Handshake Quick Reference Guide for Employers

Handshake, UA’s Career Management platform allows you to connect with students across the UA system by posting jobs, attending fairs or events, scheduling interviews and more! We want this process to be as easy for you and recommend you check out: [Getting Started with Handshake](#).

Creating a New User Account
Ready to create an account with Handshake? Follow these steps to get started:

2. Select the Employer account type from the options presented
3. Fill out the information requested then click Sign Up

After you set up your account and confirm your email address, then you will be prompted to either join your existing company profile (if you already use Handshake with other Universities) or create a new company profile.

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Create a New Company Profile
First time your company is using Handshake? You may need to create a new company.

The following fields are **required** to create a company profile on Handshake:

- Company Name
- Industry
- Website
- Location
- Description
- Company Size

Once you fill out this information, we recommend adding your logo and a branding image. For a more step by step guide to this process see: [How to Create a New Company Profile](#)

### Pending Approval to Join Company
If your company is already on Handshake you will need to be approved by your company before your account is activated. Any existing staff members already connected to the company profile will be notified that a new user has requested approval for access.

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For full instructions on the set up process please visit the following resource guide: How To Create a User Account, Join a Company, and Connect with Schools.

How to Add a School on Handshake
During your initial account set up you will be prompted to add schools to your profile.
To connect with UAF students search for and request: "University of Alaska System"

To add a new school follow the steps below:
1. Log in to Handshake
2. On your left navigation bar, under the ‘Relationships’ click ‘Schools’
3. Choose ‘More Schools on Handshake’
4. Request the "University of Alaska System"
5. Once received, your request will be reviewed by Career Services Staff

How to Register for a Career Fair
To get to the Career Fair’s page, either directly select an invitation link (if you received one, or follow the steps below to find our fairs.

To find a career fair
1. Log in to Handshake
2. On your left navigation bar, under the ‘Campus’ click ‘Fairs’
3. Search ‘University of Alaska’ in the upper left search bar to see UAF fairs
4. Once you click on the fair you will be taken to the Fair’s Details page. This will give you an overview of all the necessary information pertaining to this Career Fair.
5. To register, select the blue Register button on the upper right side of the page and fill out the registration form.

Registration continued
1. Once you have found and selected the fair(s) you want to attend, select the blue Register button on the upper right side of the page and fill out the registration form. This will take you directly to the Career Fair’s Registration form.
2. For a walk through of this process see: Registering for a Career Fair (Employers)
3. Please note the ‘Jobs on Handshake’ section is required and you will receive an error if it is not filled out.
4. Once all information is filled out, click on Create Registration at the bottom of the page. The Career Center will need to approve your registration. You will not be able to pay your invoice for a fair until this has happened. You are not officially registered for the career fair until payment has been processed.

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