Millersville University- Career Center
INSTRUCTIONS FOR EMPLOYER PARTNERS

To get started, go to millersville.joinhandshake.com and follow the steps below:

1. Enter your email address and desired password and click the blue *Sign Up* button

2. Enter the following information:

- **First Name**
- **Last Name**
- **Phone Number**
- **Job Title** (This is your personal job title, and not the job that you are recruiting for)
- **Types of students you're interested in recruiting on Handshake** (There is not a way to add to this list, and the selections you make here do not hinder your ability to recruit students in any way, it's simply used for data purposes)
- **Alma Mater & Graduation Year** (If your Alma Mater is partnered with Handshake, this will create a contact entry for you at your Alma Mater, listed as an Alumni contact) If you're a Millersville alum, please let us know.

**Important: Skip the section for selecting schools you'd like to recruit from. You need to establish the account first, and will be able to add this later.

3. Click **Next: Employer Guidelines**. A popup will appear with the Handshake Employer Guidelines displayed, as well as our Terms of Service, and Privacy Policy.

- Review the guidelines and linked resources before proceeding

4. Click **Next: Confirm Email**. The next page contains instructions on how to verify your account via the email address you provided. The email should arrive within 10 minutes and will contain a link enabling you to confirm your account. *You must click this link before you can proceed with the registration process.*

5. When the email arrives, click the red **Confirm Email** button to verify your account. You will then be brought back to the Handshake page where you'll need to either connect with an existing company profile or create a new company profile if yours doesn't exist in our system. (The determination is based on the email you signed up with)

- The screen will display a list of company profiles associated with your email domain. If there is more than one, review the details for each profile. Click the **Request** button to select that company profile, then click **Next: Connect to Schools** to submit your request to join the company.
    - For third party recruiters, we recommend you register for the company you work for, and then list your client's names in the job postings, as users can only be connected to one company profile at a time per an email.
    - If no company pre-populates, use the search bar to find your company. If your company does not exist, click the **Create New Company** button on the right.

6. Next, select MILLERSVILLE UNIVERSITY to connect with our students

- *You can always request more schools later–for steps to do this, refer to School Network Management.*
- Use the filters on the right side of the screen to narrow down schools by rank, region and location, or search for specific school names in the search bar at the top of the list.
- To request to connect with individual schools, click the **+**button to the right of the school. Then click **Next: Finish**.
- **Important**: **If you do not want to connect with any schools at this time, click Next**: **Finish to complete the signup process.**