

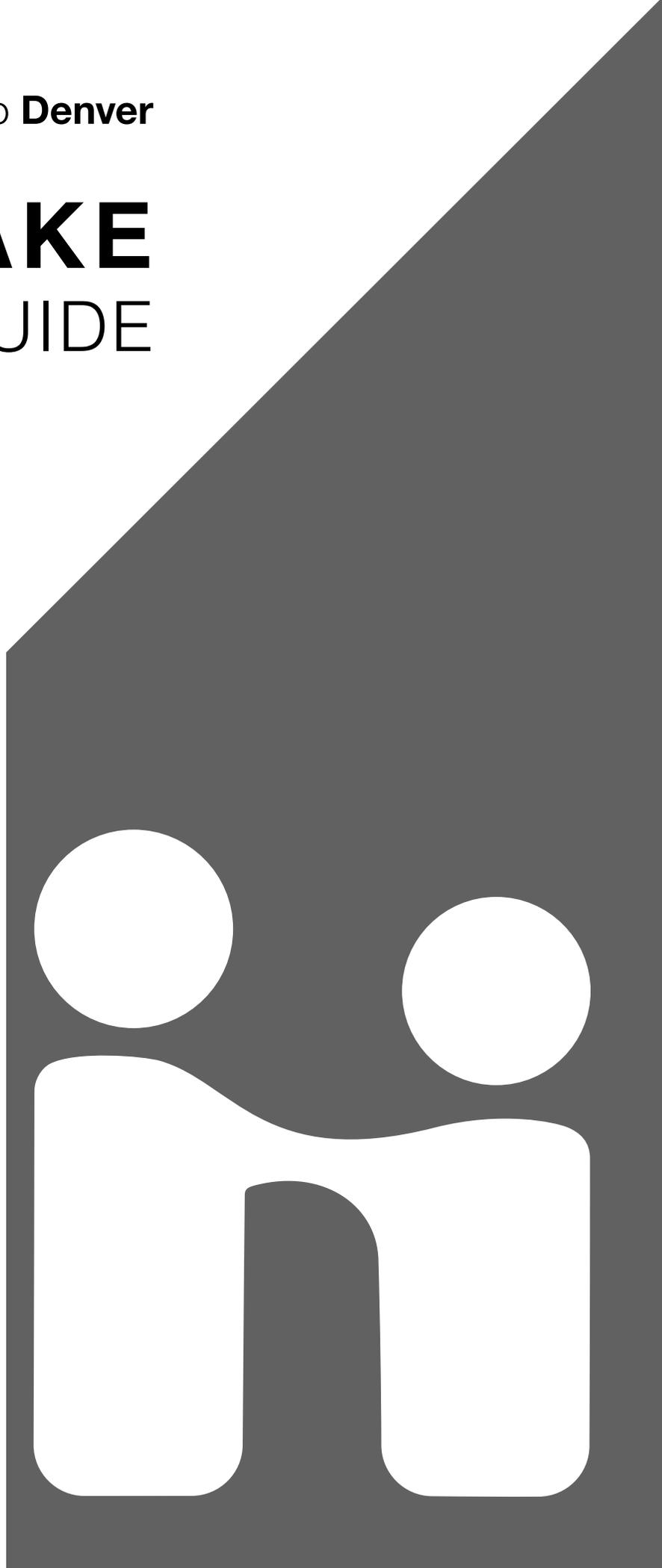


University of Colorado **Denver**

HANDSHAKE

EMPLOYER GUIDE

Tivoli Student Union
900 Auraria Parkway, Room 267
303-315-7315
www.ucdenver.edu/careercenter
careercenter@ucdenver.edu

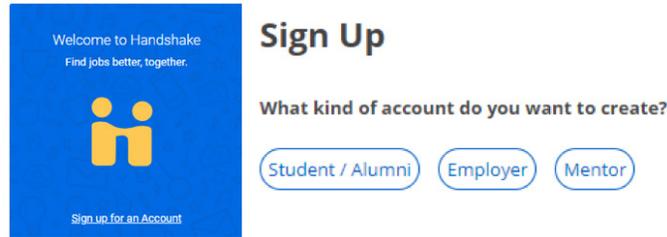


SIGNING UP

Before registering for a Handshake account, please read the employer policies at: <http://www.ucdenver.edu/life/services/careercenter/employers/Pages/policies.aspx>

You will need a user account in order to log in and use Handshake. To register, go to the homepage (www.ucdenver.edu/careercenter) to find the Handshake Login.

Click Sign up for an Account, and select **Employer**. You can also directly go to <https://app.joinhandshake.com/register>

The image shows a screenshot of the Handshake 'Sign Up' page. On the left is a blue sidebar with the Handshake logo (two stylized figures) and the text 'Welcome to Handshake Find jobs better, together.' and 'Sign up for an Account'. The main content area has the heading 'Sign Up' and the question 'What kind of account do you want to create?'. Below this are three buttons: 'Student / Alumni', 'Employer', and 'Mentor'.

Welcome to Handshake
Find jobs better, together.

Sign up for an Account

Sign Up

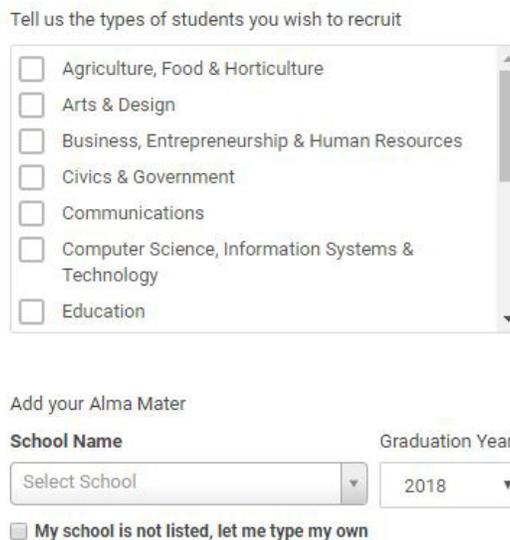
What kind of account do you want to create?

Student / Alumni Employer Mentor

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

Please note that you'll want to use your corporate email address if you have one. This will ensure that your company profile is shown to you if it is in Handshake, and can expedite the process of connecting to your company. Additionally, schools will tend to decline users with generic email addresses.

*Once entered, you will be asked about your recruiting interests and Alma Mater. Once that information is complete, click **Next: Employer Guidelines:***

The image shows a form for selecting recruiting interests and adding an alma mater. The first section is titled 'Tell us the types of students you wish to recruit' and contains a list of categories with checkboxes: Agriculture, Food & Horticulture; Arts & Design; Business, Entrepreneurship & Human Resources; Civics & Government; Communications; Computer Science, Information Systems & Technology; and Education. The second section is titled 'Add your Alma Mater' and includes a 'School Name' dropdown menu with 'Select School' as the current selection, a 'Graduation Year' dropdown menu with '2018' as the current selection, and a checkbox labeled 'My school is not listed, let me type my own' which is currently unchecked.

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 2018

My school is not listed, let me type my own

You will then come across the confirmation page, and will receive a confirmation email with a link enabling you to confirm your account.

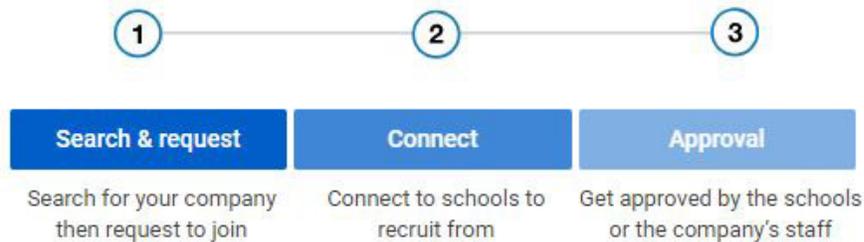
CONNECTING



Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

Once confirmed, you will be able to find and join your company. This information should pull up based on the domain of your email address, if a company account already exists. Select **Join Company** and approval request will be sent to members currently listed on the company account.



Can't find your company?

[Create New Company](#)

Next, you'll want to choose schools to connect with using the filters or search bar. **Enter University of Colorado Denver into the search bar to request to connect with us!** It can take up to 48 business hours for your account to be approved.

Once your account has been approved, you will be able to post jobs, manage your applicants, and more. *Please note that schools cannot see job postings until after your account has been approved.*

POSTING A JOB

To post a job on behalf of your company, start by clicking **Post a Job** from your home dashboard after logging in to Handshake.

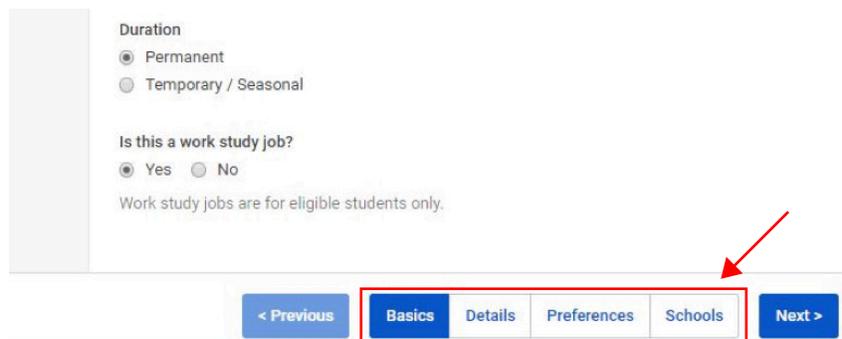


You can also click **Jobs** on the left hand navigation and select **Create Job** in the right corner. If your company has previously posted jobs on Handshake, you'll be able to see them here.



You will now be asked to complete 4 steps: **Job Basics**, **Job Details**, **Job Preferences**, and **Schools** to post the job to.

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*).



Duration

Permanent

Temporary / Seasonal

Is this a work study job?

Yes No

Work study jobs are for eligible students only.

< Previous Basics Details Preferences Schools Next >

Once finished with job details, you will be directed to Job Preferences. This allows students to see if their major, graduation date and any other preferences will match what the company is looking for in a candidate. Then, you will be able to **Add Schools**.

Please note: *If your company has not been approved to post jobs at a school, you will not see that school as an option. (You can still create this job and come back later to add school).*

Once you have entered all of your job information, select the **Create** button on the bottom navigation to create and review your job posting.

APPLICATION STATUS & EXPIRED JOBS

You can change a student's application status to either **Hired**, **Declined**, or **Reviewed** by accessing your applicants and then open dropdown menu under *Status* on desired applicant and select either **Hired**, **Declined**, or **Reviewed**.

#1589519 Student Assitant Job Details Edit Applicants

Filters CLEAR

Keyword

Categories

Sourced Students

Status

Pending (17) [View all](#)

Showing All Applicants at Your Schools EDIT

Exclude Students That Do Not Match

School Year or Graduation Date Minimum GPA

Major Work Authorization Status

[Export CSV](#)

[Export Documents](#)

<input type="checkbox"/>	First :	Last :	School :	Preferences :	Status :	Date :
<input type="checkbox"/>			University of Colorado Denver		Pending ▼	06/26/18
<input type="checkbox"/>			University of Colorado Denver		Pending ▼	06/14/18
<input type="checkbox"/>			University of Colorado Denver		Pending ▼	06/07/18

Keep in mind: Unless you have set up applicant messaging, changing an applicant's status from pending to declined or hired will not send any notification to the applicant, however this information is valuable for your career center partners and we encourage you to update this information for all postings.

If the position has been filled prior to the set expiration date, you can change the posting to expired and students will no longer be able to apply.

If you would like to review applicants on expired positions you can follow these instructions. Click **Jobs** on the left navigation bar then click the **Expired** filter at the top of the screen.

Jobs viewing all University of Colorado Denver jobs Edit this Search Create Job

Active **Expired** ~~All~~ ~~Declined~~ ~~Not Posted~~ Divisions ▼ VIEW BY School Job

<input type="checkbox"/>	ID :	Job :	Applicants :	School :	Expired :	Status :	Campus Interview :
<input type="checkbox"/>	1693731	CPM Apprentice / Intern	0	University of Colorado Denver	7/9/2018	Pending	No
<input type="checkbox"/>	687794	Data Entry Clerk (Student Assistant III)	50	University of Colorado Denver	7/6/2018	Expired	No
<input type="checkbox"/>	1663862	Digital Media Assistant	19	University of Colorado Denver	6/29/2018	Expired	No
<input type="checkbox"/>	1589519	Student Assitant	17	University of Colorado Denver	6/29/2018	Expired	No
<input type="checkbox"/>	1604719	Student Cultural Events Programmer	6	University of Colorado Denver	6/28/2018	Expired	No