

How to Register for the RSPH Career Fair Employer Guide

Spring 2020 RSPH Career Fair Registration Guide

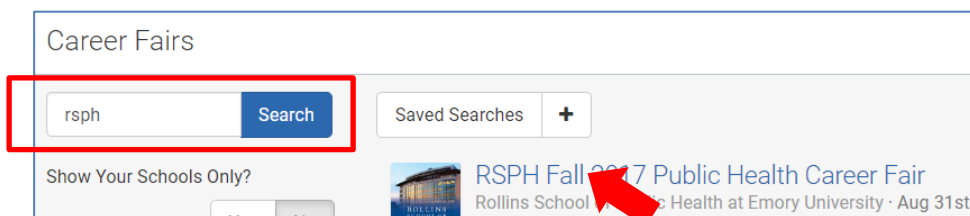
[Registration Deadline: Friday, February 14, 2020](#)

Booths may be assigned in the order in which registration and payment is received.

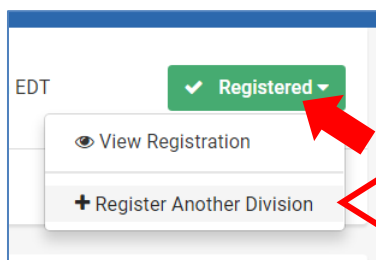
First, a Handshake **employer** account is required to register for the fair. Create an account [here](#). Use our step-by-step manual [here](#) for guidance.

Already have a Handshake account? [Log in here](#) for the fair and go to step **2** below.

1. Go to this link in your browser: https://rsph.joinhandshake.com/career_fairs/14285
2. Or search for the fair by clicking **Fairs** in the left-side navigation panel on your Handshake employer account. In the search field, enter “RSPH” to find our fair:



3. Click the “**Register**” button.



Is your company/org already registered but want to register a **specific/different division**?

Click “**Registered**” for this option.

4. Select your **Booth option**.
5. *If applicable*, please select any **Extra Items** you would like to add that are not already included in your selected Booth option.
6. Fill in your **company/organization description**, enter the company **division** (*if applicable*), and enter all **representatives** attending the fair.

REGISTER FOR THE RSPH CAREER FAIR

7. The “Looking For” section is optional.
8. Select your method of payment*. If unsure, please select Credit Card.
9. Please read the Refund Policy.
10. Answer the next seven (7) questions and click “Create Registration”. *You will know you have successfully registered if you see the **View Registration** option on the career fair registration page instead of **Register**.*

Please allow 2-3 business days for the Office of Career Development to approve your registration and send your invoice.

To pay BY CHECK: Send a check payable to **ROLLINS SCHOOL OF PUBLIC HEALTH** and include a copy of your invoice. *Be sure to include “RSPH Spring 2020 Career Fair” in the memo line of the check.* (If paying with a personal check, please also include your organization name on the check!)

Mail check to: Office of Career Development GCR 8th Floor
RE: Spring 2020 Public Health Career Fair
Rollins School of Public Health
Mailstop: 1518-002-8ab
1518 Clifton Road NE
Atlanta, GA 30322

To pay by CREDIT CARD: Submit payment via Handshake; a link is provided in your invoice.

*Note: If you select *manual payment* and later decide to pay by *credit card*, you will need to contact our office at rsphcareerdev@emory.edu for us to *edit* your registration so that the system will allow you to enter your credit card information online.

To ship items to the fair, please use this address:

Emory Conference Center Hotel
ATTN: Rollins Career Fair
1615 Clifton Rd.
Atlanta, GA 30329

Please add [@joinhandshake.com](https://joinhandshake.com) to your safe senders list to ensure you receive emails from us.
For questions or concerns, please contact us at rsphcareerdev@emory.edu.

Troubleshooting tip: Please use Google Chrome or Mozilla Firefox as your internet browser for best user experience.