USC Career Center
Handshake Employer User Guide

handshake
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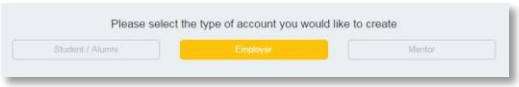
How do I create a user account?

1. Visit https://sc.joinhandshake.com and select "Sign up for an Account."



2. Choose "**Employer**" for your account type.

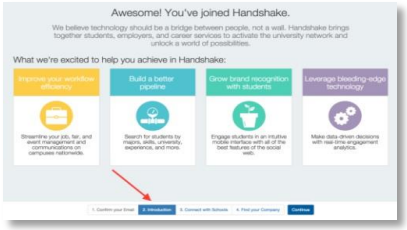
3. Complete the requested fields to **"Sign up as an Employer,"** then **check the box** agreeing to the **"Terms of Service"** and acknowledging that you have read the "Privacy Policy." Once this is complete, click the "**Submit"** button to continue.

4. You will then see this window asking if you are a Third Party Recruiter:

   - If you are a third party recruiter, meaning that you are going to be posting jobs on behalf of another company, with the intent of finding candidates for that company to hire, then you must click the "**Yes, I am**" button and then read and agree to comply with Handshake's third party recruiting policies (by checking the agree to comply box)
   - If you are not a third party recruiter, meaning you work for the employer you're creating the account for, click the "**No, I am not**" button and click **"Finish"**.

5. You will be taken to a confirmation page and you will shortly (within 5-10 minutes) receive a confirmation email (to the email address you provided) enabling you to **confirm your account**.

6. When you click the link in your confirmation email, you will be brought to this page, giving you an introduction to Handshake:

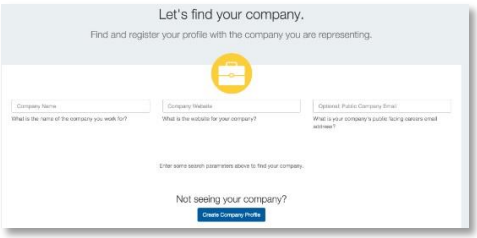


7. You are now ready to either click **"3. Connect with Schools"** or **"Continue."** You can search for a particular school with which you'd like to connect or you can browse the selection of schools listed. When you locate the school you're looking for, click "**Request to Connect.**" You will then need to wait for approval from the school.

8. Additionally, you can click **"Find Your Company"** or **"Continue."** Both selections will bring you to a page with an overview of the company and how Handshake works with companies.

9. Once you've confirmed your account, you will need to connect it with an employer profile in Handshake.

   - If your organization is already using Handshake, search for it by name. When your company's name appears, you can select "**Join Company**" and an approval request will be sent to the existing staff members at that organization for security purposes.
   - If you have a different domain name than your company has, or if your company has not enabled auto approve staff, and you try to join the company, you will move to **"pending status"** until you are approved by the company. Once the company confirms that your user account is valid, you will receive an approval via email.



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UNIVERSITY OF SOUTH CAROLINA

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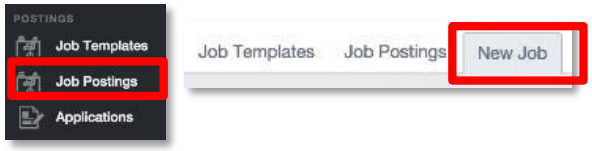
How do I post a job in Handshake?

1. Log in to your Handshake account.
2. Click on "**Job Postings**" on the left-hand side, and then "**New Job**" in the upper-right hand corner.

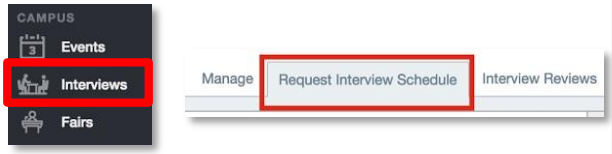


3. Complete the fields to create a new job.
4. You can distribute the job posting to one or more universities at which you wish to recruit. The "**Schools**" tab will allow you to do so. Select **University of South Carolina** in the options to post the job for UofSC students and alumni.
5. All jobs will need to be approved by the Career Center before they can be seen by students.

For a job posting walk-through in Handshake, we recommend checking out their video and guide here.

How do I post an interview schedule?

1. Log in to your Handshake account.
2. Click "**Interviews**" on the left navigation bard. Click "**Request Interview Schedule**" in the upper right-hand corner. Fill out the basic sections of the form.

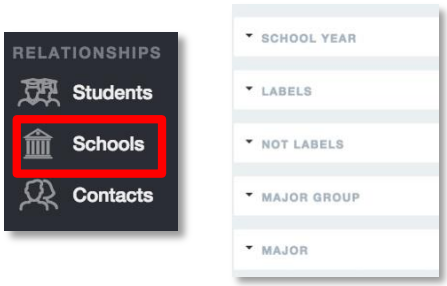


3. Complete the fields to request an interview schedule.
4. Be sure to complete the **"Basics," "Qualifications," "Timeline," and "Review"** sections by clicking "**Next**" until you have completed each section. Once you are finished, click on "**Request**."
   - Under the **"Qualifications"** section, you may create or select the job to associate with the interview schedule.

For an interview posting walk-through in Handshake, we recommend checking out their online guide here.

How do I search for students?

1. Log in to your Handshake account.
2. Click "**Students**" on the left-hand navigation bar.



3. **Select the criteria** (Ex: Major, Skills, Student Organizations, School Year, Keywords) for your search on the left-side of the screen.

If you are interested in downloading student resumes:

1. Click "**Bulk Actions on Checked Items**" in the upper right-hand corner.
2. A drop-down menu will appear. Click "**Download Public Resumes: PDF**" or "**Download Public Resumes: Zip**" depending upon your preference.
3. A window will pop up. Click "**Confirm**" to proceed with the download.
4. A window will appear when your results are ready. Click the link to view your results.

For a job posting walk-through in Handshake, we recommend checking out their video and guide here.

Training Resources & Technical Support:

To learn about Handshake, we suggest starting with their Support Center for Employers for answers to frequently asked questions.

To contact technical support, click on "**Help**" in the upper right-hand corner and then select "**Contact Technical Support**" to speak with Handshake. You may also email support@joinhandshake.com to contact the technical support team.

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