

How to register as an employer on *Handshake*

Step 1. My Company is New to *Handshake*

If your company does not have an account, creating one takes about 5-10 minutes.

Please see the directions here: (If you already have an account, please skip to Step 2)

For a more detailed interactive Sign-up walkthrough, [view this guide](#).

- **Go to the Registration Page:**
 - Visit the [Handshake employer registration page](#) and Select “Employer” from the account options.
- **Enter Your Information:**
 - Using a company email and create a secure password
 - Complete your company information
 - Agree to *Handshake's* Terms of Service and Privacy Policy
- **Verify Your Email:**
 - Check your email for a verification link from *Handshake* and confirm your account.
- **Complete Your Profile:**
 - Complete your profile on **Handshake**, including your location and the types of candidates you're looking for.

Important Note – *if this is your first time joining Handshake, you must go through a validation process for safety and security. Please complete these steps clearly and accurately to ensure a speedy process. Depending on the outcome, most validations happen within 48 hours. Instructions and confirmation will be communicated to you during the setup process. Questions can be sent to trust-and-safety@joinhandshake.com*
 - After registration and validation are successful, post your first job to be connected with Raritan Valley Community College
- **Posting Jobs:**
 - Click on **Job** in the left toolbar under **Postings**
 - Click **Create Job** on the top right to add a new job or internship.

- When posting a job, *Handshake* allows you to select specific schools where you want the job to be visible. Please ensure **Raritan Valley Community College** is selected from the options as a school for your job posting. [How to Post a Job](#)

Step 2. My Company Exists, but I Need to Create My Individual Employer User Account

- If your company is already on *Handshake*, *Handshake* will guide you through connecting your account to your company's profile. If your company doesn't exist, be sure to go to Step 1 and register as a company new to *Handshake*, [Creating and setting up an employer account](#).
- If you find your already existing company account, you may have to wait to be approved by the account's Owner/Administrator.

Step 3. I have a user and company account on *Handshake*

- If your company has an account, you should be able to post jobs from that account. Please ensure **Raritan Valley Community College** is selected from the options as a school for your job posting. [How to Post a Job](#)

Employer Support

If you need help or have questions, feel free to reach out to Office of Career Success & Experiential Learning, careerservices@raritanval.edu 908-526-1200, x8934

Training tools to help find talent:

- Use the Employer–*Handshake* [Help Center \(joinhandshake.com\)](#) guide articles for step-by-step guidance.
- Once signed into your account, you can access our virtual training courses called [Handshake Pathfinders](#).

If you encounter technical difficulties, please contact Handshake Support via a [support ticket](#).

****This is a free service and you are not required to purchase a “Premium Partnership”. The “Free Core Plan” will accommodate your recruiting needs. ****