Career Services Office

Employer Account Set-Up – Step by Step Manual

1. Go to https://busph.joinhandshake.com/register. Click on “Employer.”

2. Fill out the form using your individual company email address, create a password, click the Terms of Service and Privacy Policy checkbox, and click “Submit.”

3. A pop-up box will ask if you are a third-party recruiter. Click the appropriate box and click “Finish.”

4. You will see a confirmation page thanking you for signing into Handshake. You should receive a confirmation email within 5-10 minutes. Be sure to check your junk folder if you do not see the email in your Inbox.

5. Click on the link provided in the email to confirm your account. You will see a Handshake Welcome page. Click on “Continue” for the next step.

6. Search for Boston University School of Public Health (a separate, stand-alone account from Boston University) in order to recruit BUSPH students and alumni. Click the “Request to Connect” button. Click “Continue.”

7. Click “Got It” to advance the next informational message.

8. Enter your company name in the first field to find your company. Click “Join Company.”

9. If you do not see your company, you may be the first employee from your company to join Handshake. Instructions will be provided to help you create a Handshake Profile for your company.

10. Once you receive your organizational approval, you can log in and post jobs.

11. For additional assistance, please contact:
   - BUSPH Career Services Office at sphcareerooffice@bu.edu, or
   - Handshake customer service at support@joinhandshake.com.