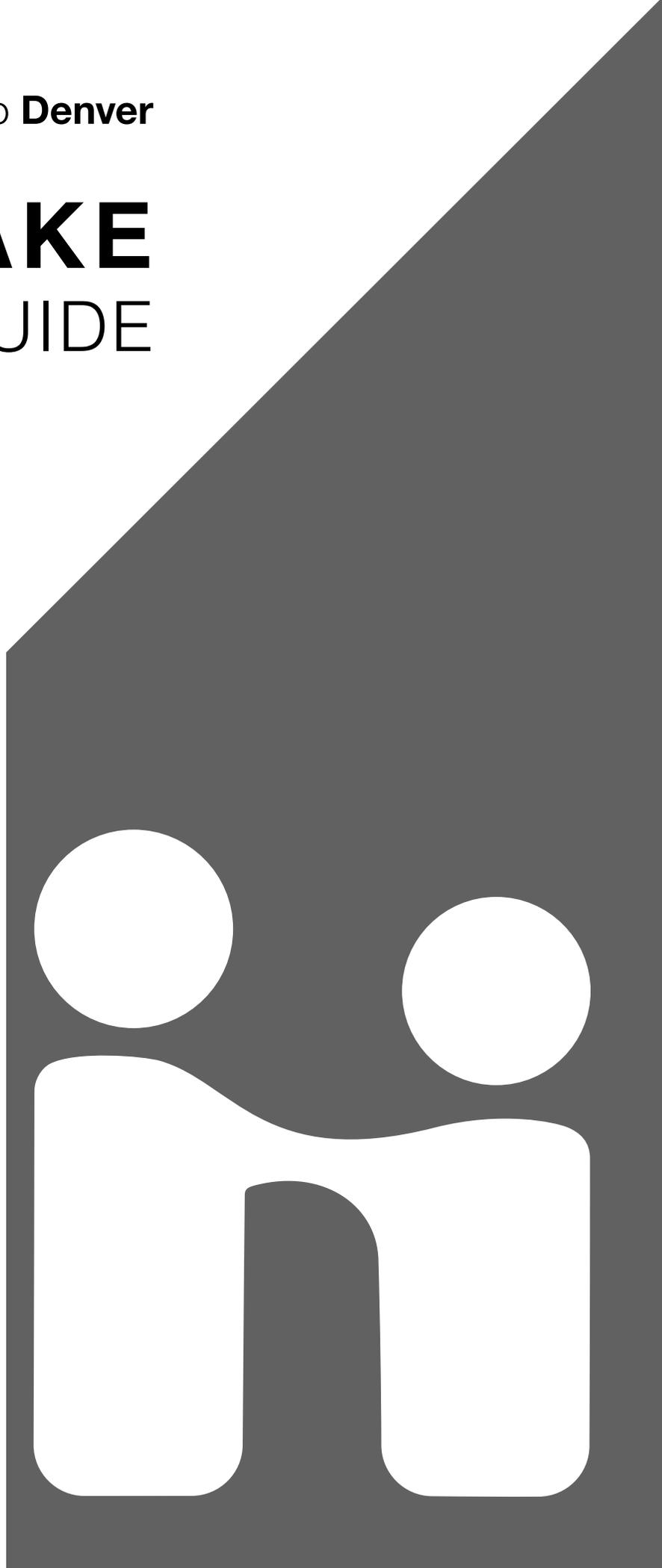University of Colorado **Denver**

HANDSHAKE
EMPLOYER GUIDE

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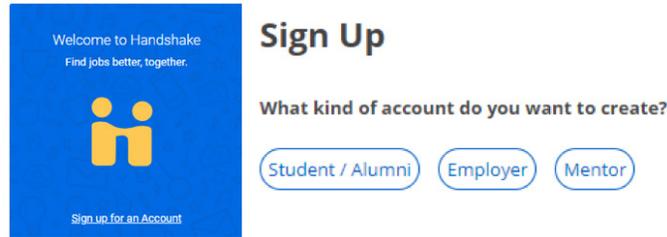careercenter@ucdenver.edu

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

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:***

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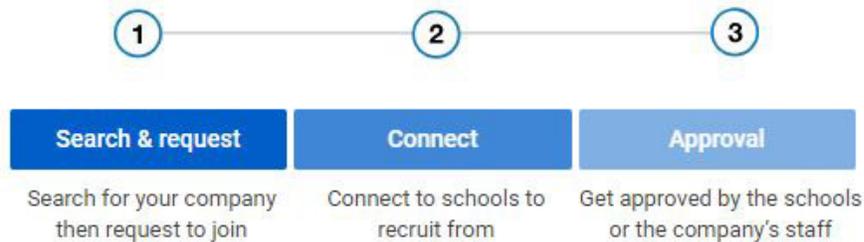
CONNECTING

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.

1	2	3
Search & request	**Connect**	**Approval**
Search for your company then request to join	Connect to schools to recruit from	Get approved by the schools or the company's staff

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

3

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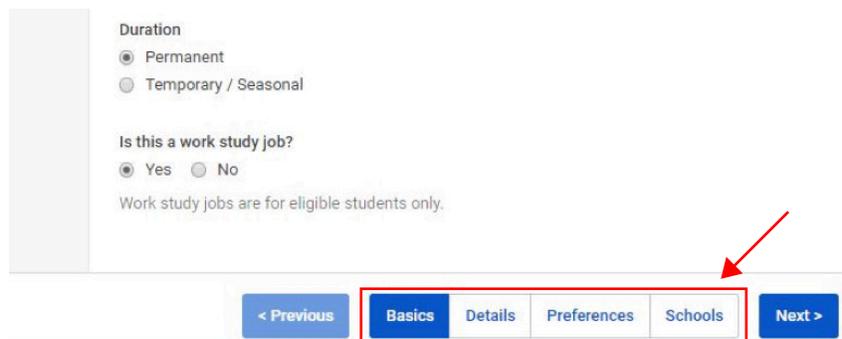
Once finished with job details, you will be directed to Job Preferences. This allows students to see if their major, graduation date and any other preferences will match what the company is looking for in a candidate. Then, you will be able to **Add Schools**.

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 **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**.

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.