

Handshake

APP.JOINHANDSHAKE.COM/EMPLOYER REGISTRATIONS/NEW EMPLOYER HELP SHEET



01. REGISTER & GET APPROVED

Go to the URL listed at the top of this page
Sign up with your company-issued email address whenever possible. This helps Handshake connect you with the correct company profile.
Enter your information and create a password
Click the black Create account button in the lower-right corner

02. ACCESS YOUR ACCOUNT

Open the verification email sent to you
Click the verification link
Notes: Verification links stay active for 12 hours
Complete your profile
Join and create your company profile



03. CREATE YOUR FIRST JOB

Start a job draft, enter the job title and job description, then click the Continue button.
If you are not ready to start a draft, click the Skip button.
Enter job details or click the Save as Draft button

04. WHAT HAPPENS NEXT?

After your account is approved or you connect it to an existing company profile, you can sign in to Handshake to post jobs and request approval from schools.



For more information, contact GWC Career Center at (714) 895-8217 or careercntr@gwc.cccd.edu