



EMORY

ROLLINS SCHOOL OF PUBLIC HEALTH

Fall 2018 RSPH Career Fair Registration Guide

[Registration Deadline: Friday, August 31, 2018](#)

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

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 employer account. In the search field, enter “**RSPH**” to find our fair:

Career Fairs

rsph Search

Saved Searches +

Show Your Schools Only? Yes No

Show Followed

RSPH Fall 2017 Public Health Career Fair
Rollins School of Public Health at Emory University
Registration Deadline: Monday, August 21, 2017 Note: Employe

2. Click the “**Register**” button.

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

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

EDT

Registered

View Registration

+ Register Another Division

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 nametags and parking validation tickets*).

Basic Information

Company/Organization Description

The career fair organizer has set a limit. 3000 characters remaining.

Registration Division

If you want to register a specific division of your company, rather than the entire company, choose your division here. If you want to register the entire company, just leave this blank. If you're not seeing the division you want, you can add a division here.

Names of Representatives Attending the Fair

Choose contacts...

Not seeing the contact you're looking for? [Create it here](#)

Representatives Count

0

Number attending

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