

# EMPLOYER GUIDE TO HANDSHAKE

Thank you for your interest in recruiting at the University of Miami! Once registered, you will be able to post full-time job and/or internship opportunities, as well as register for events. Please follow these steps to register:



1

## CHOOSE ACCOUNT

Visit <https://miami.joinhandshake.com/login> and click on "Need an Account?" on the top right corner of the page. Select which type of account you'd like to create (i.e., Employer).

2

## COMPLETE YOUR INFORMATION

Once you select "Employer," input the requested information. Your email address and password will serve as your login credentials for the system.

3

## ACTIVATE YOUR ACCOUNT

The system will ask if you are a Third Party Recruiter. Select either "Yes, I am" or "No, I am not" and continue. You will receive a confirmation email in order to activate your account. Follow the numbered timeline on the bottom of the browser to continue the registration process.

4

## CREATE COMPANY PROFILE

If you are creating a new company profile, it will ask for a few details, including name, website, and company email address. Once this information is filled out, you can choose the "Create Company Profile" box. Create a Company Profile and choose "Create New Employer."

5

## EMAIL CONFIRMATION

Once your account has been approved, you will receive an email confirming your connection to the University.

6

## POST JOBS & REGISTER FOR EVENTS

After successfully creating your account, or linking your email address with an existing company, you will now have the option to post jobs, request on-campus interviews, and register for upcoming events.

7

## NAVIGATE OPTIONS

Use the left-hand toolbar to navigate the options at the University, such as Events, Interviews, Fairs, and Job Postings.



TOPPEL CAREER CENTER

