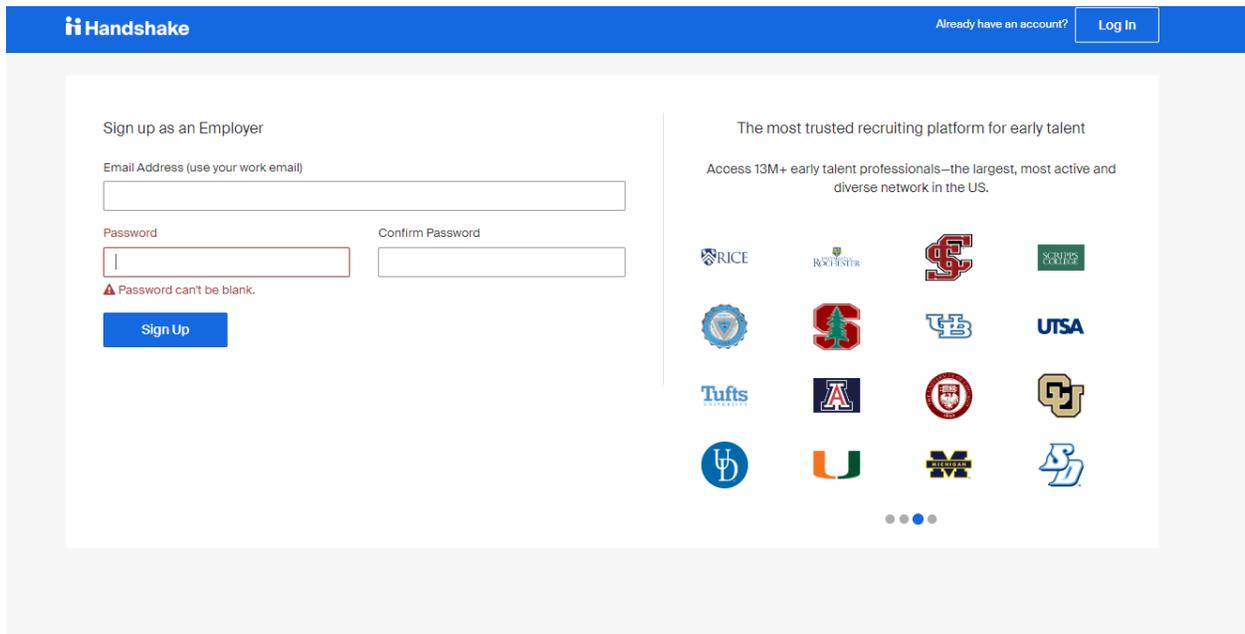


Signing Up For Handshake

Step One: Please use this link which will allow you to create a Handshake account as well as link you account to The University of Scranton Federal Work Study page:

https://scranton.joinhandshake.com/employer_registrations/new?employer_invite_token=8IQdUfwn7Z1jl43NMpAx1ao4L7zoFp_6

Step Two: Follow the on-screen instructions which will be brought up after clicking the link



The screenshot shows the Handshake sign-up interface. At the top, there is a blue navigation bar with the Handshake logo on the left and a "Log In" button on the right. The main content area is divided into two sections. The left section, titled "Sign up as an Employer", contains a form with three input fields: "Email Address (use your work email)", "Password", and "Confirm Password". A red error message "Password can't be blank." is visible below the password field. A blue "Sign Up" button is positioned below the form. The right section features the text "The most trusted recruiting platform for early talent" and "Access 13M+ early talent professionals—the largest, most active and diverse network in the US." Below this text is a grid of 16 university logos, including RICE, RUTGERS, SCRIpps COLLEGE, Tufts, and others. At the bottom of the grid are three small blue dots.

Welcome to Handshake

Before continuing, we need a bit more info

First name

Last name

Phone Number

Job Title

Country

Tell us the types of candidates you would like to find
 Don't worry if you can't find all the categories you need. You'll be able to add more later.

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civics & Government
- Communications

Rich, Validated Data

Find the right fit across 13.4 million verified student a

-  210k statistics students
-  350k marketing students
-  180k cyber security students
-  450k sales students

- **Please put your department name in the Job Title as a way for me and the students to keep track of E.G.: Career Development Work Study Supervisor***

Step 2 of 3 - Employer Guidelines
Save and continue

Handshake Employer Guidelines

Millions of early talent professionals 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. If your opportunities require upfront costs, disclose that in your company description and job postings.

 **Be Fair:** Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.

 **Keep Your Commitments:** When you make a commitment to a school or candidate, keep it. If you can't, work to provide a fair and equitable path for affected candidates.

 **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.

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?

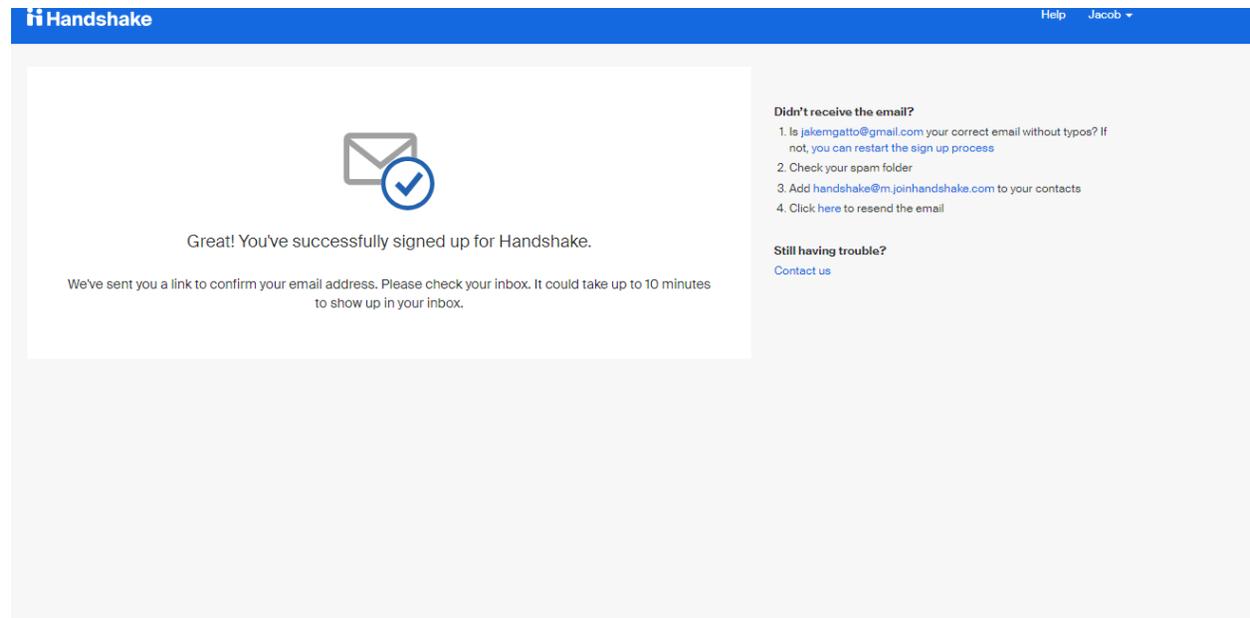
I agree to the [Terms of Service](#) and [Privacy Policy](#)

I agree to receive marketing messages including promotions and special offers from Handshake.

Save and continue

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

STEP THREE: After inputting all your information Handshake will send you a confirmation email. Please go ahead and confirm your email.



Handshake

Confirm your email address on Handshake

Hi Jacob,

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.

STEP FOUR: After confirming your email, you should automatically get added to you The University Scranton Federal Work Study Page. A green box should appear on your screen once you launch Handshake. **IF YOU DO NOT SEE THE GREEN BOX APPEAR OR ARE UNSURE IF YOU HAVE BEEN ADDED TO THE PAGE PLEASE EMAIL ME (Jacob.gatto@scranton.edu) OR MESSAGE ME ON TEAMS AND I WILL CONFRIM YOUR ON THE LIST. IF YOU ARE NOT, I WILL ADD YOU.**