

EMPLOYER GUIDE TO HANDSHAKE

1 SIGN UP FOR ACCOUNT

Visit stockton.edu/handshake/employer and click in “sign up for an Account” on the top right corner of the page. Select which type of account you’d like to create: Employer.

2 INPUT INFORMATION

Once you select “Employer,” input the requested information. Your email address and password will serve as your login credentials for the system.

3 ACTIVATE YOUR ACCOUNT

The system will ask if you are a Third Party Recruiter. Select “No, I am not and continue. You will receive a confirmation email in order to activate your account. Follow the numbered time-line on the bottom of the browser to continue the registration process.

4 CREATE COMPANY PROFILE

If you are creating a new company profile, it will ask for a few details, please fill out completely, including specific contact name and their email address, the company address, phone number and website. Once this information is filled out, you can choose the “Create Company Profile” box. Create a company profile and choose “Create New Employer.”

5 POST JOBS & REGISTER FOR EVENTS

After successfully creating your account, or linking your email address within an existing company, you will now have the option to post a job, request on campus interviews and register for upcoming events.

6 EMAIL CONFIRMATION

Once your account has been approved, you will receive an email confirming your connection to the university.

7 NAVIGATE OPTIONS

Use the left-hand toolbar to navigate the options at the University, such as Events, Interviews, Fairs and Job Postings.

stockton.edu/handshake/employer

