Employer Guide
Before registering for a Handshake account, please read the Employer Policies at:
http://www.ucdenver.edu/life/services/careercenter/pages/policies.aspx

To register, go to the Career Center homepage (www.ucdenver.edu/careercenter) to find the Handshake Login. Click the “Employers” button, or go directly to (https://app.joinhandshake.com/register)

Enter your first and last name, and your unique company email address.

If you enter in a generic personal email address, you will be unable to join an existing company.

Once entered, you will be taken to the confirmation page, and you will receive a confirmation email with a link enabling you to confirm your account.

When you click the link in your confirmation email, you will be brought to this page with an introduction to Handshake and more details on how to recruit on campus:
In the third step of this confirmation, you can click “Connect with Schools” so that you can search the University of Colorado Denver to Request to Connect with us! It can take up to 48 business hours for your account to be approved.

Finally, you can find and register your profile with the company you are representing. You can enter Company Name, Website, or Public Email as search parameters to find your company. Select Join Company and approval request will be sent.

If you are not seeing your company come up, click the Create Company Profile button where you can customize your Employer Profile in Handshake.

If you need assistance, please contact the Career Center at 303.315.7315 or careercenter@ucdenver.edu
How to Post a Position

To post a job on behalf of your company, click Job Templates on the left-hand navigation bar after logging in to Handshake. If your company has previously posted jobs on Handshake, you’ll see them here. (Note: You can also view jobs you have posted by clicking Job Postings on the left-hand navigation bar).

To post a new job, select the New Job tab on the top right corner of the screen.

Note: You’ll need to complete five steps in order to post a new job. As you move through the process, you’ll see that the steps can be found on buttons at the bottom of the screen. You must complete all required fields (identified by an *) in each section in order to create a job. The more fields you complete, the more well defined your job posting will be (and the more likely you’ll be to attract well-qualified candidates).

- Be sure to select the post’s Expiration Date (the last day you’ll accept applications). Note: Unless you change it, the default expiration date will be 3 months from the time of posting.
- In the details tab, please note that when entering the Additional Application Instructions please include additional steps that will need to be taken to apply for this position along with any external links that the student needs to be directed to.
- The final field in this section is the Contacts field. A Contact is an individual the employer selects to receive applicant information. You may have multiple contacts for a job posting. Contacts may or may not have a Handshake account. If a contact does not have a Handshake account, they will only get emails based on your selection of Application Packages and/or Expiration Summary.

The Schools tab is where you can select you want this job to be posted (i.e. with what schools) be sure to search University of Colorado Denver to post with us!

Once you have entered all of your job information, select the Create button. This brings you to a job summary page where you can review and edit your job posting.