Private Households: How to Create a Handshake Account

As part of the vetting process, Handshake requires certain information from everyone who registers. For traditional employers, it’s easy to provide a company name and website. For private households, the answers to those questions consider a little more thought. Below are tips to guide you through the process.

Start at pugetsound.joinhandshake.com/employer_registrations/new to create your account.

FAQ: Why do I need to use a personal email account instead of my work email?
Handshake uses email addresses to identify individuals who are recruiting for their organization. If you use an email from your workplace, including those that end in .edu or .gov, Handshake will connect you to that organization, and you won’t be able to post your household jobs.

Did a warning pop up?
Ignore it. Handshake may show a warning when you use a “generic” address, but will not interfere with your registration process. Continue on!
“Job Title” refers to your title as an employer, not the title of the job(s) you’ll be posting.

Examples of Job Titles for Household employers:
Head of Household
Family Member
Parent
Pet Parent

Don’t fret too much over the recruiting type.
Select as many or as few* academic disciplines from the list as you choose. You don’t need to worry about whether or not Puget Sound offers those specific disciplines.
You can update this section after your account is created.
*You can also opt to leave this section blank.
“Are you a 3rd party recruiter working on behalf of another company?”
This question refers only to recruiting agencies. Select “No.”

Review the Handshake Employer Guidelines and confirm your email.
Handshake will send a confirmation link to the email you used to register. Click the link in your email message to be taken to the next stage in the account creation process.

Next, create your “Company.”
FAQ: Since I’m not really a company, can I use “Self” as the company name? So that students can identify you as a community member (and so there aren’t 100 indistinguishable listings under “Self”) please use your last name in your company name.
Lastly, you’ll be prompted to choose the schools you want to connect with/recruit from. Search for the University of Puget Sound and click the plus icon next to our name to connect with us.

After you’ve finished creating your company profile, your account will be reviewed for approval by our staff. This review process is typically completed within a few business days. Once your account/profile has been approved, you will be able to log into Handshake and post jobs for students.

Thank you for your interest in hiring our talented students!
If you have questions or experience trouble with any part of this process, please call us at 253.879.3161 or send an email to ces@pugetsound.edu.