

How to create an employer account in Handshake for the University of Tennessee at Martin

This document will teach you how to create an effective profile for your university department.

If you don't have the access link for your department, contact the Career Planning and Development office at 731-881-7712 or career@utm.edu.

1. Fill out the information requested then click **Sign Up**.



The image shows a promotional banner for Handshake. At the top left is the Handshake logo, which consists of a stylized 'h' icon followed by the word 'handshake'. Below the logo is the text: "Great talent can be hard to find. Handshake makes it easy. Sign up and start recruiting today." Underneath this is the phrase "Recruit the best talent from schools like" followed by a grid of nine university logos: Stanford University, Cornell University, University of California Berkeley, University of Virginia, Villanova University, University of Michigan, Carnegie Mellon University, Michigan State University, and University of Chicago. At the bottom of the grid is the text "And 150 more!".

Sign up as an Employer:

First Name **Last Name**

Email Address Use your work email

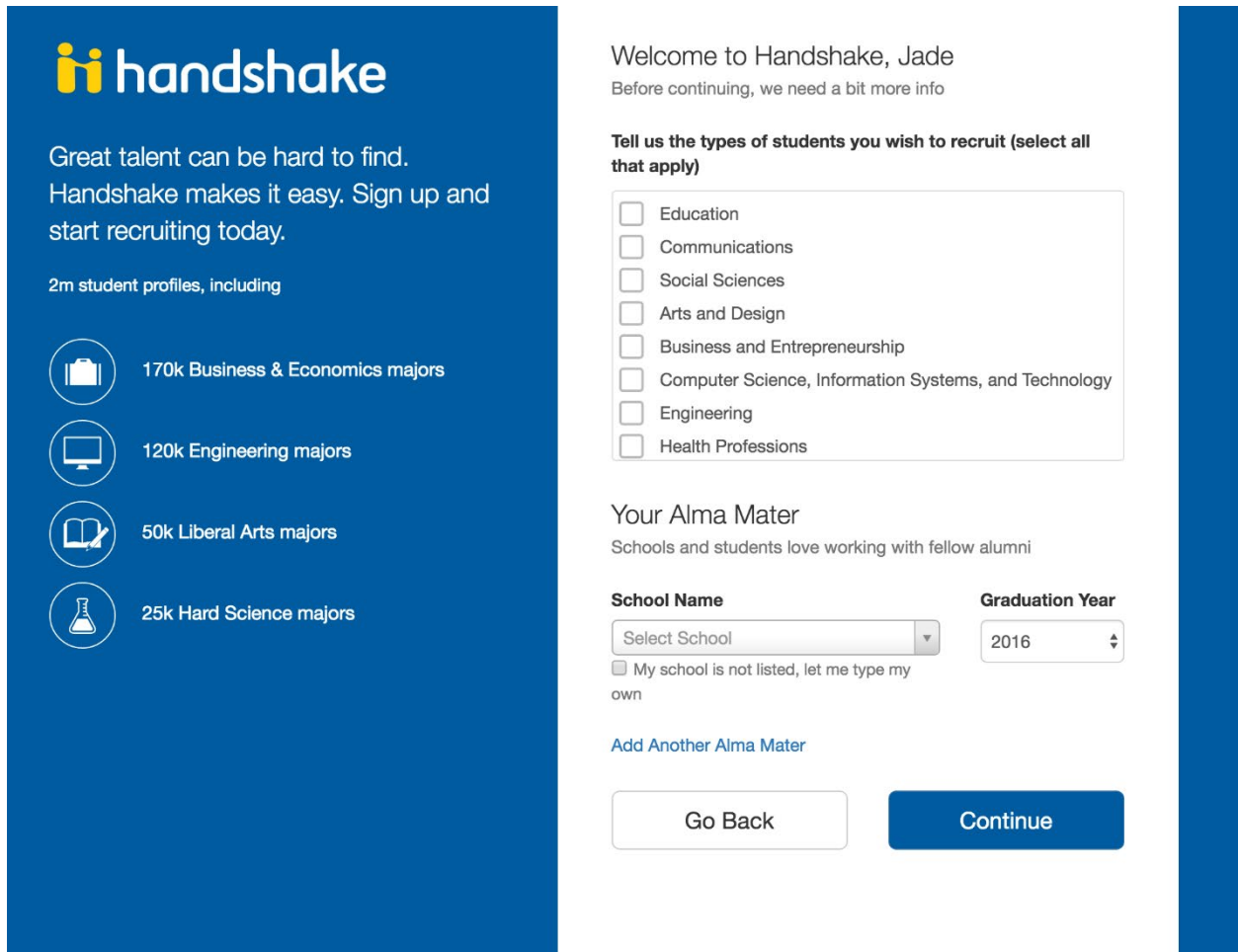
Password **Confirm Password**

Phone Number

Sign Up

Already have an account?

2. Fill out some preferences that will help us understand how you are hoping to use Handshake and where you attended college. If you don't have an alma mater to list, simply select "University of Tennessee-Martin." If you don't have a graduation year, you may select "2020."







The image shows a screenshot of the Handshake recruitment preferences form. On the left, a blue sidebar contains the Handshake logo and a list of major categories with icons: Business & Economics (170k), Engineering (120k), Liberal Arts (50k), and Hard Science (25k). The main content area is white and contains a welcome message for 'Jade', a section for selecting student types to recruit (with checkboxes for Education, Communications, Social Sciences, Arts and Design, Business and Entrepreneurship, Computer Science, Information Systems, and Technology, Engineering, and Health Professions), a section for entering the alma mater (with a dropdown for 'Select School', a 'Graduation Year' dropdown set to '2020', and a checkbox for 'My school is not listed, let me type my own'), and a link to 'Add Another Alma Mater'. At the bottom are 'Go Back' and 'Continue' buttons.

3. Click **Continue**.

4. Read and agree to the **Handshake Guidelines**. Note: University employees **are not** third party recruiters.

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](#):

 <p>Be Accurate and Trustworthy: Tell the truth about your company, your team and the jobs available.</p>	 <p>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.</p>
 <p>Be Fair: Do not discriminate based on ethnicity, national origin, religion, age, gender, sexual orientation, disability or military / veteran status or lack thereof.</p>	 <p>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.</p>

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 a company?

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines.

Continue

5. You will be taken to a confirmation page, and you will shortly (within 5-10 minutes) receive a confirmation email (to the email address provided) with a link enabling you to confirm your account. You must click this link before you can proceed with the registration process.

Confirm your email address on Handshake

Hi Jade ,

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

[Confirm Email](#)

If this is a mistake, you can [cancel the registration](#) at any time.

HAVE QUESTIONS?

Email us at support@joinhandshake.com or check out our [upcoming webinars](#)

If you don't want to hear from us at all again you can [unsubscribe](#) from all Handshake notifications

Handshake Headquarters
660 4th Street #113 San Francisco, CA 94107



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?

Check your spam folder

Add handshake@notifications.joinhandshake.com to your contacts and [resend the email](#).

Still having trouble? Contact us at support@joinhandshake.com

If you have any questions about getting started with Handshake, contact the Office of Career Planning and Development at 731-881-7712 or career@utm.edu.