Private Household Handshake Account Creation Instructions:

The first step you will need to do is to create an account. You do not need to use a “work email” a gmail, yahoo, aol, etc account will be accepted.

Once your account has been set up, you will want to create a “Company Profile” in order to post a position. Please follow the example below:

Your Company Name should be the task you are hiring for, followed by your last name. For example:

- Child Care- Smith
- Yard Work- Smith
- Household Cleaner- Smith

While you can choose a “company” logo or “Banner Image”, it is not required.
Handshake will then require you to choose your industry. Please choose “other industries”.

Your account will also be labeled as “private household” after creation.

Handshake will also require you to enter in a website address. This is to deter suspect and fraudulent employers. For your website you can choose any personal website, such as your facebook, linkedin account, twitter, etc. This will be viewable by students, but not by other employers or universities.

You will then be lead to choose schools you may want to post with. You can search or scroll for Seattle Pacific University, and select the +. Then select continue.

Next, connect to schools
Tap the ‘+’ on each school you’re interested in recruiting students from.
If you requested to connect with Child Care Test accidentally you can cancel it now.

Selecting 1 school with 3,202 students, out of 1,635,334 total students on Handshake

Your account will then be created, and you can post a position!