

Employer Guide

New Users to Handshake - Registration: If you are not a current user on Handshake, please register in the system (<https://app.joinhandshake.com/register>) and follow the directions:

- Select the “Employer” account from the options
- Add your information
- Read the Employer Guidelines, Terms of Service, and Privacy Policy
- Confirm email
- Join your company
- Please add Embry-Riddle Aeronautical University as a school you would like to recruit from please see “To Add More Schools” information below.

Once you have successfully taken these steps, you can always find Handshake at <https://erau.joinhandshake.com>

NOTE: Once you have registered and if you posted a job, both your account and job will be in pending status. An administrator will review both your account and job. If your registration is approved, you will receive an email notification. If you do not receive your email notification within 48 hours, please contact our office at (386) 226 - 6054.

Update My Profile

- To update your profile, please click your name in the top right corner and complete information.

To Add More Schools

- Click on Schools in the left toolbar under Relationships.
- Search for more schools based on criteria or searching for specific school name.

To Create a New Job

- Click on Job in the left toolbar under Postings.
- Click Create Job on the top right corner of the page to add a new job
- Please ensure you add Embry-Riddle Aeronautical University as a school for the job to be posted

To Register for an Upcoming Industry/Career Expo or Career Fair

- Select Fairs in the left toolbar under Campus.
- Search for Embry-Riddle in the search bar.
- All available Expos for all campuses will be visible.

To Register for a Career Event On-Campus

- Click on Events in the left toolbar under Campus.
- Click Request Event on the upper right hand side of page
- Add all necessary information for on-campus event
- Career Services staff will be in touch to confirm details

To Add On-Campus Interview Schedule

- Click on Interviews in the left toolbar under Campus.
- Click Request Interview Schedule
- Add all necessary information for on-campus interview request
- Career Services staff will be in touch to confirm details

To Search for Students

- Select Students in the left toolbar under Relationships.
- Use filters to reduce search options and save future searches.

NOTE: Students must make their profile public for employers to see them in Handshake.

To Add More Contacts from Company

- Click on Contacts in the left toolbar under Relationships.
- Click Add Contact to add a colleague to Handshake.



