

Faculty/Staff Guide to HANDSHAKE

Faculty and Staff are able to setup accounts as an employer AND as a student using your UARK email and password. Creating an employer account allows you to post student employment opportunities and view/register for career events as a department. Creating a student account allows you to see what the student experiences, as well as search and apply for jobs/internships, create a profile, research companies, view and register for events, and schedule career counseling appointments. Follow the steps to setup and sync both accounts.



1

SETUP EMPLOYER ACCOUNT

Go to <https://uark.joinhandshake.com/register> and click *Employer*. You'll want to create the employer account first if you plan to post jobs. If you don't think you'll ever want to post jobs, simply flip the page over and start at Step #2 to create your student account.

2

INPUT INFORMATION

Once you select *Employer*, fill out the information requested making sure to use your UARK email and password. **You must use your UARK email and password for both the student and employer accounts or they won't sync.** Then click *Sign Up*. On the next page, enter your recruiting interests and Alma Mater. Then click *Continue*.

3

REVIEW EMPLOYER GUIDELINES

Review the Employer Guidelines, Terms, and Privacy Policy shown on the screen. The system will ask if you are a Third Party Recruiter. Select "No, I am not" and click *Continue*.

4

CONFIRM YOUR ACCOUNT

Next, you will see a screen which contains instructions to verify your account via your UARK email address. The email should arrive within 10 minutes and will contain a link enabling you to confirm your account. When the email arrives, click *Confirm Email* to verify your account. You'll be brought back to Handshake and you'll see a page that shows the University of Arkansas as your company. Click *Join*.

5

REQUEST TO CONNECT TO SCHOOLS

Choose the schools you want to connect to by using the filters on the left side of the screen or simply search by school name. In order to post jobs for University of Arkansas students, you'll want to connect to the UA by searching for the University of Arkansas and then click the + sign next to the school logo. If you'd like to post jobs to additional schools, simply search and click the + sign next to the school logo.

6

RECEIVE APPROVAL

Once your account has been approved by a staff member, you will receive an email confirming your connection to the University and be able to login to Handshake at <https://uark.joinhandshake.com>. Once logged in, use the left-hand toolbar to navigate the options such as Events, Interviews, Fairs, and Job Postings. Congratulations! You've created your Employer account! Flip over the page to create and sync your student account.



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Faculty or Staff who would like access as a student can use this guide. If you'd like both employer and student access, please setup your employer account first (see other side). If you only want student access, start with *Step 2: SETUP STUDENT ACCOUNT*.



1

LOGOUT EMPLOYER ACCOUNT

MAKE SURE TO LOG OUT OF YOUR EMPLOYER ACCOUNT. To do this, click on your name in the top right-hand corner and select *Sign-out*. Logging out is important because otherwise when you try to create a student account it'll log you back into your employer account.

2

SETUP STUDENT ACCOUNT

Go to <https://uark.joinhandshake.com/register> and click on *Student/Alumni*. Fill out the information requested making sure to use your UARK email and password. **You must use your UARK email and password for both the student and employer accounts to sync.** Check the box at the bottom to agree to the Terms of Service and then click *Submit*.

3

CONFIRM YOUR ACCOUNT

Next, you will see a screen which contains instructions to verify your account via your UARK email address. When the email arrives, click *Confirm Email* to verify your account. Once you've confirmed your email address, you are registered as a student and may now login to complete your Handshake profile!

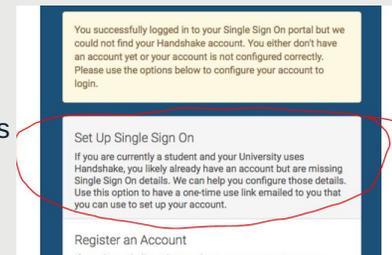
4

LOGIN

Login at <https://uark.joinhandshake.com> and click on the *University of Arkansas - Fayetteville Sign On* using your UARK email and password to setup Single-Sign On.



You will get the message to the right. Simply choose the "Set Up Single Sign-On" option and complete the steps prompted. Once complete, your SSO will be setup.



5

CHECK ACCOUNT SYNC

Make sure both your student and employer accounts have synced by clicking on your name in the top right-hand corner. Then select *Switch Users*. If you are logged in as a student, you'll see a *Switch to Employers Account* button. Click on it and you'll automatically be switched to your employer account. To switch back, click your name, then *Switch Users* and you'll see a *Switch to Students Account* button.



UNIVERSITY OF ARKANSAS
STUDENT AFFAIRS

Career Development Center