How to Register for the RSPH Career Fair
Employer Guide

ROLLINS SCHOOL OF PUBLIC HEALTH, EMORY UNIVERSITY
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://rspb.joinhandshake.com/career_fairs/14285](https://rspb.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.

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.
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 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.