

NYU SHANGHAI
上海 纽约大学

Handshake Employer Registration Guideline

上海纽约大学雇主服务平台
注册指南

点击 [此处](#) 观看中文注册指南视频

Please click [here](#) for English Introduction Video (YouTube)





Introduction of Handshake

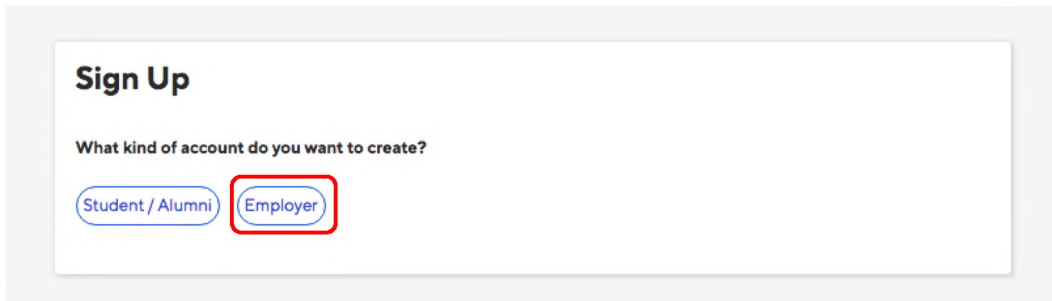
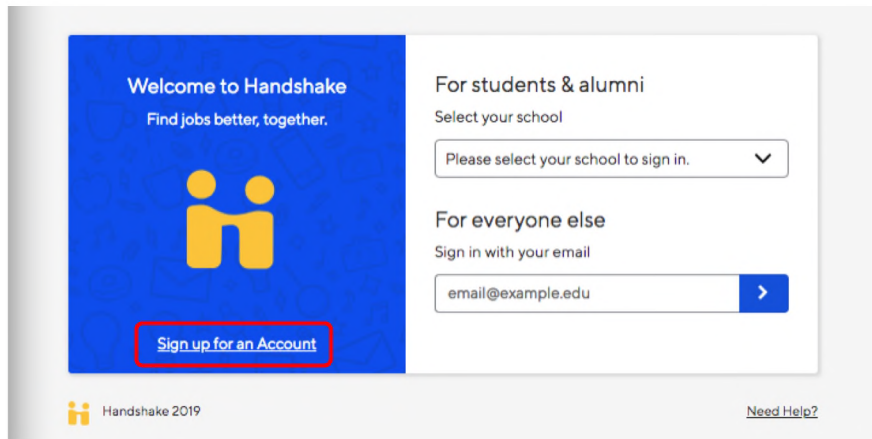
Our New Career Services Platform
上海纽约大学最新职业发展平台

- One-stop connection between employers and students 连接企业与学生的最佳途径
- One click to post your jobs to 700+ universities 一键向全美700多所高校发布工作
- Connect you with 14,000,000+ students and alumni 拥有超1400万学生及校友资源
- 300,000 employers' choice 超30万全球企业进驻

STEP 1: Please visit [here](#) then click “Sign up for an account” to sign up for Handshake, then choose “Employer” to create a new employer account. (Registration on Handshake is free of charge)

第一步：申请账号

请您点击 [这里](#) 进入HANDSHAKE新用户注册页面，点击“申请账号 Sign up for an Account”，并选择“雇主 employer”按钮，进入注册界面。（注册 Handshake是免费的）



STEP 2 : Please enter your contact information.

第二步：填写账号信息：在注册界面输入姓Last Name、名First Name、电子邮箱Email、密码Password、电话Phone等信息（请尽量使用英文）。

Note: A. Employers should use their work email to register so that they can properly connect with their company and target students in the following steps. Entering a generic personal email address (i.e. @qq.com, @gmail, @hotmail) is strongly discouraged and an alert will prompt out.

注意事项A：为了能在之后的步骤中和所属公司以及目标院校成功对接，请使用公司邮箱在此处进行注册。若使用私人邮箱（比如QQ、GMAIL、HOTMAIL），网页将弹出邮箱无法验证通过的红色提醒框。

Note: B. Passwords should contain digits and alphabets and contain no less than 12 characters.

注意事项B：密码需在12位以上，含有字母和数字。

STEP 3: Employers can then specify what kinds of students they want to recruit as well as select their Alma Mater and graduation year. The Alma Mater will also receive the employer as a contact.

第三步：选择招聘要求/完善校友信息

您将看到此页面由上下两部分构成，上半部分请勾选想要招聘的专业（可多选）。下半部分填写您的母校信息

Alma Mater和毕业年份**Graduation Year**，用于校友信息收集。若毕业院校不在列表中的可以勾选**My school is not listed**自行输入（**可不填、可填多个院校**）。

The screenshot shows the Handshake recruitment interface. At the top, there is a blue header with the Handshake logo and a 'Log In' button. The main content area is divided into two columns. The left column contains a welcome message and a section titled 'Tell us the types of students you wish to recruit' with a red label '招聘专业' (Recruitment Major). Below this is a list of checkboxes for various fields: Agriculture, Food & Horticulture; Arts & Design; Business, Entrepreneurship & Human Resources; Civics & Government; Communications; Computer Science, Information Systems & Technology; Education; and Engineering. The right column features the text 'Rich, Validated Data' and 'Find the right fit across 8.5 million verified student profiles', followed by a list of student counts with icons: 550k business students, 360k finance students, 245k computer science students, and 435k consulting students. Below this list are three dots. The bottom section is titled 'Add your Alma Mater' with a red label '母校信息' (Alma Mater Information). It includes a 'School Name' dropdown menu with 'Select School' and a 'Graduation Year' dropdown menu with '2017'. There is also a checkbox for 'My school is not listed, let me type my own' and a link 'Add another Alma Mater'. At the bottom, there is a yellow button labeled '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.
- 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.
- Be Fair:** Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.
- 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.

[Next: Confirm Email](#)

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

Note: We ask that employers acknowledge our employer guidelines and indicate if they are a third party recruiter.

注意事项：接下来弹出的页面请您在已经了解相关条款之后选择是否作为第三方公司帮其他公司招聘。通常情况下，若您代表本公司招聘，请选择**NO**。

STEP 4:

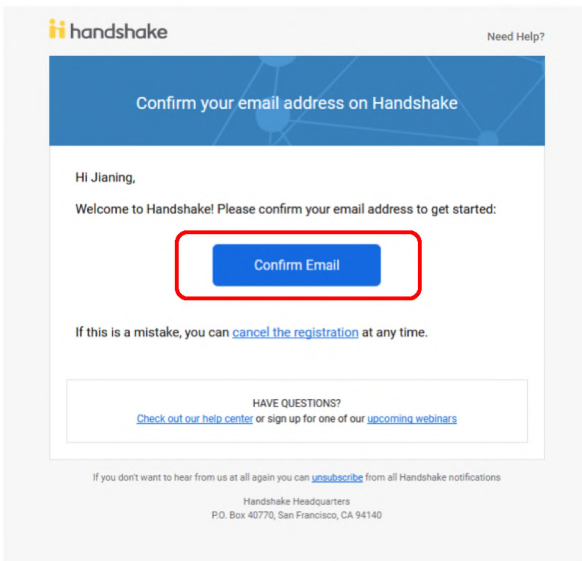
You will receive an email from Handshake, please confirm your email to continue.

第四步：邮箱确认

注册的邮箱账号将在10分钟内收到HANDSAKE的系统邮件，请点击确认邮箱。

KIND REMINDER: The registration has not finished yet 😊

温馨提示：此时注册过程还未结束 😊



STEP 5: Based on the employer contact's email domain, we will give them matches to their potential specified company. If the employer's company is already in Handshake, they will be prompted to request to join to get started on Handshake. (If you couldn't find your company, please follow the next step to create new company; If you have successfully request for your own company, please go to STEP 8)


第五步：加入公司

根据您刚才注册时使用的邮箱后缀/域名，HANDSHAKE将自动筛选出相关匹配公司。您可在匹配项中找出自己所在的公司并申请加入。(如果找不到您的公司，请查看下一步“创建新公司”；如果成功申请加入，请直接查看第八步)

handshake Help Log Out

Step 3 of 4 - Join Company 加入公司 You've selected Handshake - MV **Next: Connect to Schools**

Great! It looks like your company is already in Handshake. [申请加入](#)

 Requested

Handshake - MV
Demo employer account
Mountain View, CA, USA | <http://www.joinhandshake.com>

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.

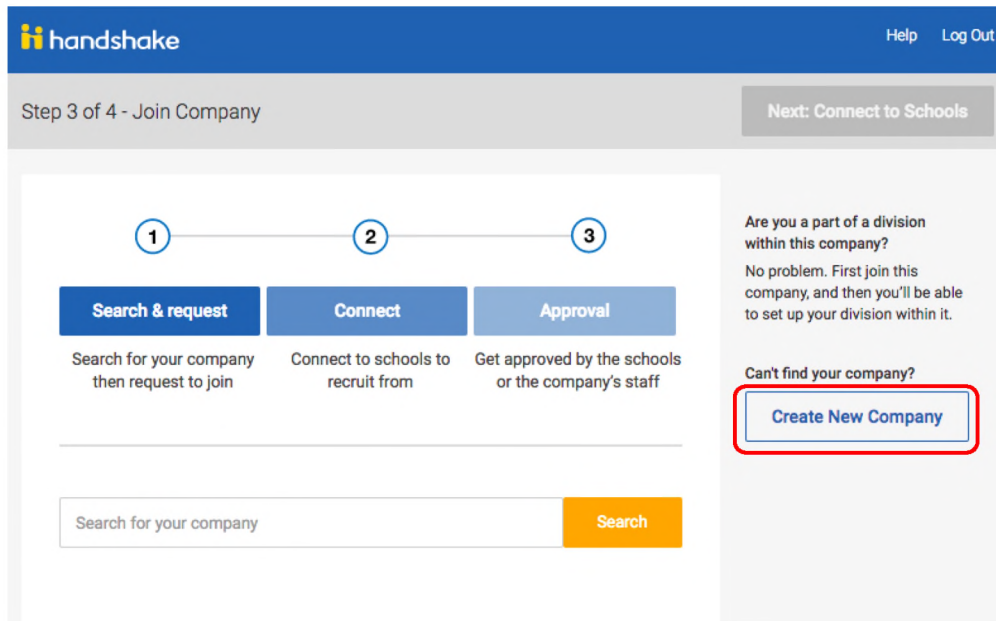
Not your company?
The email domain you used to sign up with (@joinhandshake.com) has already been taken. Please [contact us](#) for additional help.

Unable to join?
For security reasons, if you're using a personal email address you won't be able to join this company. Either [contact us](#) or [start the sign-up process over](#) with your company email address.

STEP 6: If the employer’s email domain is not recognized, we ask that they manually search for their company or create a new company.

第六步：创建新公司

如果邮箱域名未能自动匹配到已有公司，可选择手动输入公司建立提交加入申请。如果所属公司从未在 HANDSHAKE 注册，则点击右边的“建立新公司”。



STEP 7: To create a new company, company name, industry, website...etc. are needed. Click Create New Company when finished.

第七步：完善新公司信息

注意事项：建立新公司的页面如下,依次输入公司名称**Company Name**、商标**Logo**、背景图**Banner**、所属产业**Industry**、网站**Website**、公司地址**Location**、公司介绍**Description**、公司规模**Institution Size**、对外邮箱**Email**等信息（标“*”是必填信息）。全部完成后点击右下角“**Create New Company 新建公司账号**”。

handshake Help Zhushou

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

Logo preview
This is how your company's name and logo will display when students search for your profile or jobs.

Company Name

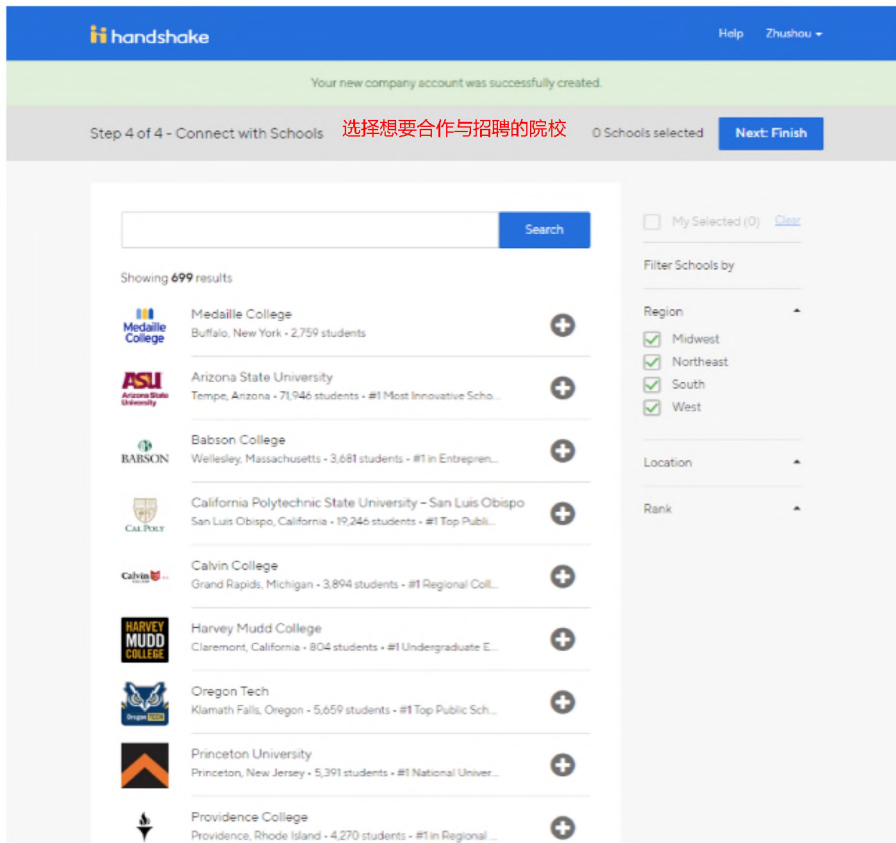
STEP 8: Employers who just created their company and employers who had requested to join an existing company will then be prompted to select schools that they wish to connect with.

第八步：选择想要合作及招聘的院校

已成功加入公司的雇主与刚刚创建公司成功的雇主都将在此页面中选择想要招聘的院校。

Note 注意事项:

1. Please select New York University. **请搜索并选择 New York University 纽约大学**
2. Employers can utilize the filters on the right to further specify schools by filter or rank. 可以使用右侧的筛选工具（地域/位置/排名）筛选并添加其他想招聘的院校。
3. By clicking “My Selected,” employers can see the final list of schools they wish to recruit from. 可以在“我的选择 My Selection”中查看所有将接收到申请合作的院校列表
4. Click Next: Finish when finished. 击右下一步：完成。



STEP 9: Set automatic status message for students

Then the system asks employers to set their automatic status message for students. If you choose **Edit and Activate Status**, then when employers receive an application, read a profile or decline a candidate an automatic email will be sent to students.

第九步：设置面向学生的自动回复信息

雇主可以选择设置面向学生的自动回复信息。
如果不需要使用Handshake的自动回复功能可选择左侧（不设置自动回复），如果需要可以选择右边的编辑和激活。

Pending/Revised/Declined分别代表已经收到申请的学生、信息已被审阅的学生，被拒绝的学生将会收到的自动回复。

Automatically update students about their status

Handshake will now send customizable messages to keep students updated about their application status at three key moments

- Pending** (Oct 15 201...)
- Reviewing** (Oct 15 201...)
- Declined** (Oct 15 201...)

- Upon receiving an application to a job you posted**
Send a personalized greeting to the students
- Upon reviewing a profile or documents**
Let students know their application is being reviewed
- Upon choosing Declined**
Send a sincere follow-up to students about their application

The status message can be customized or turned off at any time in the Status Messaging Preferences

不设置自动回复 设置及开启自动回复

Never Send Status Messages Edit & Activate Status Messages

Note: Pending Approval for Staff Member/Pending Connections with Schools

An approving staff member from the company will receive an email to approve the new contact as a valid employee on Handshake. Employers are given options below to get started with HANDSHAKE while they wait.

Career services staff from the school will also receive an email to approve the new employer. Please submit any further documents if required.

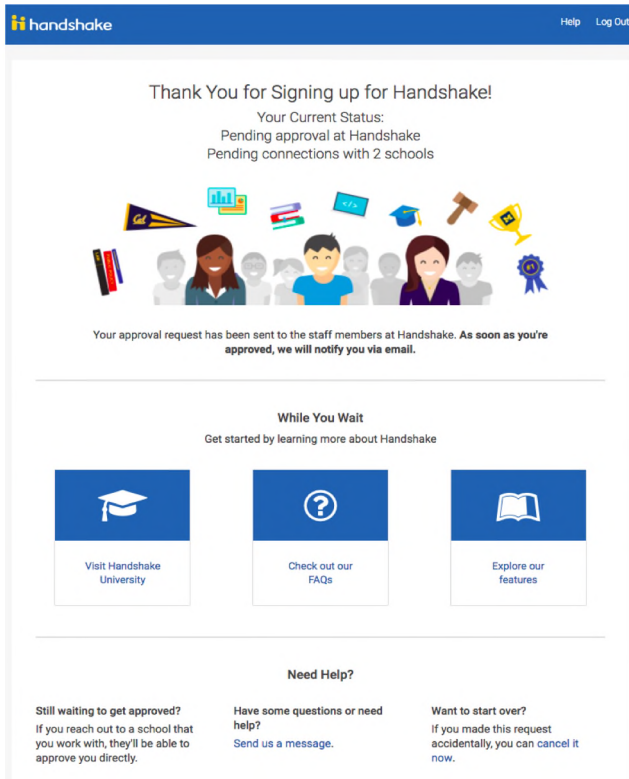
After the approval from the company and the school, you are free to post any job opportunities on Handshake.

注意事项：企业认证/学校审批

申请加入已有公司的雇主将等待公司的确认。在未被认证之前新用户可以点击右图中显示的学习教程进行了解。被公司认证的雇主将会收到相应的确认邮件，请注意查收。

同时，收到合作需求的院校也会进行审批。期间各个学校可能会要求雇主提供其他相关文件，请注意与院校的邮件沟通。

一旦经过企业认证和学校审批，雇主即可开始发布工作机会。



Handshake User Guideline 用户指南

Once registration is finished, please click [here](#) for User Guide to post jobs and manage your account.

一旦注册完成，可以点击[此处](#)获取用户操作指南。

Handshake Help Center 帮助中心

If you have any further questions, please visit [Handshake Help Center](#) for more information

(Please choose Employer).

如果您在注册过程中遇到任何问题，欢迎首先咨询[Handshake帮助中心](#)。（请选择“Employer雇主”）

Contact Us 联系我们

Or email NYU Shanghai Career Development Center at shanghai.employer@nyu.edu.

也可发送邮件至 shanghai.employer@nyu.edu 与上海纽约大学职业发展中心工作人员取得联系。