EMPLOYER GUIDE TO
HANDSHAKE

Thank you for your interest in recruiting at the University of Miami! Once registered, you will be able to post full-time job and/or internship opportunities, as well as register for events. Please follow these steps to register:

1 CHOOSE ACCOUNT

Visit miami.joinhandshake.com and click on "Sign Up for an Account" on the top right corner of the page. Select which type of account you'd like to create (i.e., Employer).

2 COMPLETE YOUR INFORMATION

Once you select "Employer," input the requested information. Your email address and password will serve as your login credentials for the system.

3 ACTIVATE YOUR ACCOUNT

The system will ask if you are a Third Party Recruiter. Select either "Yes, I am" or "No, I am not" and continue. You will receive a confirmation email in order to activate your account. Follow the numbered timeline on the bottom of the browser to continue the registration process.

4 CREATE COMPANY PROFILE

If you are creating a new company profile, it will ask for a few details, including name, website, and company email address. Once this information is filled out, you can choose the "Create Company Profile" box. Create a Company Profile and choose "Create New Employer."

5 EMAIL CONFIRMATION

Once your account has been approved, you will receive an email confirming your connection to the University.

6 POST JOBS & REGISTER FOR EVENTS

After successfully creating your account, or linking your email address with an existing company, you will now have the option to post jobs, request on-campus interviews, and register for upcoming events.

7 NAVIGATE OPTIONS

Use the left-hand toolbar to navigate the options at the University, such as Events, Interviews, Fairs, and Job Postings.

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