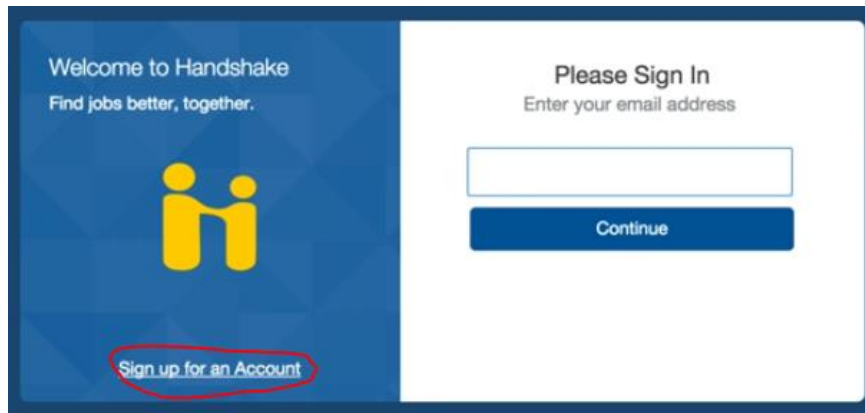


**Step 1:** Got to <https://whittier.joinhandshake.com/>

**Step 2:** Choose Sign up for an Account (if new); login if already have account:

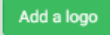


If NEW you will be taken to a page where you can add a company logo and a company branding image and additional company (department) information.


# Create your company profile

This is the info students will see when researching your company or viewing associated jobs and events. Make it count!

**\* Company Name**

**Company Logo**  

This is the main image associated with your company. Check "Logo preview" on the right to make sure you look good!

**Banner Image**  

This is the background banner image that will display on your company's profile page. Show off your team, office or other brand images.

**\* Industry**

**\* Website**

The company's main web presence. Alternatively, you can use a public page on Facebook, Yelp, etc.

**\* Location**

Enter your address

If you are having trouble finding your address, you can manually enter the city, state and zip code [here](#).

**Step 3:** Scroll down to the area of the page where you can add basic information about your company:

- ✓ Complete your company's information
  - Required: Company name, Website, Phone, Location, and description.
  - Additional options include:
    - Company size, public email, business pitch, and social media account information (to direct students to your company's public and official Facebook page, Twitter feed, etc.).
- Click the **Auto Approve Staff** box if you'd like to enable any user with a confirmed email address from your company domain name to be automatically approved when they request access at your company. (To manually approve all staff requests, leave this box unchecked).
- Click the **Allow Student Messages** if you'd like to allow students to initiate conversations with your company through the Handshake platform. (Leave this box unchecked if you want students to contact you via email or other off-platform vehicles).

2. Click **Create New Employer** when you are finished inputting your company information. You will be taken to the employer landing page where you will be able to create job postings and events.

Step 4: Post your open position: (See Video)

<https://youtu.be/QN-Ybw7FrAM>