

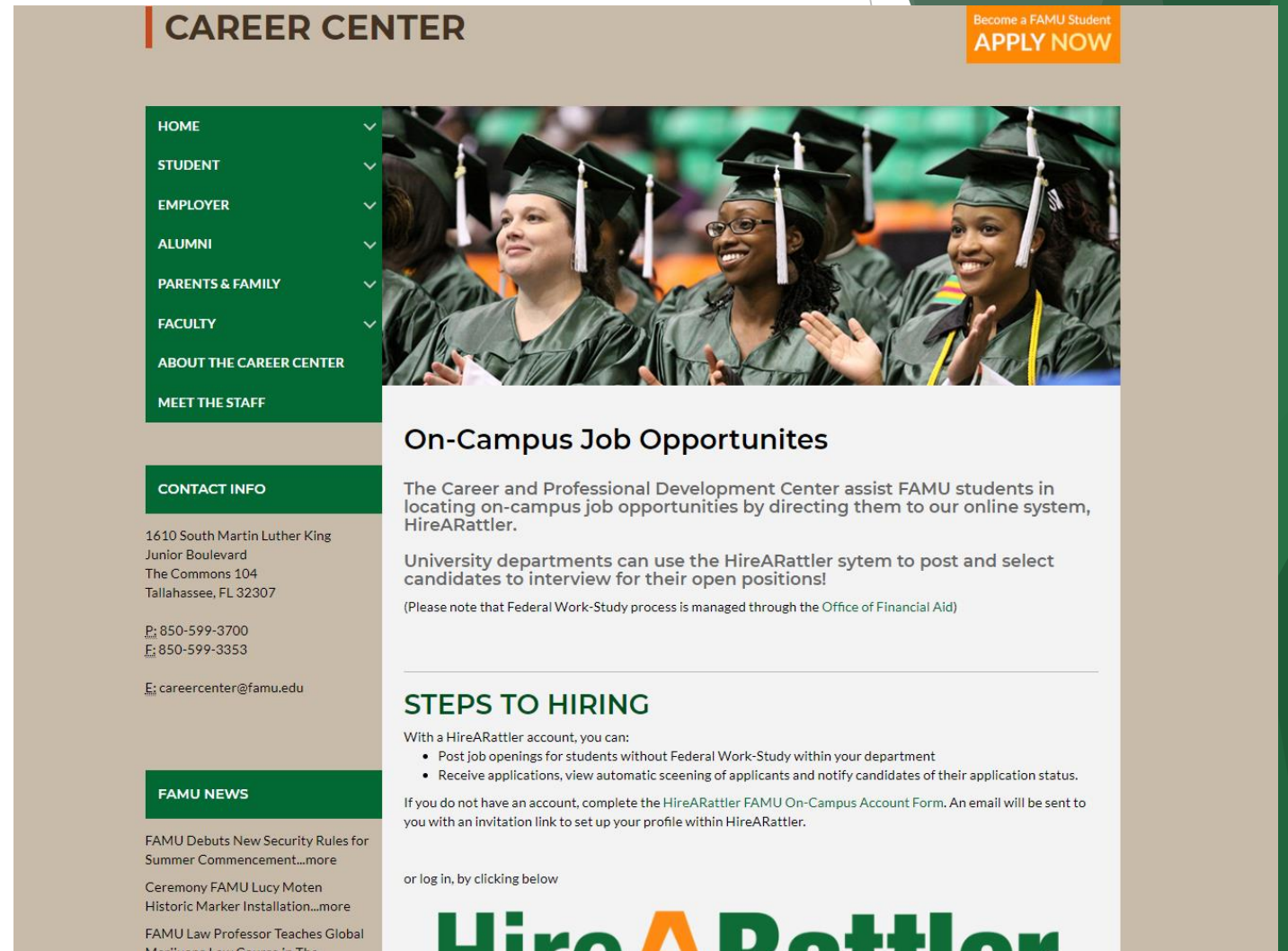
Hire Rattler

powered by  **handshake**

How to create your on-campus employer profile to recruit students

Creating an Account

- ▶ To create your profile, visit the [CPD website](#) to access the HireARattler FAMU On-Campus Account Form.
- ▶ Once complete, an email will be sent to you with an invitation link to set up your profile within HireARattler.



CAREER CENTER Become a FAMU Student **APPLY NOW**

- HOME
- STUDENT
- EMPLOYER
- ALUMNI
- PARENTS & FAMILY
- FACULTY
- ABOUT THE CAREER CENTER
- MEET THE STAFF

CONTACT INFO


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FAMU NEWS

FAMU Debuts New Security Rules for Summer Commencement...more
Ceremony FAMU Lucy Moten Historic Marker Installation...more
FAMU Law Professor Teaches Global Marijuana Law Course in The



On-Campus Job Opportunities

The Career and Professional Development Center assist FAMU students in locating on-campus job opportunities by directing them to our online system, HireARattler.

University departments can use the HireARattler system to post and select candidates to interview for their open positions!

(Please note that Federal Work-Study process is managed through the Office of Financial Aid)

STEPS TO HIRING

With a HireARattler account, you can:

- Post job openings for students without Federal Work-Study within your department
- Receive applications, view automatic screening of applicants and notify candidates of their application status.

If you do not have an account, complete the [HireARattler FAMU On-Campus Account Form](#). An email will be sent to you with an invitation link to set up your profile within HireARattler.

or log in, by clicking below

HireARattler

Creating an Account

- ▶ Input required information- **It is important that you utilize your FAMU email address**
- ▶ Click “Sign Up”

handshake Already have an account? [Log In](#)

Sign up as an Employer

First Name Last Name

Email Address (use your work email)

Password Confirm Password

Phone Number

Job Title

[Sign Up](#)

One Trusted, Integrated Network

Recruit top students from over 750 University partners

ASU UH Carnegie Mellon University Columbia University Cornell University HARVEY MUDD COLLEGE Princeton University Stanford University Tufts University Berkeley Penn VIRGINIA

● ● ● ● ●

Creating an Account

- ▶ Select the majors you are interested in recruiting, If not sure which majors you are seeking select them all.
- ▶ *Note: This list of majors was created by handshake and will not directly align with the list of majors at FAMU*

The screenshot shows the Handshake account creation interface. At the top, there is a blue header with the Handshake logo and a 'Log In' button for existing users. The main content area is divided into two columns. The left column is titled 'Welcome to Handshake' and contains a form for selecting student types and adding an alma mater. The right column is titled 'Rich, Validated Data' and displays statistics for various student profiles.

Handshake Already have an account? [Log In](#)

Welcome to Handshake
Before continuing, we need a bit more info

Tell us the types of students you wish to recruit

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civics & Government
- Communications
- Computer Science, Information Systems & Technology
- Education

Add your Alma Mater

School Name Graduation Year

Select School 2019

My school is not listed, let me type my own

[Add another Alma Mater](#)

[Next: Employer Guidelines](#)

Rich, Validated Data
Find the right fit across 8.5 million verified student profiles





- 550k business students
- 360k finance students
- 245k computer science students
- 435k consulting students

Creating an Account

- ▶ Read the Employer Guidelines, Terms of Service, and Privacy Policy.
- ▶ When asked “Are you a 3rd party recruiter...,” select NO.
- ▶ Then click “Next: Confirm Email.”

Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):

-  **Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available.
-  **Be Fair:** Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.
-  **Keep Your Commitments:** When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.
-  **Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

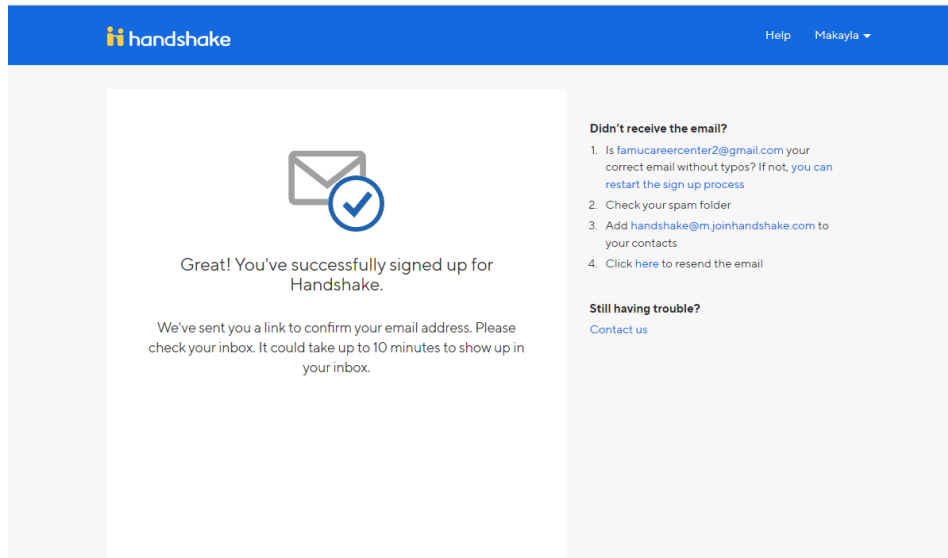
Are you a 3rd party recruiter working on behalf of another company?

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

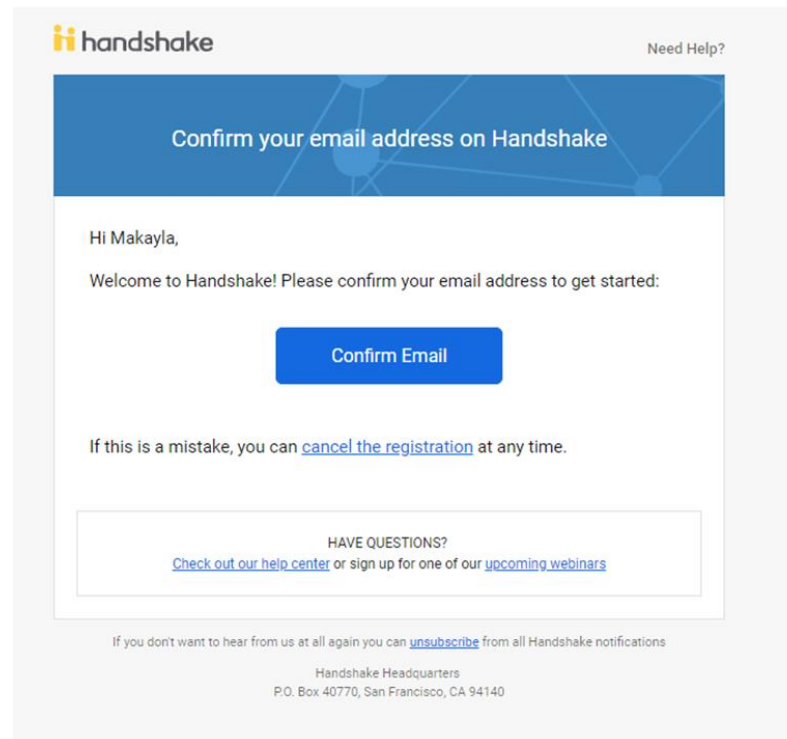
*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

Creating an Account

- ▶ Once link has been sent, you can ...



- ▶ Confirm your email address in Handshake.



Creating an Account



handshake Help Makayla

Your email has been confirmed and you have been automatically approved to join the Florida A&M University employer account.

Step 4 of 4 - Connect with Schools 1 School selected **Next: Finish**

FAMU Search

Showing 1 result • [Select all](#)

 Florida Agricultural & Mechanical University
Tallahassee, Florida • 10,241 students 

Done selecting schools to recruit at? Click "Finish" above to finish signing up.

My Selected (1) [Clear](#)

Filter Schools by

Region ▲

- Midwest
- Northeast
- South
- West

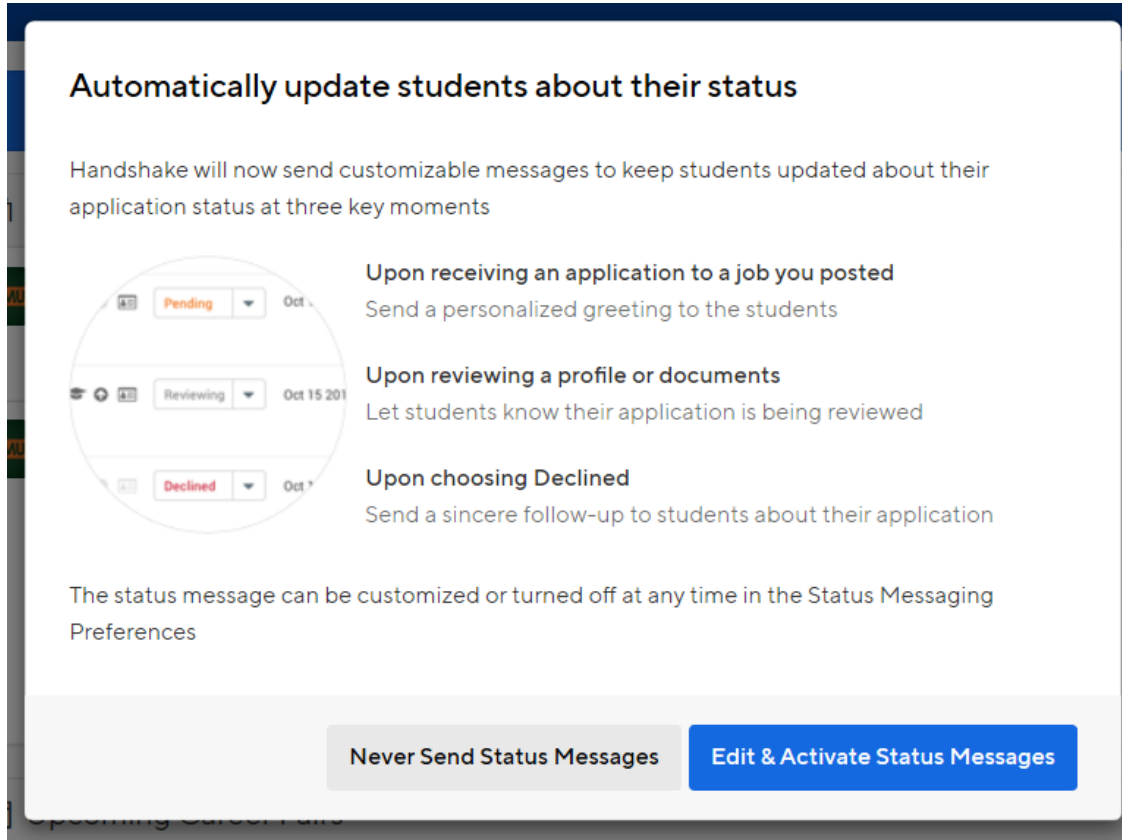
Location ▲

Rank ▲

- ▶ Lastly, Be sure to connect with FAMU
- ▶ After selecting your school, click “Next: Finish”

Creating an Account

- ▶ When asked to automatically update students about their status select “Never send status message.”



- ▶ Once your account is created, you can begin posting using the following instructions: [Posting Jobs and Events](#)