

[Handshake Help Center](#) > [Employer](#) > [Company Page & Settings](#)

How to Create a New Company Profile

Rob Midson - May 30, 2019 3:34 PM

This article will teach you how to create an effective profile for your company on Handshake. Your company profile is an extremely important tool because it gives you the opportunity to tell students about your company, and why they'd want to work there!

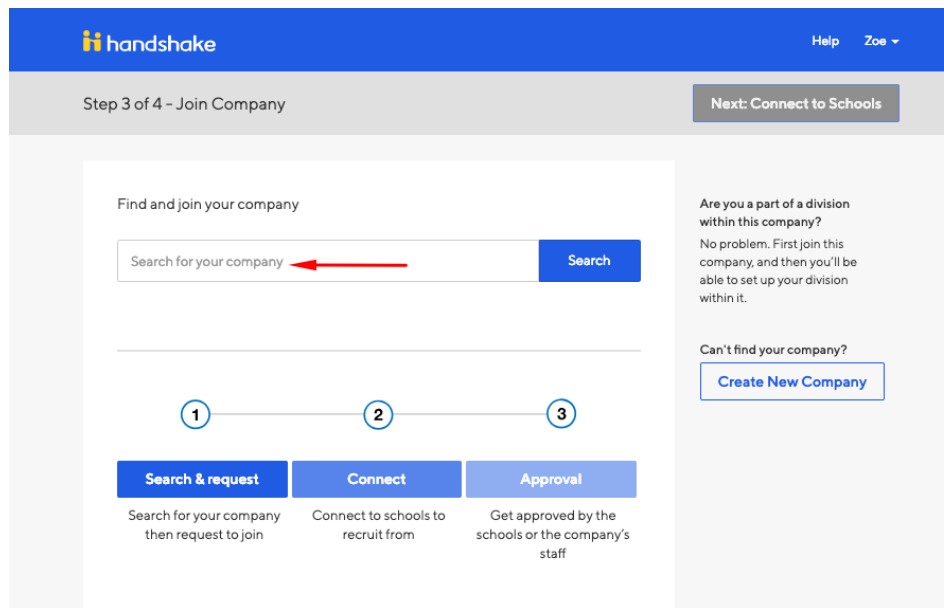
If you have not registered for Handshake yet, you'll first need to create a user account before you can complete the steps in this article. To learn more about how to create a user account, please read: [How to Create a User Account, Join a Company, and Connect with Schools](#)

Important Notes before you begin:

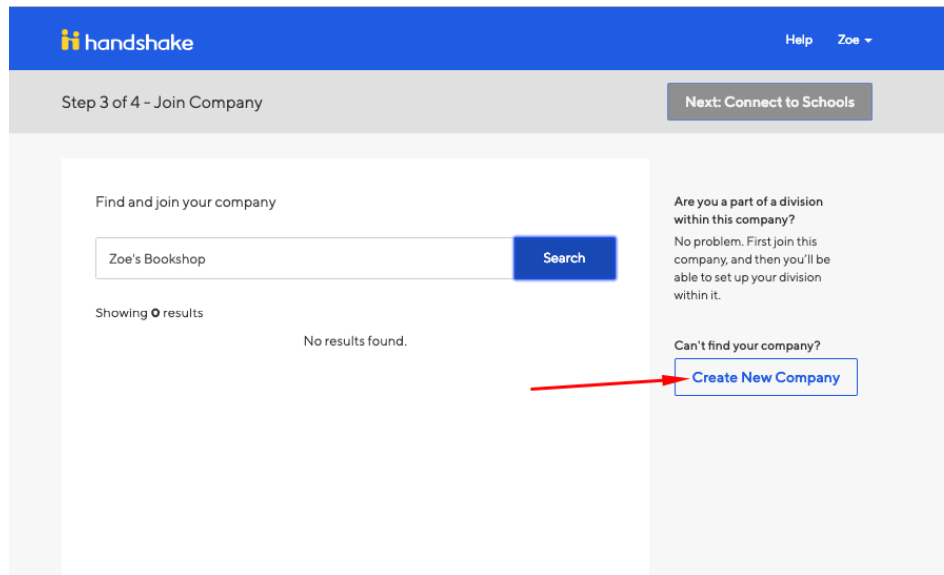
- We recommend first selecting ***keep me logged in*** when logging into Handshake before you begin creating a new company profile. If this is not selected, there is a chance that your page may time out, resulting in an unresponsive page when you try to save your newly created company. If this happens, you will need to log out and start over.
- If you do not see the ***Create New Company*** button, or your company already has a Handshake profile, but needs to create additional profiles for different locations or divisions, please [contact our Support Team](#) for further assistance.

Getting Started: Creating a New Company Profile:

- Once you have registered for your Handshake user account and are on Step 3 of 4 - Join Your Company, start by using the search box located in the middle of the screen to see if your company's profile already exists on Handshake.

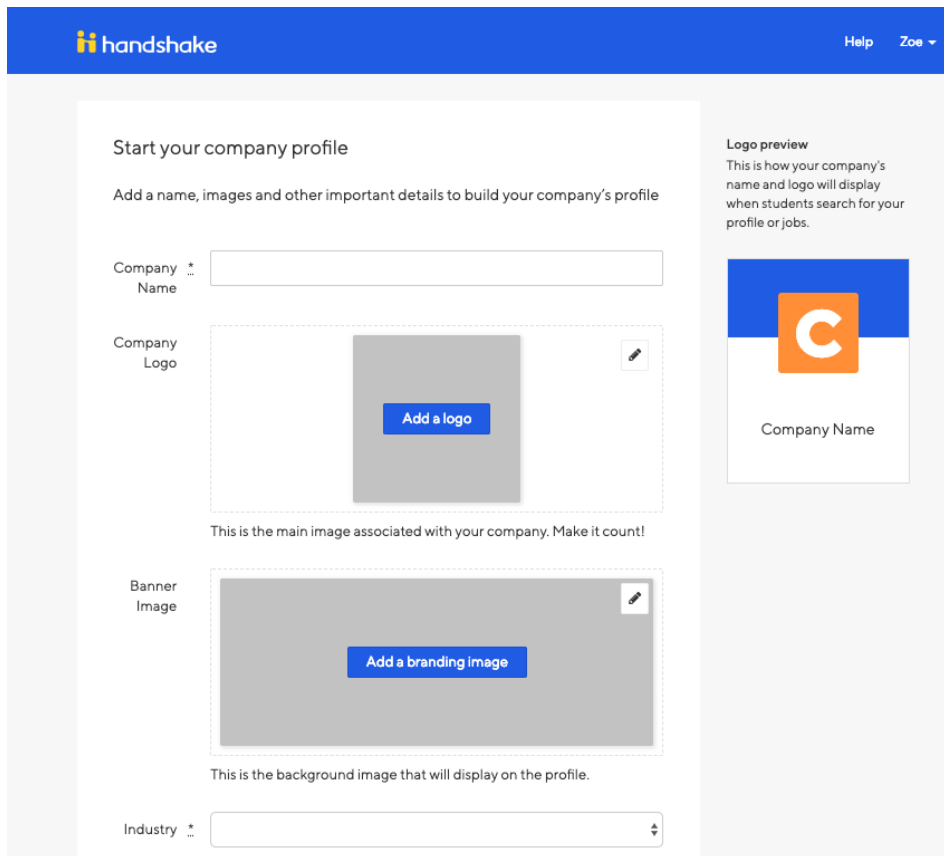


- If your company doesn't appear in the search results, **click** the **Create New Company** button, located on the right side of the screen.



- If you are not seeing the **Create New Company** button, please [contact Support](#) to have them open a domain space for you to create a new company with your domain.
- You will be taken to a page where you can fill out all of your company's information. The following fields are required to create a company profile on Handshake:

- Company Name
 - Industry
 - Website
 - Location
 - **Please note: Handshake uses a Third Party company called MapBox for locations. If you are unable to locate your company's specific address, try using just the city and state, and we recommend submitting feedback to MapBox here: <https://www.mapbox.com/geocoder-feedback/>**
 - Description
 - Company Size
- Please take heed to fill out this information as fully and accurately as possible. As your company's profile will need to be approved by the Schools you wish to connect with on Handshake, **it's very important to include matching and working information to have the best chances to be approved by Universities.** Things such as a non-working website, mismatching images, or mismatching email domains (for example) **could result in your account being temporarily suspended.**



The screenshot shows the 'Start your company profile' form on the Handshake website. The form is divided into several sections:

- Company Name:** A text input field with a required asterisk.
- Company Logo:** A square area with a dashed border and a blue 'Add a logo' button. A small edit icon is in the top right corner.
- Banner Image:** A rectangular area with a dashed border and a blue 'Add a branding image' button. A small edit icon is in the top right corner.
- Industry:** A dropdown menu with a required asterisk.
- Logo preview:** A vertical box on the right showing a preview of the company's name and logo. It contains a blue and orange logo with a white 'C' and the text 'Company Name' below it.

Instructions for the logo and banner image sections:

- For the Company Logo: 'This is the main image associated with your company. Make it count!'
- For the Banner Image: 'This is the background image that will display on the profile.'

Adding Your Company's Logo and Branding Images

Company Logo:

1. Click **Add a logo**.
2. Click **Upload New Image**.
3. Select the logo image you'd like to use from your computer files. *Please keep in mind that a 1:1 (width to height) ratio is best for your logo with a minimum size of 150x150 and maximum size of 400x400.*
4. Click **Select image**.

Click **Save**.

Branding Image:

1. Click **Add a branding image**.
2. Click **Upload New Image**.
3. Select the branding logo image you'd like to use from your computer files. *Please keep in mind that a ratio between 4:1 and 5:1 (width to height) is best for your branding image with a minimum size of 1200x300 and a maximum size of 2000x500.*
Pro-tip: *Don't repeat your logo in your banner image. Your logo will be shown with your banner image. Try to pick an image that shows off who's there, where you are, or what you do.*
4. Click **Select image**.

Click **Save**.

To Finish Creating Your Company Profile

- Once all information is added, **Click Create New Company** at the bottom of this page. You will then be taken to Step 4 of 4 - Connect with Schools to select which schools you'd like to connect with (see point #3 on [this article](#) for more info).

Helpful Tip: If you're the Owner of the company profile, you can go back and edit your company information at any time by following the steps here: [How do I edit my company profile?](#)



Was this article helpful? 13 out of 36 found this helpful

Have more questions? [Submit a request](#)



Margaret Seelie August 10, 2016 1:52 PM

Hello, where is the "Create New Company" button?



-->



Christine Kenneally
December 14, 2016 3:46 PM

unable to click on the create New Company and can't find it on actual website

-->

0 0



JLML BUILDERS & GEN. MERCHANDIZE May 18, 2017 10:18 PM

Where is the "CREATE NEW COMPANY" button?

-->

0 0



cynthia stotlar-hedberg July 18, 2017 2:56 PM

it won't let you type the company name in

-->

-2



Tonia Brennan November 09, 2018 11:33 AM

How can I edit the information on the company page?

-->

0 0



Audrey Nickel November 15, 2018 7:54 PM

How do I edit my company profile? The email address on it appears to be automatically assigned, and doesn't go to anyone in our company. When I click on the "How to edit your profile" above, it takes me to a broken page. I put in a ticket yesterday, but have yet to hear from anyone with customer support.

-->

0 0



Yin Yan Leung November 19, 2018 9:23 PM

Only the owner can edit the company profile section under the company's settings. Others can only edit their individual settings.

Please [sign in](#) to leave a comment.

More Resources



Implementation Guide

Your one-stop shop for launching Handshake!



Courses

Find courses on TalentLMS



handshake

[Privacy](#) · [Terms](#) · [Attribution](#) · Stryder Corp © 2017