UC On-Campus Employers: Getting Started with Handshake

What is Handshake?
Handshake is a career platform used by the University of Cincinnati where students, career centers, and recruiters come to meet, talk, and share opportunities.

How do I get set up in Handshake?
The process to set up your Handshake account as an on-campus employer is slightly different from the process for external employers. This guide walks you through the steps in this process:
1. Create an employer account for yourself
2. Join an existing UC entity on Handshake or create a new one
3. Request to connect with the University of Cincinnati

Create an Employer Account

1. Navigate to https://uc.joinhandshake.com/employer_registrations/new

   Alternatively, if you have been invited to connect with a University of Cincinnati employer page in Handshake, please click the hyperlink provided in the email. You will be redirected to Handshake where you will be asked to complete the registration process.

2. Fill out your First Name, Last Name, Email Address (use the format Firstname.Lastname@uc.edu), create your password, confirm your password, enter your phone number and your personal job title. It is critical that you use the @uc.edu version of your email address. Click the Sign Up button.
3. Indicate the types of students you wish to recruit. Add your alma mater and your graduation year. Then, click the button labeled **Next: Employer Guidelines.**


5. When asked whether you are a third party recruiter working on behalf of another company, click the button marked “No.” Then, click the button labeled **Next: Confirm Email.**

6. Next, you will confirm your email address. Within ten minutes, you should receive an email message from Handshake that contains a verification link. You must open the email message and click the link before you can proceed with the registration process. If you do not receive a confirmation email, please see Handshake’s Confirmation Email Troubleshooting Guide.
7. When the email message arrives, click the **Confirm Email** button in the message to verify your email address.

Join an Existing UC Company on Handshake or Create a New Company

Handshake uses the word “company” to mean a hiring entity. Since there are multiple hiring units within the University of Cincinnati, we have multiple “companies” under that name.

1. Scroll through the list of University of Cincinnati companies. When you see your college or department, click **Request** to join it, and then click **Next: Connect to Schools**.

If you do not see your college or department, click **Create a New Company** and follow the instructions in #1a, below.
1a. Title your company using the following convention: “University of Cincinnati - Name of College or Department”. Complete the required fields: industry, website, location, description, company size, etc. Please be sure to list your company domain as uc.edu. Finally, click Create New Company at the bottom of the page.

Tip: If you’re the Owner of the company profile, you can go back and edit your company profile information at any time by following the steps in the article, How to Edit Your Company Profile.
Request to Connect with the University of Cincinnati
Prior to posting jobs and recruiting students from the University of Cincinnati, you must request and receive approval to connect.

1. On the “Connect with Schools” page, type “University of Cincinnati” into the search box. Select “University of Cincinnati” from the results. Click the button marked “Next: Finish.”

Note: It can take up to five business days for your request to be approved.

2. Additionally, the owner of the company account that you selected to join must approve you. The name of the account owner for your college or department is visible on this screen in case you need to reach out to them.

Take Action
1. Once you’re connected to a company and to UC, you may post jobs, manage your applicants, and more.
Need Help?
From your Handshake homepage, select Help in the top right corner. From here, you can contact support, browse articles in the Help Center, or watch recorded webinars for employers.