After your employer account is validated, and you've connected to your company profile, you can request Lake Land College (image G).

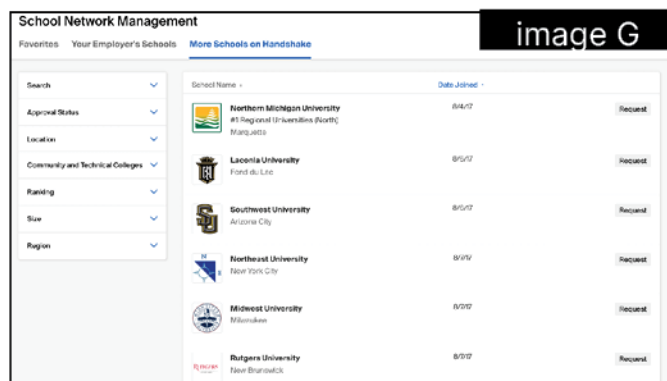


image G



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