

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 expediate 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>



NORTH CENTRAL COLLEGE
Career Development

Handshake