

HOW TO RECRUIT STUDENTS ON

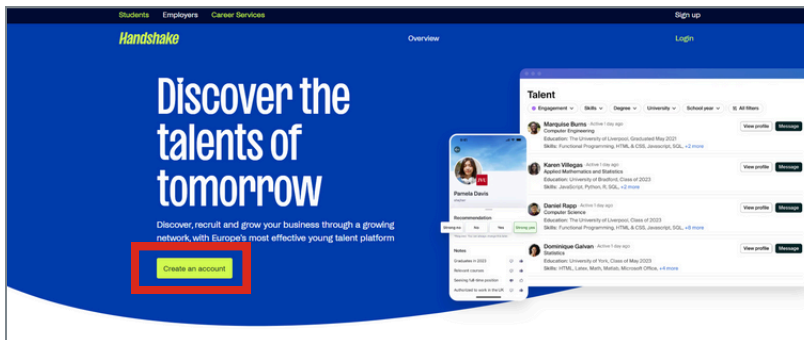
Handshake

AS AN ALUMNI

Do you already have an **Employer** account ?

- If so, see **Step 3** to update your user information.
- If not, follow the steps bellow to get started.

Step 1 Sign up as an employer



• Visit the Handshake Website:
<https://joinhandshake.fr/employers/>

- Select the '**Create an account**' button.

Create an account

- Even if you have a Handshake Alumni account, create a new employer account to start recruiting **current students**.

Step 2

To fill out the "**Sign up as an Employer**" form:

- Work Email
- Password
- Confirm Password

Once all fields are completed, click the blue "**Sign Up**" button to create your employer account.

Sign Up

Step 3 User Information in Handshake

Fill in your information.

This information will identify you as an HEC Alumni:

- Institution name: **HEC Paris**
- Grad year:

Once all fields are filled out, click the '**Save and continue**' button to proceed to the next step.

Add your education history

Institution Name

Grad Year

Select Institution

2024

☐ My institution is not listed, let me type my own

[Add another University](#)

Save and continue

HOW TO RECRUIT STUDENTS ON *Handshake* AS AN ALUMNI

Step 4 Complete Employer Guidelines & Terms of Service and confirm your email address on Handshake

Step 2 of 3 - Employer Guidelines

Handshake Employer Guidelines

Millions of early talent professionals 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 an institution or candidate, keep it. If you can't, work to provide a fair and equitable path for affected candidates.
- 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.

Are you a 3rd party recruiter working on behalf of another company?

☐ I agree to the [Terms of Service and Privacy Policy](#)

☐ I agree to receive marketing messages including promotions and special offers from Handshake.

Handshake

Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

Handshake

Confirm your email address on Handshake

Hi [redacted]

Welcome to Handshake! Please confirm your email address to get started.

If this is a mistake, you can [cancel the registration](#) at any time.

Handshake requires all employers to follow certain guidelines to maintain trust and fairness on the platform.

- Answer the question and click **'Save and continue'**.
- **Check your email:** Handshake has sent a confirmation link to the email address you provided.
- **Verify your email:** Open the email and click the **'Confirm email'** button.

- Please note that it may take up to 10 minutes for the email to appear in your inbox.
- Check your spam/junk folder: If you don't see the email, make sure to check your spam or junk mail folders.
- Once confirmed, you can proceed with using Handshake.

Step 5 Find & join your company

Step 3 of 3 - Join Company

Find and join your company

Search for your company

Can't find your company?

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.

1 2 3

Search & request **Connect** **Approval**

Search for your company then request to join

Connect to institutions to recruit from

Get approved by the institutions or the company's staff

Please enter your company's name and select **"Search."**

If your company doesn't appear in the results, click **"Create New Company."**

Once you've located your company, click **"Request"** to join.

- If you create your own company page, you will need to connect to HEC Paris in Handshake. [Read more here.](#)

- If you request to join an existing company (step 5), the owner of the company page might need to approve you manually. This can take several days.