### Contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>How to Create an Employer User Account</td>
</tr>
<tr>
<td>6</td>
<td>How to Post a Job</td>
</tr>
<tr>
<td>12</td>
<td>How to Edit a Current Job Posting</td>
</tr>
<tr>
<td></td>
<td>- Edit job description</td>
</tr>
<tr>
<td></td>
<td>- Expire job posting</td>
</tr>
<tr>
<td></td>
<td>- Duplicate job posting</td>
</tr>
<tr>
<td>13</td>
<td>How to Repost an Expired Job Posting</td>
</tr>
<tr>
<td>14</td>
<td>How to Manage Applicants on a Job Posting</td>
</tr>
<tr>
<td>15</td>
<td>How to Download Applications</td>
</tr>
<tr>
<td>17</td>
<td>How to Leave Employer/Company and Join a Different Company</td>
</tr>
</tbody>
</table>

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**Troubleshooting Tip:**

We strongly recommend using **Google Chrome** or **Mozilla Firefox**, not **Internet Explorer**, as your web browser, if able. If you are already using Chrome or Firefox, kindly try clearing your web browser’s cache prior to logging back in to Handshake and try downloading again.
1. Go to: https://rsph.joinhandshake.com/employer_registrations/new
2. Enter your work email address and create a password and click “Sign Up”
3. Enter your information and recruiting interests and click “Next: Employer Guidelines”
4. Read the Employer Guidelines and select “Yes” or “No” to “Are you a 3rd party recruiter…”.

5. Confirm your email address. Check your inbox or junk/spam folder for a confirmation email to verify your account.
6. Connect with your company (i.e. place of employment). A company profile may be shown and pre-populated based on your email address.
   - If this is not the right company, or if no company pre-populates, you can use the search bar to find your company. If your company does not exist, you may click the “Create New Company” button to create a new company profile.
   - Please refrain from creating duplicate company profiles, if possible.

7. Connect with schools.
   - If your company is already an approved Handshake employer at Rollins School of Public Health, no additional steps are necessary.
   - If your company is not yet an approved Handshake employer at Rollins School of Public Health, please type Rollins School of Public Health in the search box and click the + button to connect with our school.

Still waiting to get your account or company approved? Please email us: rsphcareerdev@emory.edu

For more tutorials and FAQs, please visit the Handshake Help Center.

Account Setup & Settings
Understanding School Approvals
HOW TO POST A JOB

1. Log in to Handshake: https://rsph.joinhandshake.com/login
2. Click “Jobs” on the left side navigation panel or the “Post a Job” button on the homepage.

3. Click the “Create Job” button at the top right.
4. Fill in the *required* fields on the first page of the job posting form:

- Where/how students should apply
- Job title
- Job Type
- Employment Type

*If students should apply through an external system, please include the URL:*
5. Fill in the required fields on the Details page:
   - Description
   - Job function
   - How many students do you expect to hire?
   - Job location (City, State or City, Country will suffice. Street address not required)

   **If Job Location is in the USA, please answer 2 additional questions regarding international students:**

   - Would you sponsor a work visa for the right candidate?
   - Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study (e.g., for an internship under OPT/CPT)?
6. The next Preferences page is optional.

To add colleagues who should receive student applications, search the recipient here.

Can’t find them? Click “Create a new contact” to create their contact and them add them.
7. Search and select **Rollins School of Public Health** in the search field.

8. Enter an expiration date for your job posting.
   - Note: There is no field to enter a limit on the number of applicants. If at any point you feel you have received enough applications, you may close the job posting early at your discretion. See instructions on next page.
HOW TO EDIT A CURRENT JOB POSTING

1. Log in to Handshake: https://rsph.joinhandshake.com/login
2. Click “Jobs” on the left-side navigation panel.
3. Find and select your job posting.

4. Select/click on your job posting.
5. See options to review applicants, edit jobs, expire job, and duplicate job.

Note: Duplicating a job post will generate a new job number for the duplicate posting.
HOW TO REPOST AN EXPIRED JOB POSTING

1. Log in to Handshake: [https://rsph.joinhandshake.com/login](https://rsph.joinhandshake.com/login)
2. Click “Jobs” on the left-side navigation panel.
3. Click the “Expired” filter shown on the top row.
4. Select the expired job posting.
5. Click the “Edit Details” button.
6. Click on the “Schools” tab at the bottom of the form.
7. Select a new Expiration Date and click Save.

To view only a list of jobs that you created, go to the Jobs tab and click “Edit This” and select “Jobs created by me.”
**HOW TO MANAGE APPLICANTS ON A JOB POSTING**

1. Log in to Handshake: [https://rsph.joinhandshake.com/login](https://rsph.joinhandshake.com/login)
2. Click “Jobs” on the left-side navigation panel.
3. Search for your job posting.
4. Select the applicant icon to view all applicants for the job posting.
5. You may filter your candidates in a variety of ways, and you may also use the checkboxes at the top of the page to exclude students that do not match your job preferences.
6. You may also change students’ application status from *Pending* to: Reviewed, Declined, or Hired, if you choose.
HOW TO DOWNLOAD APPLICATIONS

1. Log in to Handshake: https://rsph.joinhandshake.com/login
2. Click “Jobs” on the left-side navigation panel.
3. Search for and select your job posting.

4. Click the “Review [#] Applicants” button

5. Click the “Export Documents” button
6. Select the documents you want to download and click Next.

7. Confirm your download.

8. Click on the hyperlink to retrieve the file.
You can follow the steps below to disconnect yourself from the company profile you're currently connected to by following the steps here.

1. Log in to Handshake: [https://rsph.joinhandshake.com/login](https://rsph.joinhandshake.com/login)
2. Click your name at the top right corner of the page.
3. Select “User Settings” from the drop-down.

4. Scroll down to the bottom of the page, where it says “Leave Employer”.
5. Click directly on “leave them and connect with a different employer account”.

6. You will then be redirected to search a company profile and join another company in Handshake.

Note: Some company profiles may automatically approve you as a user, and some may not. Please email us if you have any issues with your approval or to request a manual approval from us.
For more information and other tutorials, please check out the Handshake Help Center.

Questions?
Contact us at rsphcareerdev@emory.edu.

Please be sure to include the job posting number for reference, if possible.

Troubleshooting Tip:
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