HOLLINS
UNIVERSITY
Career Center

GREEN, GOLD...GO!

Who are You and Where Are You Going?
Do You Know How To Get There?

HANDSHAKE QUICK START FOR EMPLOYERS: Creating Your User Account

1. Go to https://hollins.joinhandshake.com.
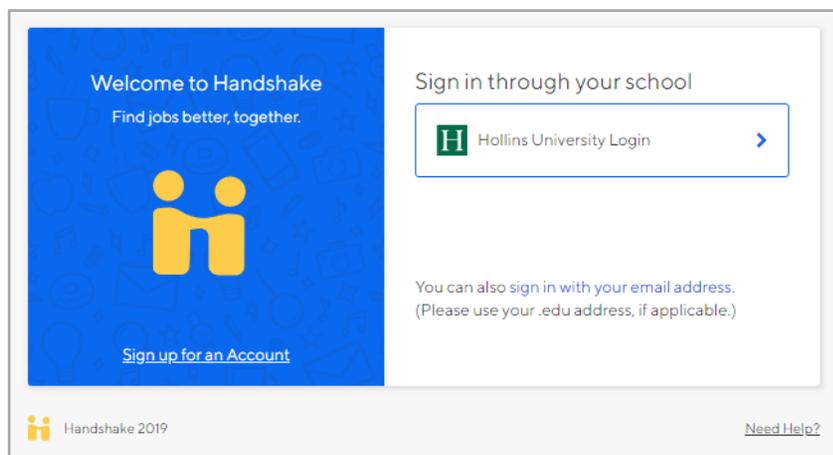
2. If new to Handshake, click **Sign up for an Account**.
If you already have a Handshake Employer User Account connected to your current organization, skip to step #9 to connect to Hollins.

3. Select **Employer** as the account type.

4. After filling out the requested information, click **Sign Up.**

5. Select **recruiting areas of interest** and add your **Alma Mater**.
Click **Next: Employer Guidelines.**

6. Read the Employer Guidelines, Terms of Service, and Privacy Policy.
If you are a **3rd party recruiter**, please select that option, and review and agree to Handshake's 3rd party recruiter policy. Otherwise, click No and continue on to confirm your email.

7. You will need to **verify your account via email**. If you do not receive the email verification, read these troubleshooting tips. After you receive the email verification (this may take up to 10 minutes), click on **Confirm Email.** You will be redirected to Handshake to join your organization's profile. If your organization does not already exist in the system, click the **Create New Company** button and follow the instructions on How to Create a New Company Profile.

8. If your profile already exists, click the **Request** button to connect with your organization. Then click **Next: Connect to Schools.**
Note that you may not be immediately connected. You will remain pending until you receive a confirmation email from Handshake.

9. Search for **Hollins University** by using the filters or typing it into the search bar. Click the + **button** to connect with us.
Tip: For greater influence, Handshake highly advises that you only add schools that are considered your core schools.

10. Once you complete all the processes above, you will become a pending employer with Hollins University. Please allow 48 hours for approval. During this time you will not be able to post jobs or internships. Once approved, you will receive an email from Handshake.

11. Click the **Log In** button to be directed to your profile and to begin posting opportunities on Handshake for Hollins students.

Once Hollins University has approved you, you'll be able to start posting jobs. Check out this article for more details, with screenshots. Here are some quick links to helpful articles on these topics:
- ❖ How to Post an Interview Schedule to a School
- ❖ Managing Interview Schedule Applicants
- ❖ How to Request an Event at a School