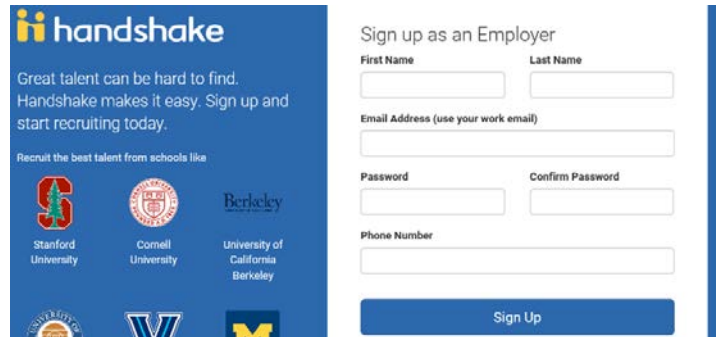
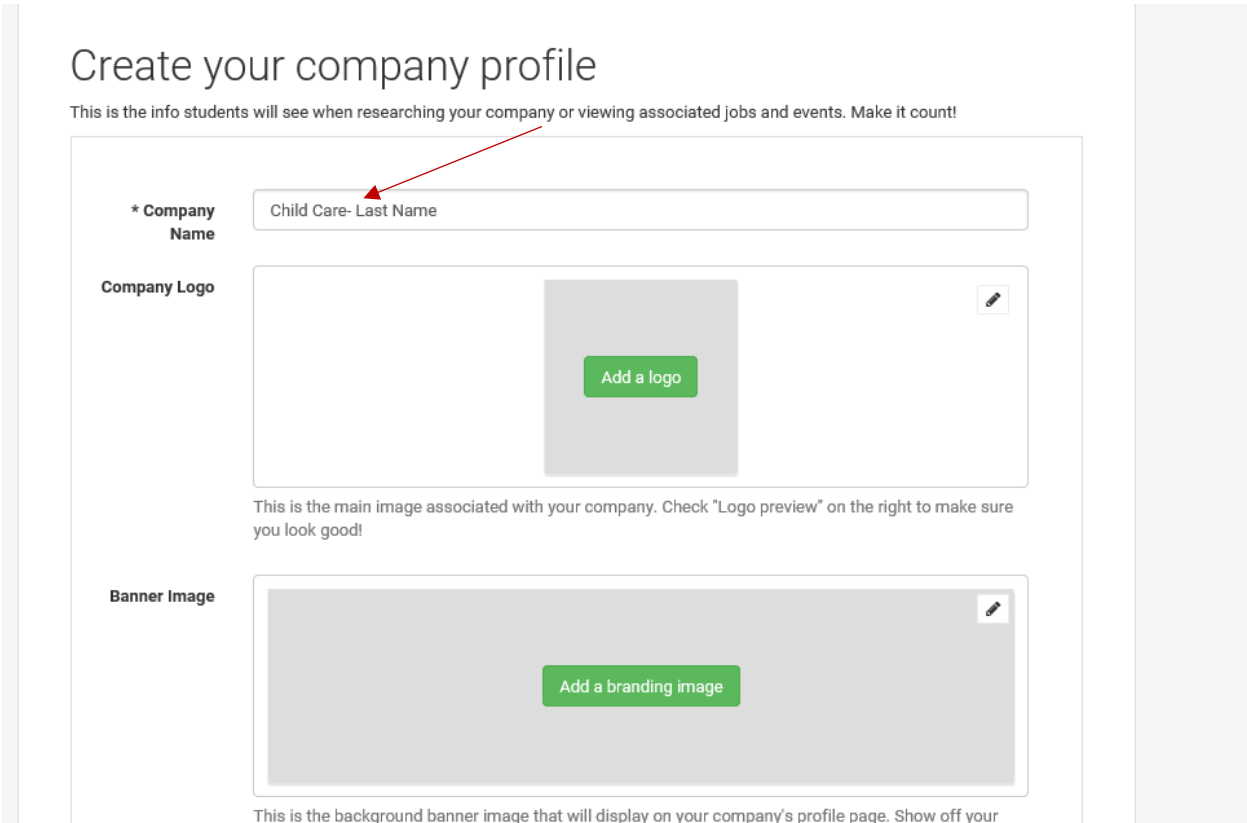


### Private Household Handshake Account Creation Instructions:

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 chose “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 chose any personal website, such as your facebook, linkedin account, twitter, etc. This will be viewable by students, but not by other employers or universities.

\* **Industry**  

\* **Website**    
The company's main web presence. Alternatively, you can use a public page on Facebook, Yelp, etc.

\* **Location**

\* **Description**   
Students read company descriptions to learn what you do and who you are. Make it count!

\* **Company Size**    
Choose one of the given options.

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.


Step 2 of 2

## 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](#).


Seattle Pacific Univer


**Order By**  
Default rank 

**Size**

- All
- < 1,000 students
- 1,000 - 5,000

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



Seattle Pacific University 

Seattle, Washington • 3,202 students  
Top 200 in National Universities

Done selecting schools to recruit at? Click "Continue" below to finish signing up.

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