EMPLOYER HANDSHAKE REGISTRATION INFORMATION
noctrl.joinhandshake.com

CREATE AN ACCOUNT:
1. Visit noctrl.joinhandshake.com and click “Sign up for an account”
2. Select “Employer” as the type of account you would like to create
3. Enter your information then click “Sign Up”
4. Check your email to confirm the address. You will be taken to a page to join your company
5. You will be prompted to connect with schools – search for North Central College and click the + button, then “Finish”
6. Once approved you will be able to post jobs

POST A JOB:
1. Log into your Handshake account noctrl.joinhandshake.com
2. Click “Post a Job” from your home dashboard, then “Create a Job”
3. Follow the prompts to complete the job details
4. Click “Save” to request the job be posted to all students on Handshake
5. The job posting will go live once approved

APPROVAL GUIDELINES:
We look forward to reviewing your request for approval. To expedite the process, please make sure the following minimum requirements are met:
✓ Have a completed profile that includes a credible website, contact and company information
✓ Represent an established organization with a demonstrated trust score
✓ Provide a business address that is not based in a private home
✓ Include an email address that matches the organization’s domain name

HANDSHAKE RESOURCES:
Creating a User Account, Joining a Company, Connecting with Schools
Posting Jobs
Messaging Students
Searching for Students
Employer Trust Score
Additional resources can be found by visiting https://support.joinhandshake.com