
Handshake ColoradoSPH Preceptor and Employer User Guide



What is Handshake?

Handshake is an online career services platform designated for all ColoradoSPH students and alumni. We share this platform with other CU Anschutz schools.

The University of Colorado – Anschutz Medical Campus Handshake instance is separate from the University of Colorado – Denver Handshake instance and separate from University of Colorado – Boulder Handshake instance. If you are accustomed to posting opportunities with CU Denver or CU Boulder Handshake, simply add the University of Colorado – Anschutz Medical Campus as one of your schools from the university drop down when you post a position.

This platform allows you to:

- Create an employer account to recruit ColoradoSPH students
- Post practicum, capstone, and job opportunities
- Review resumes and application materials

How to create your preceptor/employer account?

1. [Visit the Handshake website](#)
2. Click “Sign up” or if you have an account click “Log in” (located in the top right corner)
3. Review [step by step instructions for how to create a preceptor/employer account](#) on the Handshake website’s Help Center.

4. Join your existing company on Handshake or create a new one, you will need to be connected to your company profile on Handshake prior to taking any actions with schools. [Learn more about the new company creation process.](#)
5. Use your corporate email address if you have one.
6. Request to connect with University of Colorado Anschutz Medical Campus (You must request and receive approval from a school prior to posting jobs there)

How to post a position?

Review step by step instructions for how to post a position on the Handshake website's Help Center.

Additional Resources

- [Employer Help Center](#)
- 2 minute training videos:
[Video: How to Post a New Job](#)
[Video: Existing Employer Login](#)