EMPLOYER GUIDE TO Handshake

We've created this guide to help walk you through the process of getting started on Handshake, from signing up to posting jobs, with troubleshooting tips for each step of the way.

1. Create an account

Visit GSU.JoinHandshake.com and click “Sign up for an Account” under the Handshake logo on the left side. Select “Employer” as the type of account you’d like to create.

Helpful Links:


Managing Interview Schedule Applicants: https://support.joinhandshake.com/hc/en-us/articles/219133027

On-Campus Contact: Belinda Lindsey blindsey@gsu.edu (404) 413-1837

2. Input information

Input requested information. Your email address and password will serve as your log-in credentials. To connect with your department/company, use your corporate email address when registering for an account. Select “No, I am not a Third Party Recruiter” and then select “Confirm Email” in the lower right hand corner. You will receive a confirmation email in order to activate your account.

3. Create company profile

If you are creating a new company profile, it will ask for a few details including, name, website, and company email address. Once information is filled out, click “Create Company Profile”, then select “Create New Employer”.

4. Take Action

After successfully creating your account, or linking your email address within an existing company, you will now have the option to post jobs, request on-campus interviews, and create/register for events. Use the left hand toolbar to navigate options such Events, Fairs, and Job Postings.

Troubleshooting Tips: https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer