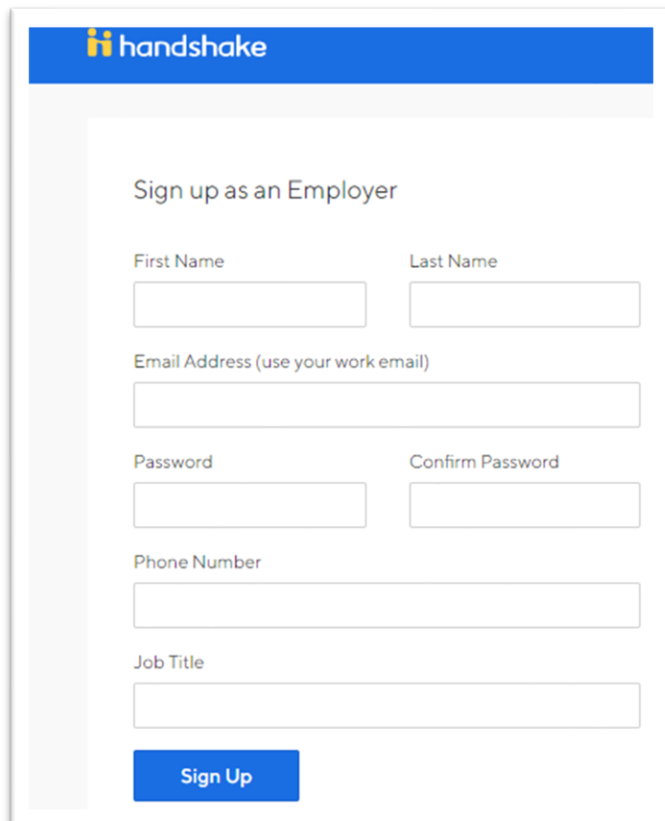


Handshake “Recruiter” Set-up Guide

Thank you for choosing to connect with Winona State Students and Alumni through our WSU Handshake system. Please use this guide to create a new Recruiter account in the Handshake system. If you have any questions, please feel free to reach out to our office (contact information below).

Step One: From the Winona State Career Services website (www.winona.edu/career), click on the Handshake Employer Portal.

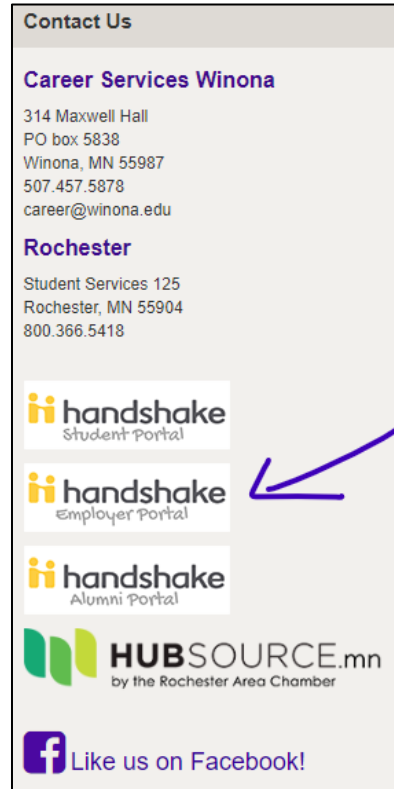
Step Two: Fill out the SIGN UP AS AN EMPLOYER form on the left-hand side of the webpage and click SIGN UP. Your ALMA MATER and GRAD DATE are optional.



The screenshot shows the 'Sign up as an Employer' form on the Handshake website. The form includes the following fields:

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




A blue 'Sign Up' button is located at the bottom of the form.





Contact Us

Career Services Winona
314 Maxwell Hall
PO box 5838
Winona, MN 55987
507.457.5878
career@winona.edu

Rochester
Student Services 125
Rochester, MN 55904
800.366.5418



by the Rochester Area Chamber


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Step Three: You will then be asked to review the Handshake Employer Guidelines and indicate if you are a 3rd party recruiter. When finished click NEXT: CONFIRM EMAIL.


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.

 **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 a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.

 **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?

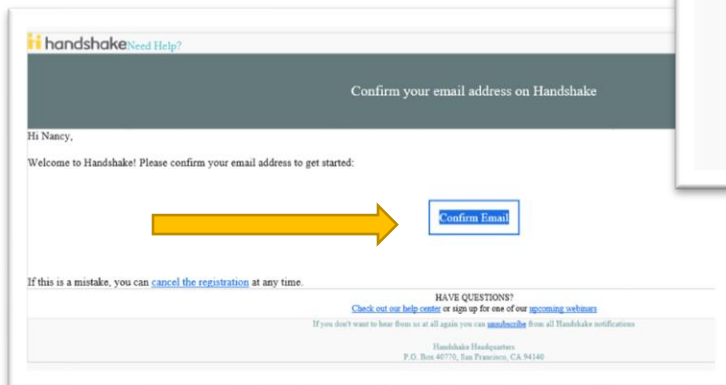
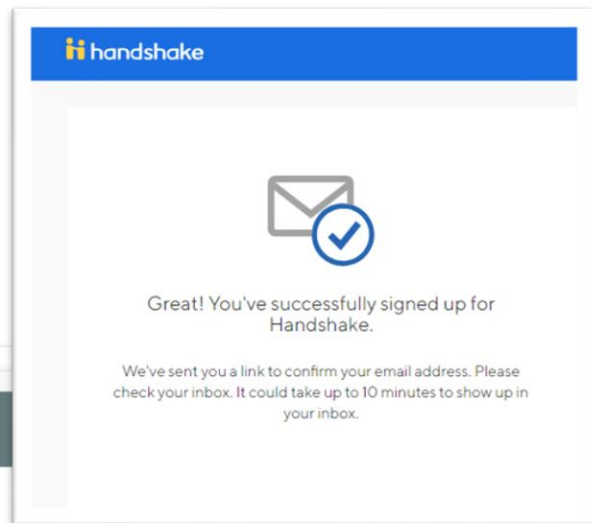
By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

[Next: Confirm Email](#)

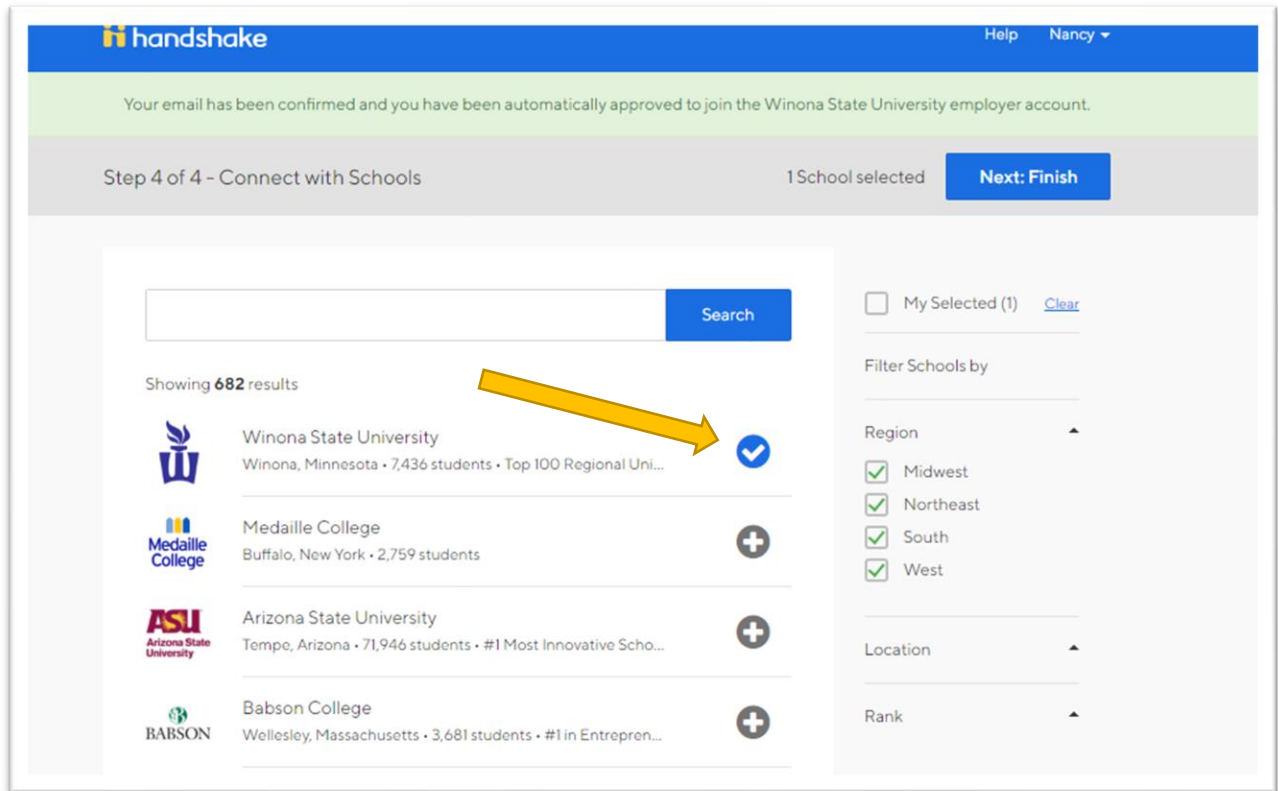
*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

Step Four: You will receive a confirmation message when your registration is complete.

You will also receive an email asking to confirm your email address listed with Handshake. Please click CONFIRM EMAIL.



Step Five: Select WSU as your school and click NEXT: FINISH in the upper right-hand corner of the page.



Step Six: A window will pop up giving you the option to send status email messages to students. This can be turned on and off at any time. Please click EDIT & ACTIVATE STATUS MESSAGES. You may customize these messages now or later.

