



University of Colorado **Denver**

HANDSHAKE EMPLOYER GUIDE

Tivoli Student Union
900 Auraria Parkway, #439
303-315-4000
www.ucdenver.edu/careercenter
careercenter@ucdenver.edu



1

SIGNING UP

Before registering for a Handshake account, please read the employer policies at: [Emp https://www.ucdenver.edu/lynxconnect/career-center/hire-a-lynxloyers \(ucdenver.edu\)](https://www.ucdenver.edu/lynxconnect/career-center/hire-a-lynxloyers)

You will need a user account in order to log in and use Handshake. To register, go to the Handshake employer registration page: https://app.joinhandshake.com/employer_registrations/new

Email Address (use your work email)

Password Confirm Password

[Sign Up](#)

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 to provide your name, phone number, job title, country, recruiting interests, and Alma Mater. Once that information is complete, click **Next: Employer Guidelines:**

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

Tell us the types of candidates you would like to find

Don't worry if you can't find all the categories you need. You'll be able to add more later.

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

Add your Alma Mater

School Name Grad Year

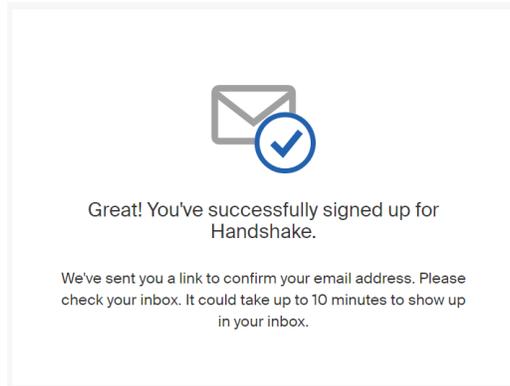
My school is not listed, let me type my own

[Add another Alma Mater](#)

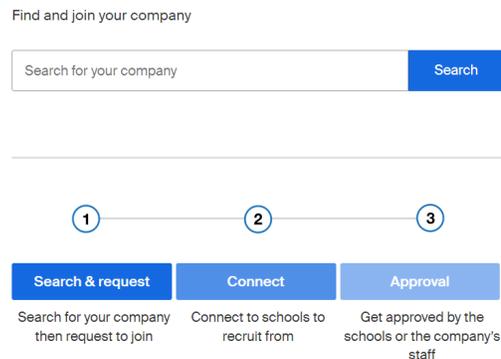
[Next: Employer Guidelines](#)

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

2 CONNECTING



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.

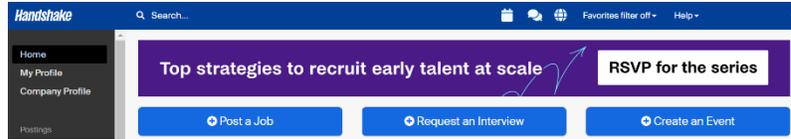


Next, you'll want to choose schools to connect with using the filters or search bar. **Enter University of Colorado Denver into the search bar to request to connect with us!** It can take up to 48 business hours for your account to be approved.

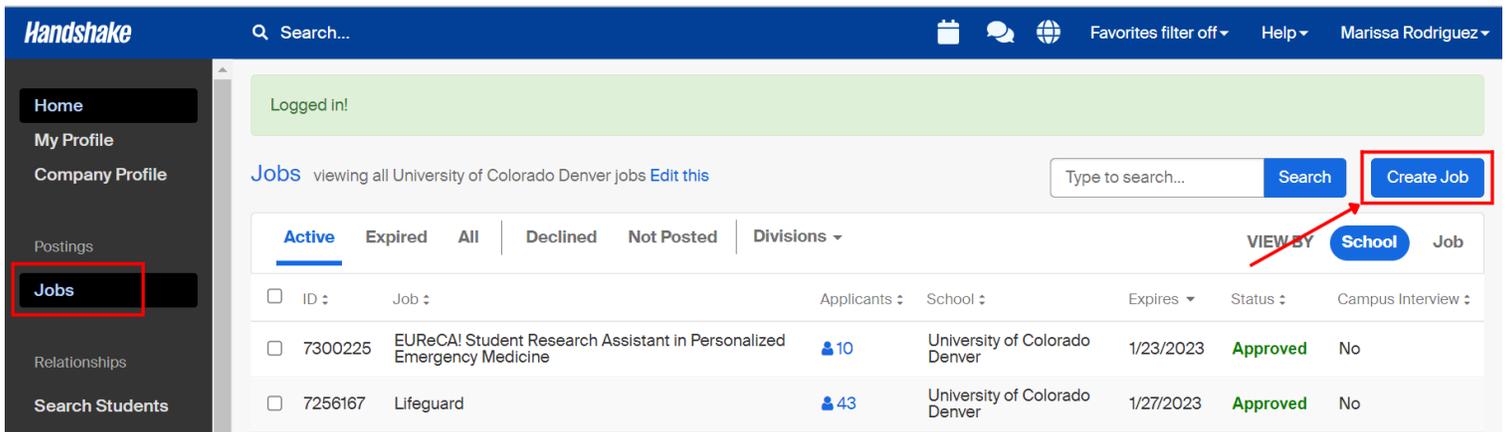
Once your account has been approved, you will be able to post jobs, manage your applicants, and more. *Please note that schools cannot see job postings until after your account has been approved.*

3 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*).

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 **Save** 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**.

The screenshot shows the Handshake interface for a job listing. The job title is "Resident Assistant (2023 - 2024 Academic Year)" with job #7274458. It was created on 12/1/2022 and expires on 2/1/2023. The "Applicants (38)" tab is selected. A search bar is present with the text "Type a keyword". Below the search bar, there are filters for "Engagement" and "Invited to apply to this job". A table of applicants is shown with columns for Name, School, Status, Preferences, and Date. One applicant from the University of Colorado Denver has a status of "Pending", which is highlighted with a red box and a red arrow pointing to it.

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.

The screenshot shows the Handshake interface for a list of jobs. The "Jobs" tab is selected, and the text "viewing all University of Colorado Denver jobs" is displayed. A search bar is present with the text "Type to search...". Below the search bar, there are filters for "Active", "Expired", "All", "Declined", and "Not Posted". The "Expired" filter is highlighted with a red box and a red arrow pointing to it. The "VIEW BY" dropdown is set to "School". A table of jobs is shown with columns for ID, Job, Applicants, School, Expired, Status, and Campus Interview.

ID	Job	Applicants	School	Expired	Status	Campus Interview
6671296	CU PT Student Assistant III	3	University of Colorado, Anschutz Medical Campus	1/23/2023	Expired	No
7413660	Student Worker on Rett Syndrome Study	10	University of Colorado Denver	1/22/2023	Expired	No
7413660	Student Worker on Rett Syndrome Study	2	Colorado State University	1/22/2023	Expired	No