Setting Up an Account in Handshake

Click on https://pitzer.joinhandshake.com/employer_registrations/new.
Note: If you have a Handshake account already, sign in with your email and password. If you have posted a position in the past 5 years, you will still have an account in Handshake. If you know you have an account in Handshake but don't know your username and password, please reach out to Tammy at tamara_muir@pitzer.edu.

If the system asks you for an employer name type in "TCCS On-Campus Student Employment" not the Claremont Colleges Services.

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 "TCCS On-Campus Student Employment" (not the Claremont Colleges Services)
Click on a page that takes you to Finish and click on that button.

Email Tammy Muir at tammy_muir@pitzer.edu for account approval