First, employers should create a Handshake employer account. 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.

**This link will take you directly to the registration page:** https://rsph.joinhandshake.com/career_fairs/3757

1. Or search for the fair by clicking Fairs in the left-side navigation panel on your Handshake account. In the search field, enter “RSPH” to find our fair:

   ![Career Fairs search](image)

2. Click the “Register” button.

3. Select your Booth option.

4. If applicable, please select any Extra Items you would like to add that are not already included in your selected Booth option.
5. Fill in your company/organization description, enter the company division (if applicable), and enter all representatives attending the fair (this helps us better prepare with logistics such as name tags and parking validation tickets).

6. The “Looking For” section is **optional**.

7. Select your method of payment* (if unsure, please select Credit Card) and read the Refund Policy.

8. 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 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. Include “RSPH SP2018 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: SP2018 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:** A link will be 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.

If you have any specific questions or concerns, please contact Shantrice Jones at shantrice.jones@emory.edu.