ONBOARDING PROCESS FOR ON-CAMPUS HIRING MANAGERS







Visit handshake

https://app.joinhandshake.com/login



Hmmm...

Looks like there is no account on file for pamelab@ncat.edu

Select I'm an Employer I'm a Student or Alumni I'm with Career Services

You can sign up for a new account by selecting one of the following options:

Is this not you? Switch Accounts.



3

Get the job done

Students

Launch the next step in your career.

Employers

Hire the next generation of talent.

Career Centers

Bring the best jobs to your students.

Learn More

Sign in

Students & Alumni Please select your school to sign in.

Please select your school to sign in.

 \sim

New to Handshake? Select your school to get started.

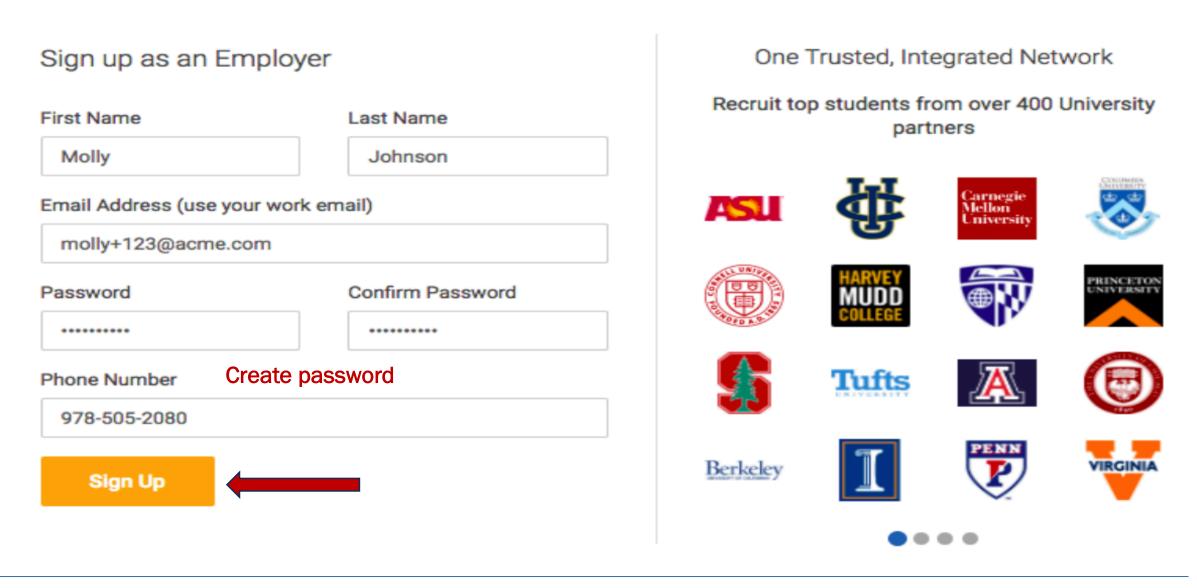
Employers & Career Centers

Please sign in with your email.

Type in your NCAT Email address

Next







5

<mark>i h</mark>andshake

Optional Selections

Welcome to Handshake, Molly Before continuing, we need a bit more info

Tell us the types of students you wish to recruit

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

Add your Alma Mater

School Name

Graduation Year

Select School

2017

Ŧ

My school is not listed, let me type my own

Add another Alma Mater

Next: Employer Guidelines



ŧ

Rich, Validated Data

Find the right fit across 8.5 million verified student profiles



550k business students



360k finance students



245k computer science students



435k consulting students



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.



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.

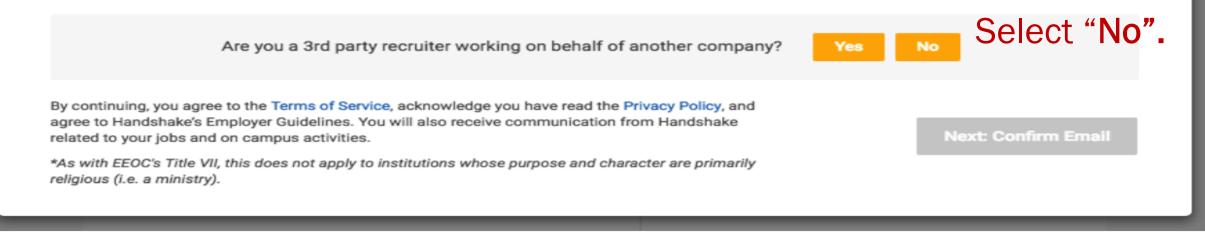


Be Fair: Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.



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.



Check your NCAT email to confirm your Handshake account.



Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

Didn't receive the email?

- Is molly+123@acme.com your correct email without typos? If not, you can restart the sign up process
- 2. Check your spam folder
- Add

handshake@notifications.joinhandshake.com to your contacts

4. Click here to resend the email

Still having trouble?

Contact us

Next: Connect to Schools

Create a New Company/Department

Find and join your company



Examples:

North Carolina A&T State University – Student Center North Carolina A&T State University – Health Center

DO NOT connect with NCAT Career Services

Are you a part of a division within this company?

No problem. First join this company, and then you'll be able to set up your division within it.

Can't find your company?						
Create New Company						

North Carolina A&T State University – Your Department/Office

Help Log Out								
Step 4 of 4 - Connect with Schools		5 Schools	s selected	Next: F	Finish			
Connect w			My Sele	ected (5)	Clear			
Showing 16 r		ren	Filter School	s by				
	ram University n Francisco, California • 1,000 students	•	Region Midwes	it	-			
	naranta University Io Alto, California • 5,391 students • #1 National Universiti	⊘	NortheaSouthWest	ast				
	AS University Sughton, Michigan • 2,135 students • #1 CAS University	•	Rank		•			
	yn Mawr - Testing with Tri Co ami, Florida • 28,395 students • #4 Best Undergraduate B	•						
04	naranta State University oughton, Michigan • 0 students	0						
Berkeley	naranta University (2)	•						

Thank You for Signing up for Handshake!

A Career Services Staff member will approve your account. Your Current Status: Pending approval at Handshake Pending connections with 2 schools



Your approval request has been sent to the staff members at Handshake. As soon as you're approved, we will notify you via email.

