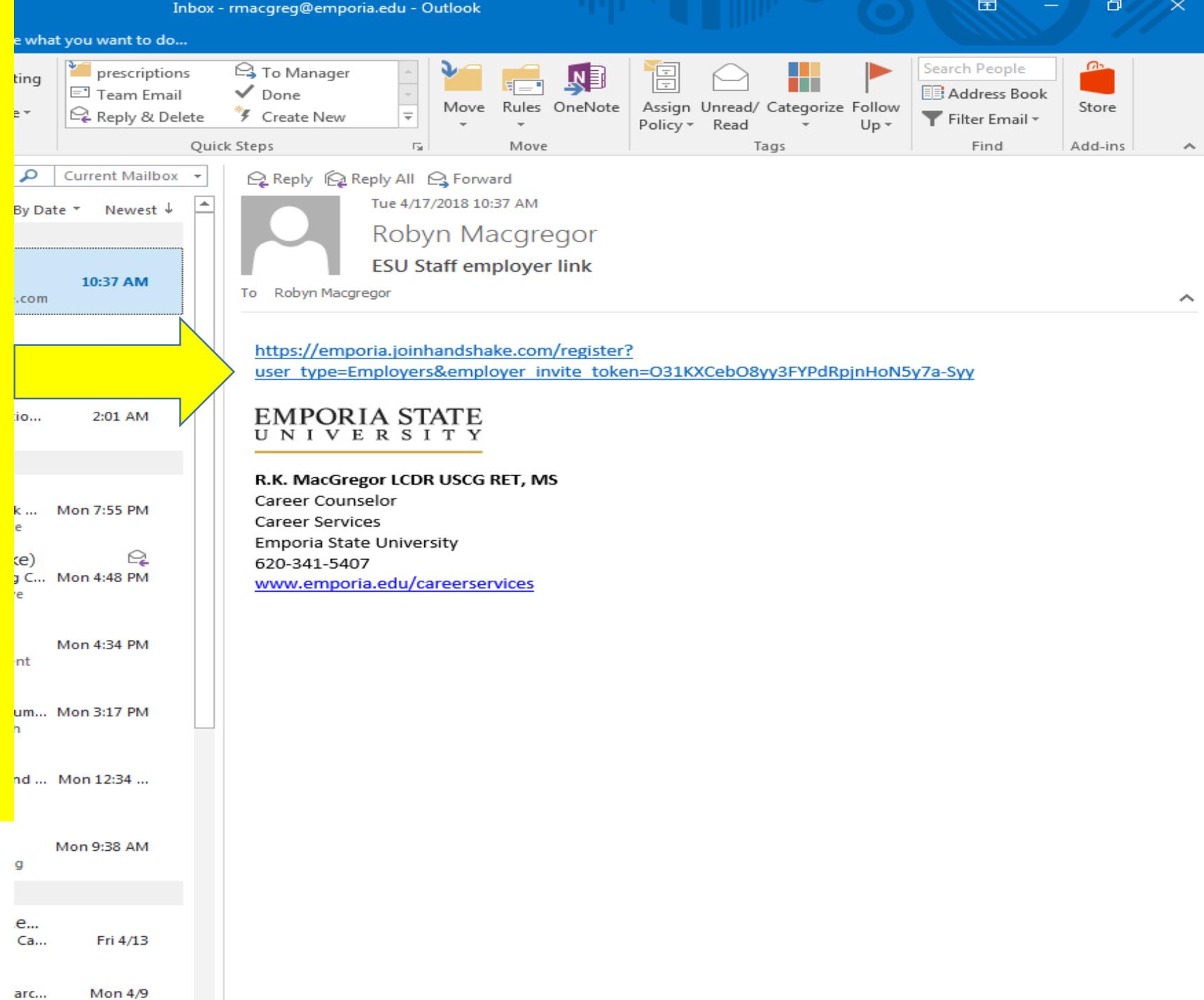
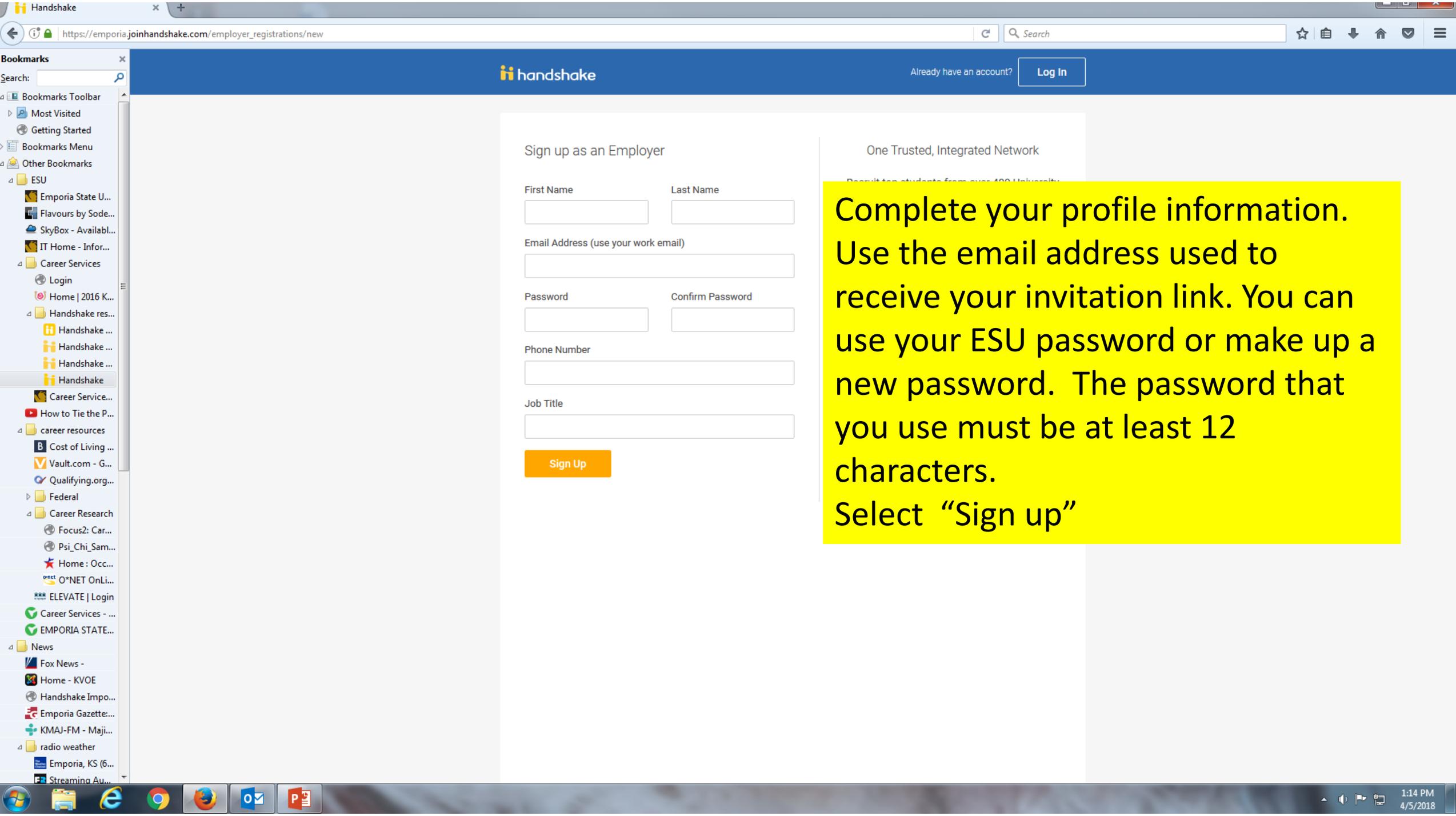


Contact Career Services to request the ESU Staff-Employer Link. Use the link sent to you to create your Handshake account





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Sign up as an Employer

First Name Last Name

Email Address (use your work email)

Password Confirm Password

Phone Number

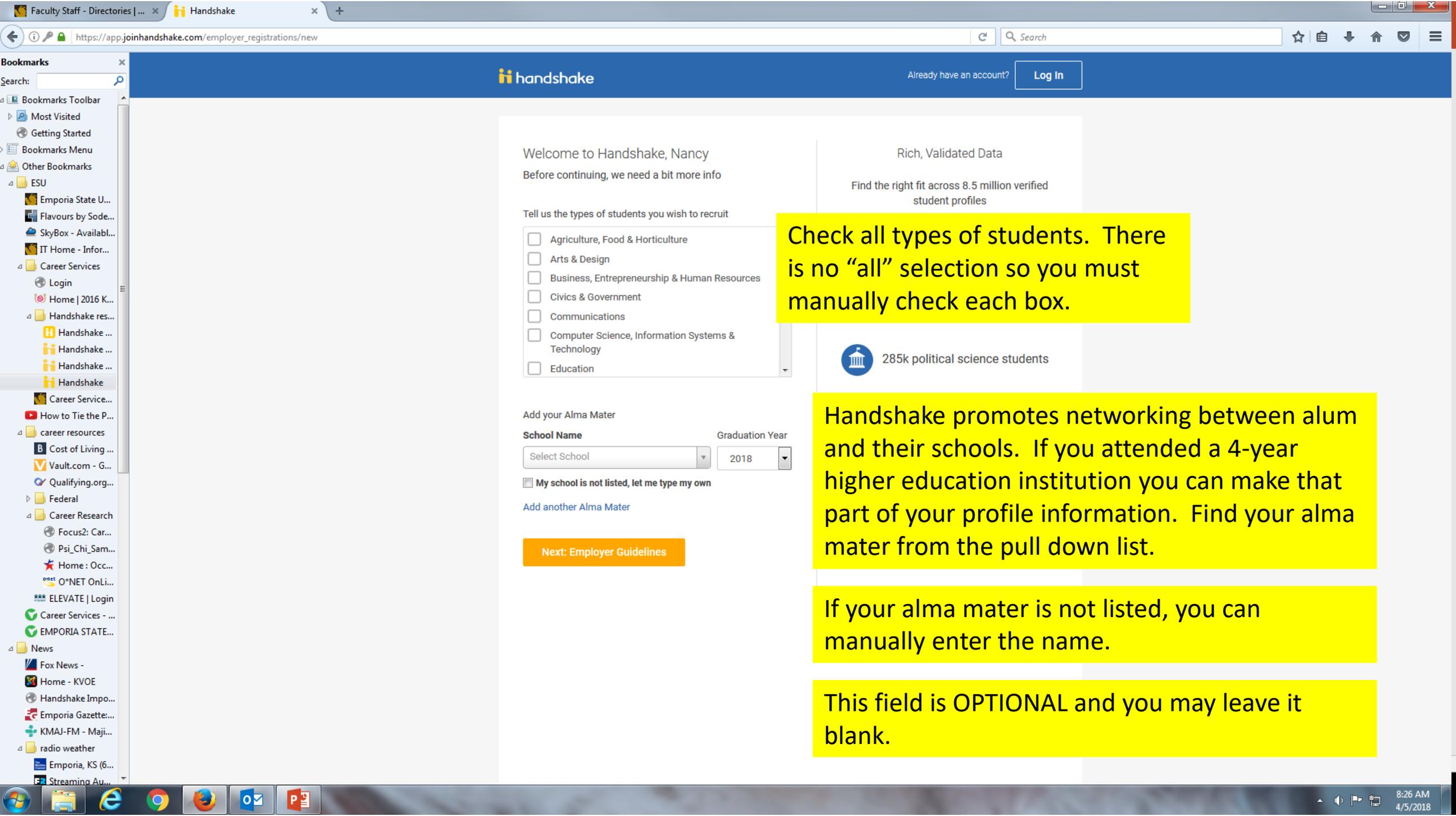
Job Title

[Sign Up](#)

One Trusted, Integrated Network

Recruit top students from over 400 Universities

Complete your profile information. Use the email address used to receive your invitation link. You can use your ESU password or make up a new password. The password that you use must be at least 12 characters. Select "Sign up"



Welcome to Handshake, Nancy

Before continuing, we need a bit more info

Tell us the types of students you wish to recruit

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

Check all types of students. There is no "all" selection so you must manually check each box.

Rich, Validated Data

Find the right fit across 8.5 million verified student profiles



285k political science students

Handshake promotes networking between alum and their schools. If you attended a 4-year higher education institution you can make that part of your profile information. Find your alma mater from the pull down list.

Add your Alma Mater

School Name

Select School

Graduation Year

2018

My school is not listed, let me type my own

[Add another Alma Mater](#)

Next: Employer Guidelines

If your alma mater is not listed, you can manually enter the name.

This field is OPTIONAL and you may leave it blank.

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Already have an account? [Log In](#)

Welcome to Handshake, Nancy

Before continuing, we need a bit more info

Tell us the types of students you wish to recruit

You must select the type of students you are interested in recruiting.

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

Add your Alma Mater

School Name: Graduation Year:

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

Once you have selected types of students and completed the information about your alma mater(s), click on the "New Employer Guidelines" button

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Review the Employer Guidelines, and click on "No" to answer the question about 3rd 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](#):

-  **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.
-  **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.

Employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of another company?

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

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

Next: Employer Guidelines

Next: Confirm Email

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 <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 another company?

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

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

After you have selected "No", click on the "Next Confirm Email" button

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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?

1. Is nstandif@emporia.edu your correct email without typos? If not, you can restart the sign up process
2. Check your spam folder
3. Add handshake@m.joinhandshake.com to your contacts
4. Click [here](#) to resend the email

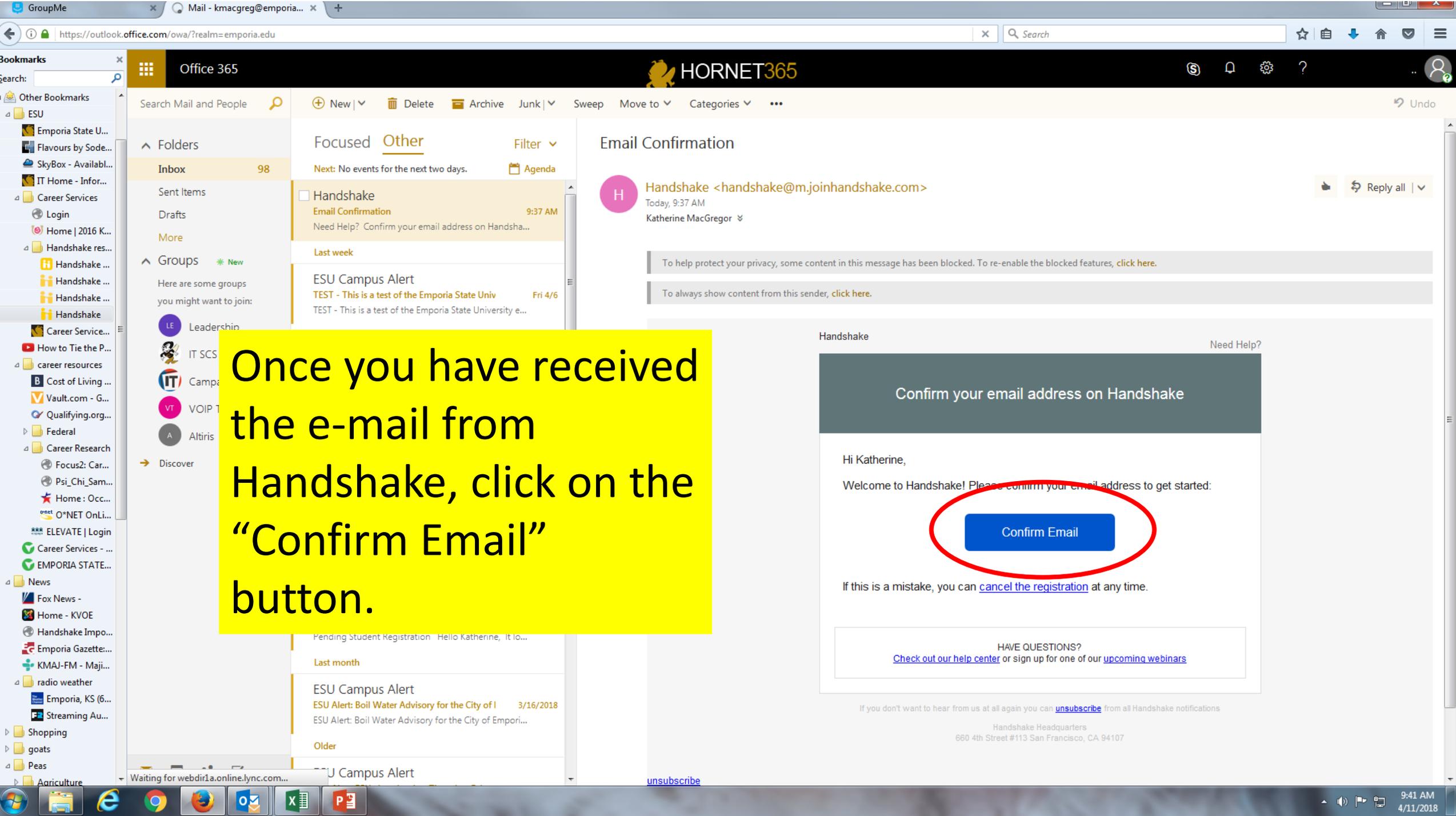
Still having trouble?

[Contact us](#)

Additional trouble shooting guidelines are provided.

The next screen will show this message. Be sure to look for an e-mail from **Handshake**. The e-mail will not come from ESU.

If you don't receive an email from Handshake within 10 minutes, begin by checking your spam and junk folders. If you find the Handshake email in your spam or junk folder you will need to release the message to your In Box and approve Handshake as a trusted sender.



Once you have received the e-mail from Handshake, click on the "Confirm Email" button.

Email Confirmation

H Handshake <handshake@m.joinhandshake.com>
Today, 9:37 AM
Katherine MacGregor

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).

Handshake Need Help?

Confirm your email address on Handshake

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

[Confirm Email](#)

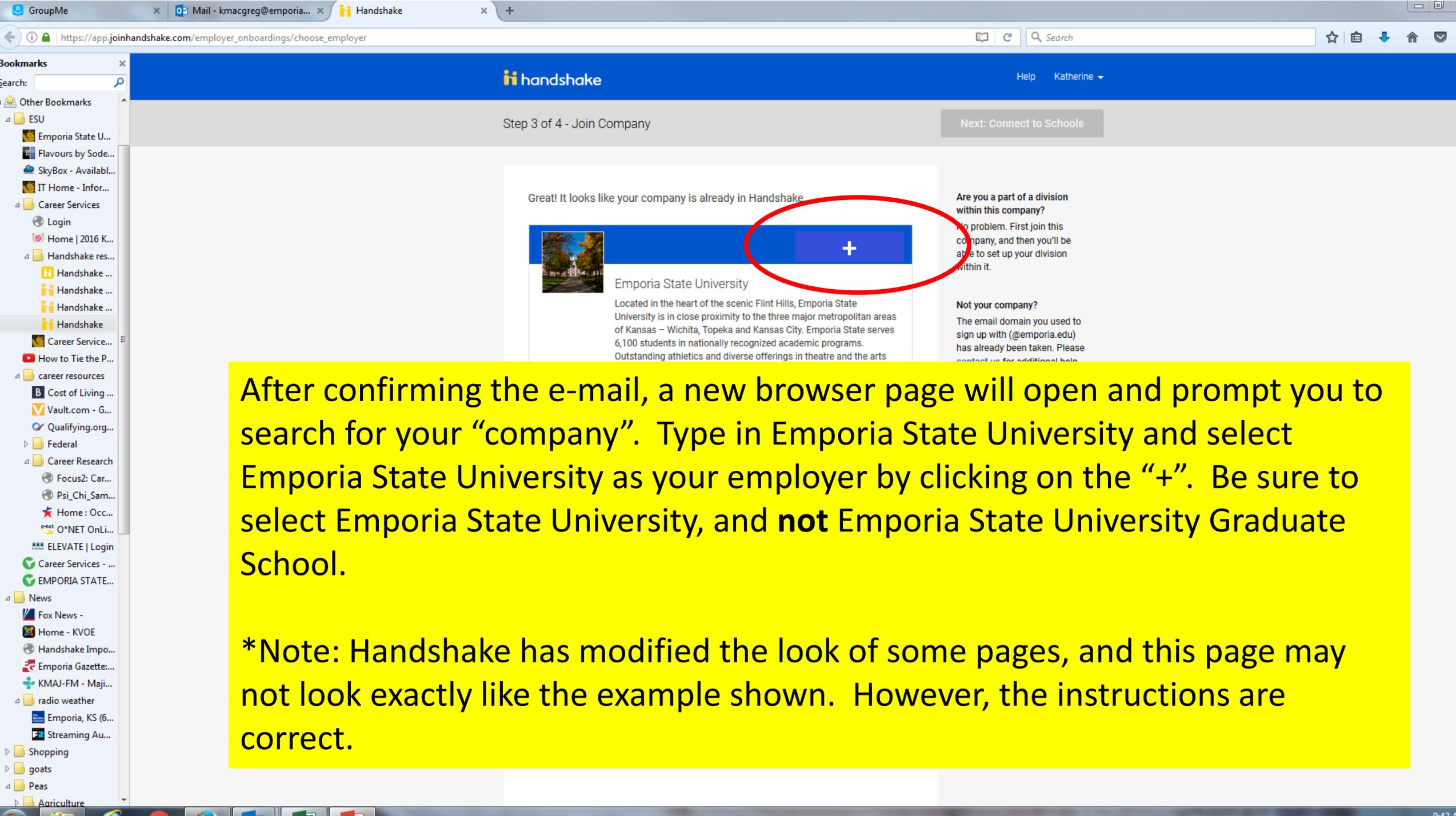
If this is a mistake, you can [cancel the registration](#) at any time.

HAVE QUESTIONS?
[Check out our help center](#) or sign up for one of 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

[unsubscribe](#)



Step 3 of 4 - Join Company

Next: Connect to Schools

Great! It looks like your company is already in Handshake



Emporia State University

Located in the heart of the scenic Flint Hills, Emporia State University is in close proximity to the three major metropolitan areas of Kansas – Wichita, Topeka and Kansas City. Emporia State serves 6,100 students in nationally recognized academic programs. Outstanding athletics and diverse offerings in theatre and the arts

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.

Not your company?

The email domain you used to sign up with (@emporia.edu) has already been taken. Please contact us for additional help.

After confirming the e-mail, a new browser page will open and prompt you to search for your “company”. Type in Emporia State University and select Emporia State University as your employer by clicking on the “+”. Be sure to select Emporia State University, and **not** Emporia State University Graduate School.

*Note: Handshake has modified the look of some pages, and this page may not look exactly like the example shown. However, the instructions are correct.

The next prompt will be to “Edit and Activate Status Messages”. You do not have to complete this step at this time. You may close out of Handshake without completing this step.

Training on posting/managing jobs will be offered to you this summer. That training will include how to activate and edit automated messages that you may want to send to student applicants.

If you have any questions about your Handshake account, please contact Career Services at extension 5407.