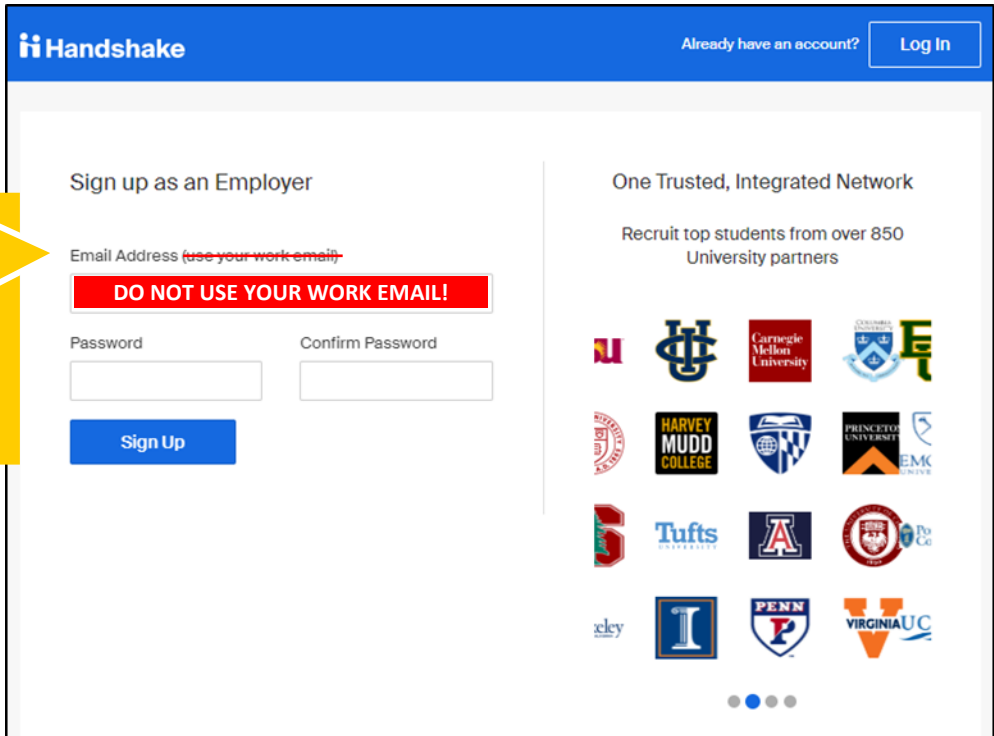


Private Households: How to Create a Handshake Account

As part of the vetting process, Handshake requires certain information from everyone who registers. For traditional employers, it's easy to provide a company name and website. For private households, the answers to those questions consider a little more thought. Below are tips to guide you through the process.

Start at pugetsound.joinhandshake.com/employer_registrations/new to create your account.

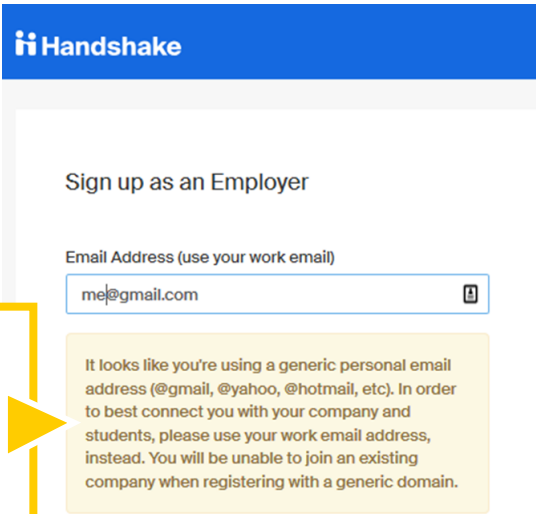
Ignore Handshake's prompt to "use your work email."
Do not use your work email, or one that ends in .edu or .gov. Instead, use a personal account: @gmail, @Yahoo, @hotmail,



FAQ: Why do I need to use a personal email account instead of my work email?

Handshake uses email addresses to identify individuals who are recruiting for their organization. If you use an email from your workplace, including those that end in .edu or .gov, Handshake will connect you to that organization, and you won't be able to post your household jobs.

Did a warning pop up?
Ignore it. Handshake may show a warning when you use a "generic" address, but will not interfere with your registration process. Continue on!



“Job Title” refers to your title as an employer, not the title of the job(s) you’ll be posting.

Examples of Job Titles for Household employers:
Head of Household
Family Member
Parent
Pet Parent

Don’t fret too much over the recruiting type.

Select as many or as few* academic disciplines from the list as you choose. You don’t need to worry about whether or not Puget Sound offers those specific disciplines.

You can update this section after your account is created.

*You can also opt to leave this section blank.

Welcome to Handshake

Before continuing, we need a bit more info

First Name Last Name

Phone Number

Job Title

Tell us the types of students you wish to recruit

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civics & Government
- Communications
- Computer Science, Information Systems & Technology

Add your Alma Mater

School Name Graduation Year


My school is not listed, let me type my own


[Add another Alma Mater](#)


[Next: Employer Guidelines](#)


Handshake Employer Guidelines

Millions of students 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.

 **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 student, keep it. If you can't, work to provide a fair and equitable path for affected students.

 **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? Yes No

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.


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

Next: Confirm Email

“Are you a 3rd party recruiter working on behalf of another company?”
This question refers only to recruiting agencies. Select “No.”

Review the Handshake Employer Guidelines and confirm your email.

Handshake will send a confirmation link to the email you used to register. Click the link in your email message to be taken to the next stage in the account creation process.


Help Luke ▾

Step 3 of 4 - Join Company Next: Connect to Schools

Find and join your company

Search

1

2

3

Search & request

Connect

Approval

Search for your company then request to join Connect to schools to recruit from Get approved by the schools or the company's staff

Are you a part of a division within this company?

No problem. First join this company, and then you'll be able to set up your division within it.

Can't find your company?

Create New Company

Next, create your “Company.”

handshake

Start your company profile

Add a name, images and other important details to build your company's profile

Company Name

Company Logo

This is the main image associated with your company. Make it count!

Banner Image

This is the background image that will display on the profile.

Industry

Website

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

Location

Description

Students read company descriptions to learn what you do and who you are. Make it count!

Company Size

Choose one of the given options

Public Email

What is your company's public facing careers email address?

Include your last name in your Company Name.
 For example...
 If your last name is Jones, use Jones Family or Jones Household.
 Tip: If your last name is a common one, like our example, consider adding initials: LH Jones Household or MG Jones Family.

You can upload a logo or banner image. These items may add to your “curb appeal” for job seekers, but they are not required.

Select “Other Industries.”

Handshake requires a website address as part of their vetting process, to deter fraudulent employers.
 If you do not have a personal web site, social media profiles are a good option to use for your website: LinkedIn, Facebook, Twitter, etc.
Your website will be visible to students, but not to other employers or universities.

Use this field to describe your “company,” i.e. tell students about you/your family. (Later in the process, you’ll describe the job.)
 For example:
 “Local family with two active preschoolers, and a veritable menagerie of dogs, cats, and goldfish.”

FAQ: Since I’m not really a company, can I use “Self” as the company name?
 So that students can identify you as a community member (and so there aren’t 100 indistinguishable listings under “Self”) please use your last name in your company name.

handshake Help Luke

Your new company account was successfully created.

Step 4 of 4 - Connect with Schools 1 School selected **Next: Finish**

Puget Sound Search

Showing 1 result • [Select all](#)

- University of Puget Sound
Tacoma, Washington • 0 students • #7 Best Colleges for ...
- Medaille College
Buffalo, New York • 2,759 students
- Arizona State University
Tempe, Arizona • 71,946 students • #1 Most Innovative Scho...
- Babson College
Wellesley, Massachusetts • 3,681 students • #1 in Entrepren...

My Selected (1) [Clear](#)

Filter Schools by

Region

- Midwest
- Northeast
- South
- West

Location

Rank

Lastly, you'll be prompted to choose the schools you want to connect with/recruit from.

Search for the University of Puget Sound and click the plus icon next to our name to connect with us.

After you've finished creating your company profile, your account will be reviewed for approval by our staff. This review process is typically completed within a few business days.

Once your account/profile has been approved, you will be able to log into Handshake and post jobs for students.

Thank you for your interest in hiring our talented students!

If you have questions or experience trouble with any part of this process, please call us at 253.879.3161 or send an email to ces@pugetsound.edu.