

**To Register an Account on Handshake:** Go to [Handshake](#) and set yourself up as an employer. If the system asks the employer name is “Pitzer Student Employment” not Pitzer College. Type in your email address (your work email) and a password of your choosing. Click next.

**On the Welcome to Handshake page complete**

First Name, Last Name

Phone Number

Job Title

Country

“Tell us the types of candidates you would like to find”: check all of the boxes

Ignore “Add your Alma Mater School name” Click next.

**On the “Handshake Employer Guidelines” page**

Click on Confirm Email

Verify your email address in Outlook

Once you have confirmed your email you need to select an employer. Select “Pitzer Student Employment”

Click on a page that takes you to Finish and click on that button.

Email Tammy Muir at [tammy\\_muir@pitzer.edu](mailto:tammy_muir@pitzer.edu) and let me know your employer sign up is waiting for approval. I will send you a confirmation email and you are ready to post!