

WASHINGTON UNIVERSITY IN ST. LOUIS INTERNAL EMPLOYERS CREATING A HANDSHAKE ACCOUNT

All WashU staff seeking to hire students for positions will need an employer Handshake account to post jobs. Please follow the steps below to create an account. Screenshots are on the second page.

1. Go to <https://app.joinhandshake.com/login>

- a. If you already have an account with Handshake, please enter the email address you use for Handshake into the Employers & Career Centers (USA) field (second option). Go to step 2.
- b. **If you DO NOT have an account with Handshake, click here to create an account:** https://app.joinhandshake.com/employer_registrations/new. Use your WashU email. Go to step 3.

2. Existing Account

- a. Once logged into your account, request to add Washington University in St. Louis to your "Schools" if not already listed.

3. Creating New Account

- a. Follow the prompts for account creation and when asked to select an employer, look to see if your office already has an account. DO NOT request to join the general Washington University or School employer accounts. **If you can't find your office, then click on "Create New Company" on the right of the screen. This will allow you to have an employer account for your department or office.**
- b. When choosing the name of your "company" please use the format below.
 - i. Institution Name – School Name – Your office name
 - ii. For example: Washington University in St. Louis – Brown School Office of Career Services
- c. Add your school (School you want to target for your recruitment). Type in Washington University in St. Louis and press the "+"
- d. You will be prompted to add auto messaging. You can cancel out of this or choose to set this up now. You can update these changes at any time.

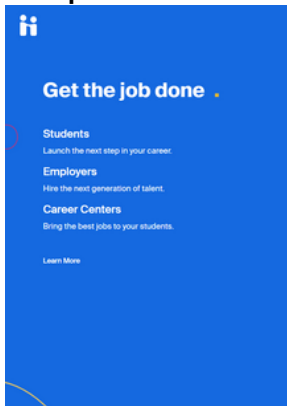
Once your account is created, in the left-hand menu, you can click on Jobs to post positions and you can register for events and fairs by click on those corresponding sections.

If you have questions or issues, please email hiretalent@wustl.edu

The Washington University in St. Louis Career Services Team

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Step 1:



Sign in

Students & Alumni (USA)
Please select your school to sign in.

Please select your school to sign in

New to Handshake? Select your school to get started.

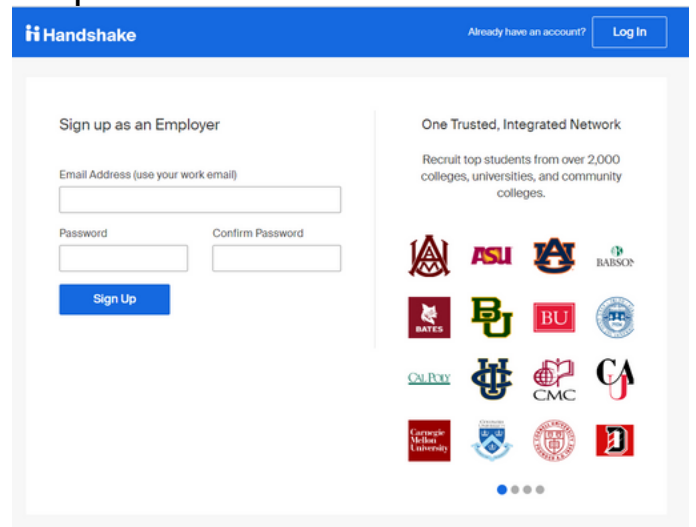
Employers & Career Centers (USA)
Please sign in with your email.

email@company.com

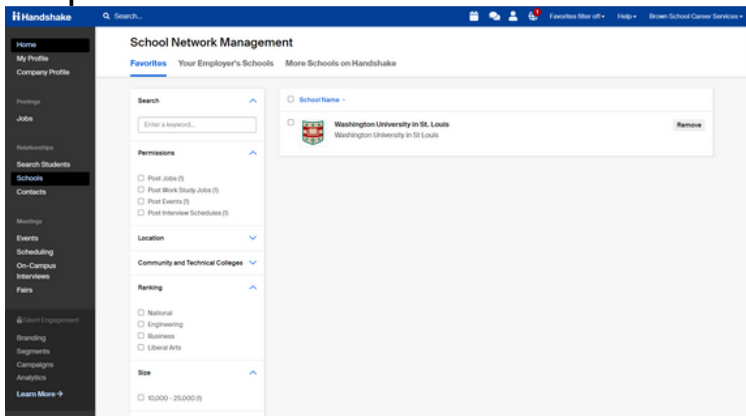
Next

Coming from the UK? Visit our UK site

Step 1b:



Step 2a:



Step 3a:

