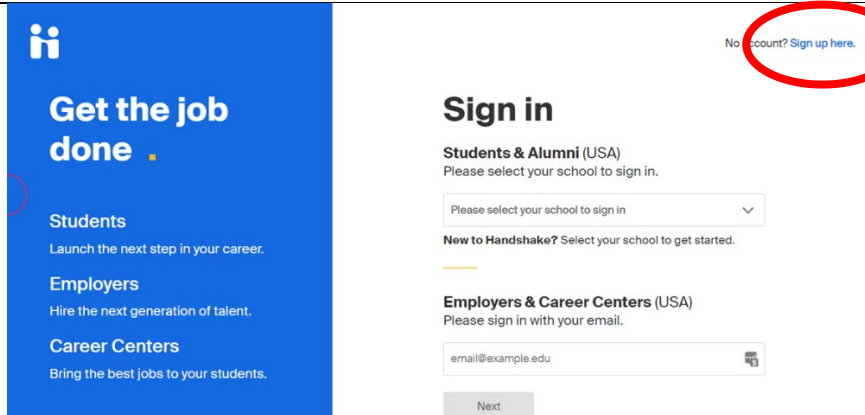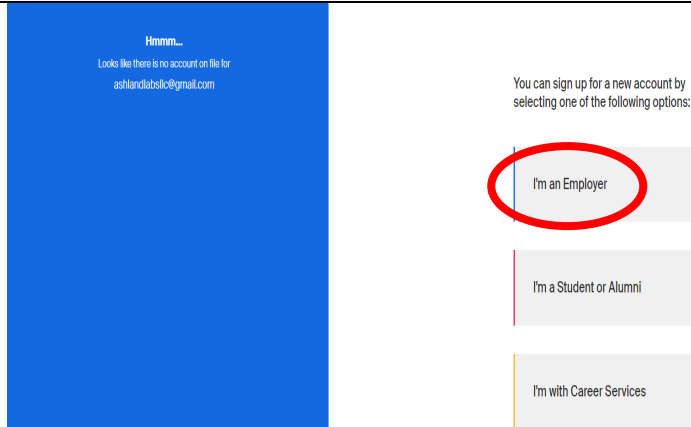1. Access Handshake through the Northwood Tech Career Services site
   https://www.northwoodtech.edu/academic-programs/options-after-northwood-tech/career-services OR
   through Handshake's homepage
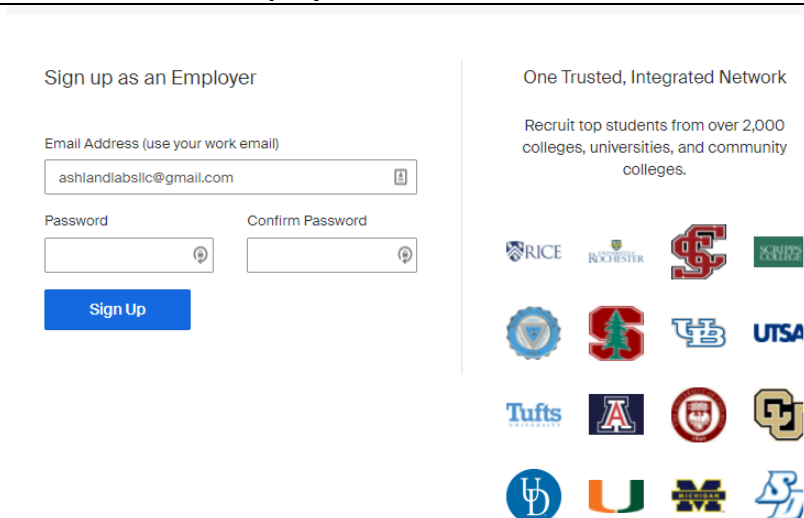   https://app.joinhandshake.com/login?requested_authentication_method=standard

2. Click "**Sign up here**"

3. Click "**I'm an Employer**".

4. Enter your work email.
5. Create a password.
6. Click **Sign Up**.

Handshake registration form screenshot

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

First Name: Remington
Last Name: Brown

Phone Number: 123-456-7890

Job Title: Human Resources

Country: United States of America

Tell us the types of candidates you would like to find
Don't worry if you can't find all the categories you need.
You'll be able to add more later.

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

Add your Alma Mater
School Name: S
Graduation Year: 2021

Skip this information

☐ My school is not listed, let me type my own

Add another Alma Mater

Next: Employer Guidelines

Rich, Validated Data
Find the right fit across 8.5 million verified student profiles

- 300k biology students
- 175k chemistry students
- 285k political science students
- 165k mechanical eng students

7. Enter the requested information.
8. Skip the alma mater information.
9. Click **Next: Employer Guidelines**.

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.

Are you a 3rd party recruiter working on behalf of another company? **Yes** **No**

☑ I agree to the Terms of Service and Privacy Policy
☐ I agree to receive marketing messages including promotions and special offers from Handshake.

As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

Next: Confirm Email

10. Check "**I agree to the Terms…**" statement
11. Uncheck "**I agree to receive marketing…**" (unless you do want to receive marketing communications from Handshake).
12. Click **No** for the 3rd party recruiter question.
13. Click **Next: Confirm Email.**
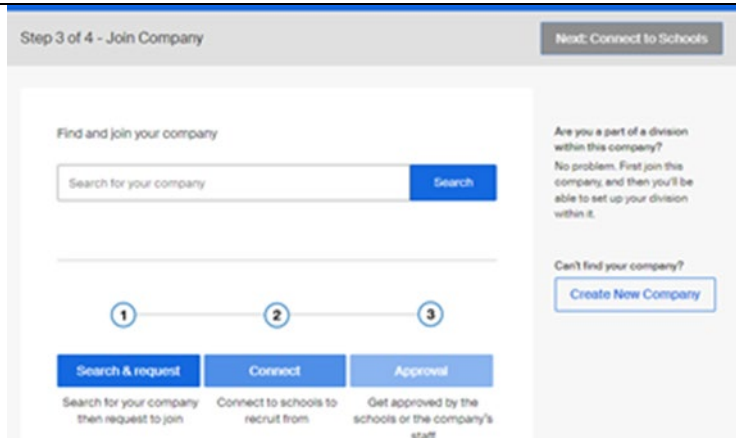
Confirm your email address on Handshake

Hi Remington,

Welcome to Handshake! Please confirm your email address to get started:
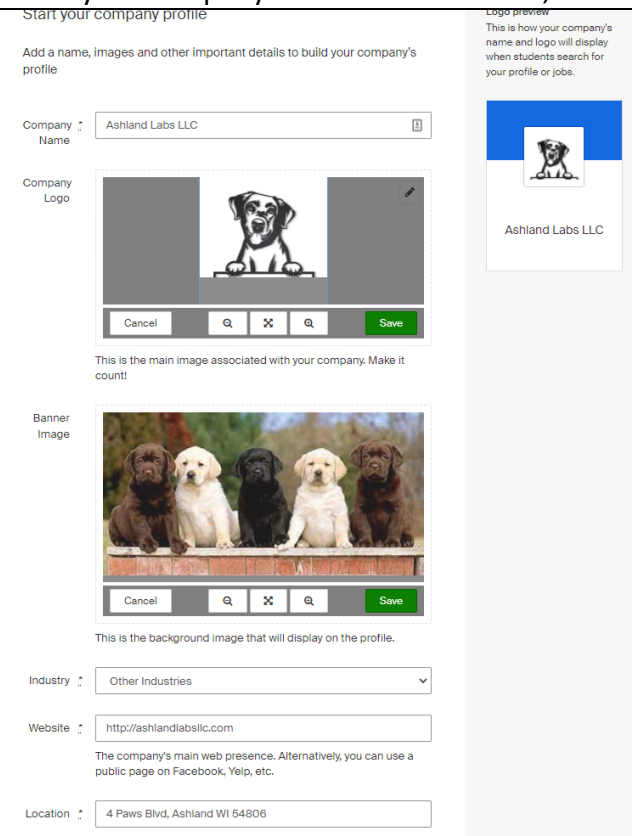
Confirm Email

14. Check the Inbox of the email address which you entered in step 4 for a message from Handshake.
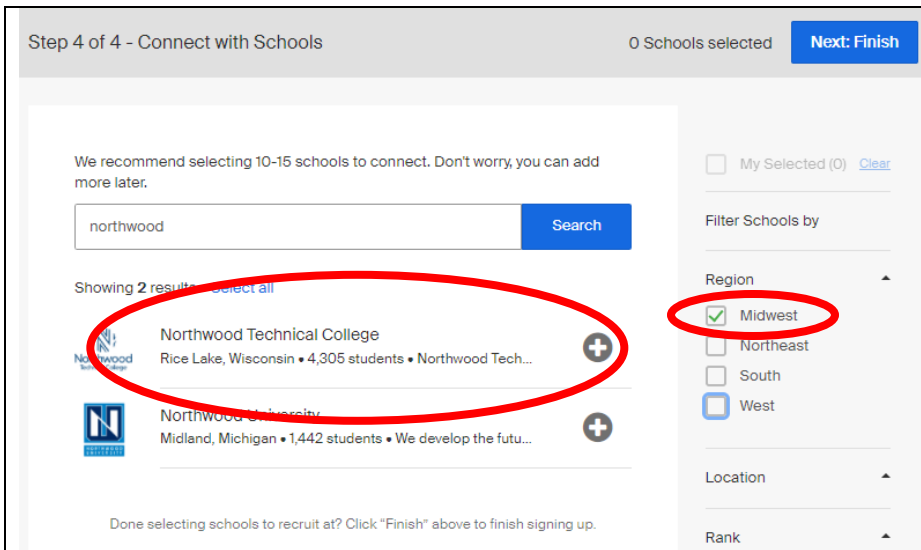15. Click **Confirm Email** in that communication.

Step 3 of 4 - Join Company

Next: Connect to Schools

Find and join your company

Search for your company   Search

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

① —— ② —— ③

Search & request | **Connect** | **Approval**
Search for your company then request to join | Connect to schools to recruit from | Get approved by the schools or the company's staff

16. If your company already has a Handshake account, type the company name in the search field, click **Search,** and select your company from the search results. You will then be guided through the process of submitting a request to "join" the company.
17. If your company is new to Handshake, click "**Create New Company**".

Start your company profile

Add a name, images and other important details to build your company's profile

Logo preview
This is how your company's name and logo will display when students search for your profile or jobs.

Company Name: Ashland Labs LLC

Company Logo

Cancel 🔍 ✕ 🔍 Save

This is the main image associated with your company. Make it count!

Ashland Labs LLC

Banner Image

Cancel 🔍 ✕ 🔍 Save

This is the background image that will display on the profile.

Industry: Other Industries

Website: http://ashlandlabsllc.com

The company's main web presence. Alternatively, you can use a public page on Facebook, Yelp, etc.

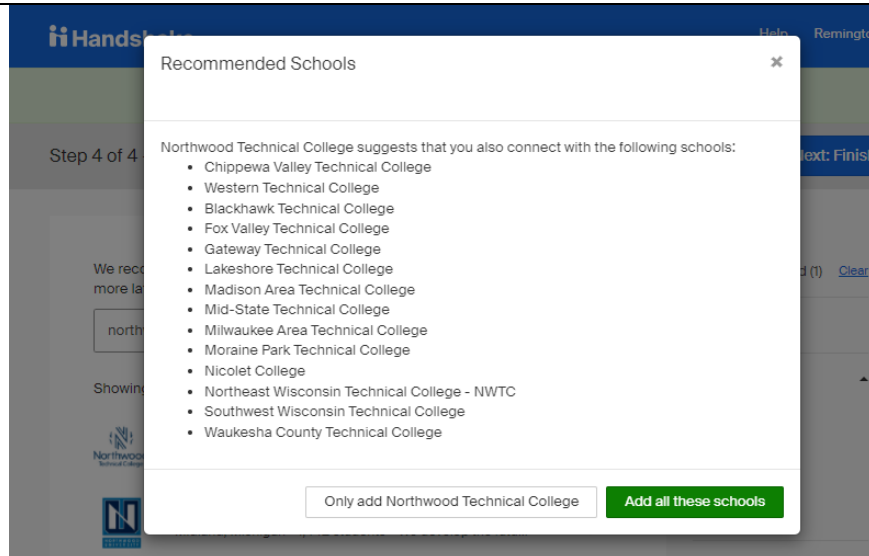Location: 4 Paws Blvd, Ashland WI 54806

18. Enter all requested information.
19. The website field is required, and you will not be able to proceed without it filled in. if your business does not have a website enter its Facebook page address, LinkedIn profile page, or the address of any online presence your business has instead.

20. Select the "**Midwest**" region to narrow the search
21. Type "**Northwood**" into the search field and click **Search**.
22. The search results should include Northwood Tech with a Rice Lake location – this selection will include all 4 campuses and online program students.
23. Click the plus sign to select.
24. Repeat for any other schools you would like to connect with.

25. Selecting Northwood Tech will trigger an option to connect all the technical colleges in Wisconsin; click **Add all these schools** if you would like your job postings to target students in all Wisconsin technical colleges.
26. Click **Next: Finish**.
27. Your company information will be placed in the approval queue of a Northwood Tech system administrator (and an administrator at any other school you have selected for connection) for review.
28. You will receive a notice from Handshake as each school approves/declines your connection requests.
29. If approved, your job posting(s) will become visible to students.