1. Go to [https://cofc.joinhandshake.com/login](https://cofc.joinhandshake.com/login) then click “Sign up for an Account”

   ![Sign up for an Account](https://example.com/signup)

2. Select “Employer” for the account type

   ![Sign Up](https://example.com/sign-up)

   - What kind of account do you want to create?
     - Student / Alum
     - Employer
     - Mentor

3. Enter your information, then click “Sign Up”

   ![Sign up as an Employer](https://example.com/sign-up-as-employer)

   - First Name
   - Last Name
   - Email Address (use your work email) (@cofc.edu)
   - Password
   - Confirm Password
   - Phone Number
   - Job Title

   ![Sign Up](https://example.com/sign-up)
4. Select the type(s) of students you wish to recruit, then click ‘Next: Employer Guidelines’

5. Read the Handshake Employer Guidelines, indicate that you’re not a 3rd party recruiter, then click “Next: Confirm Email”
6. Confirm your email address by clicking on the “Confirm Email” link in the email that you receive from Handshake.

7. If your company (department/division/office) is *not* already in Handshake click “Create New Company” then proceed to step 8. If your company (department/division/office) *is* already in Handshake click “Request” to join followed by “Next: Connect to Schools” then proceed to step 9.
   a. Do not request to join a company that isn’t yours. You won’t be able to set up your own division within it. For example if you are not a staff member in the Career Center, do not request to join College of Charleston: Career Center.
8. When naming your company (department/division/office), please use the following naming standard: College of Charleston: [Department/Division/Office Name]. Example: College of Charleston: Career Center. Finish filling out your company profile, then click “Create New Company.”

Stop. Don’t request to join if you are not part of this division or department. This is the Career Center page. Your request to join will be declined. Instead, create your Dept/Div page.
9. Search for the College of Charleston, select it, then click “Next: Finish”

10. Wait for an email from Handshake that says you have been approved. Once you have been approved, you may post jobs.