

Handshake Employer Support Guide

https://app.joinhandshake.com/employer_registrations/new?

Handshake is UTEP's online employment database for employers to connect with UTEP students & alumni. This is the first step to engage with UTEP.

- Full-time/part-time positions
- Internships Opportunities
- Professional development events:
 - Recruiting events
 - Employer events (i.e. information sessions & tabling)

Create your Handshake account

- Sign in with your company email & information
 - Search & request to join your company's profile, if one already exist

Create your company's account, if one does not already exist

- Enter company name and assign an employer owner
 - The owner has the ability to approve and deny teammate requests, edit the company's branding page, and manage teammates in Handshake.
 - Complete company details (e.g., logo, industry, website, description, contact information)
- Verify your identity and company's information
 - Provide business registration number (e.g., BRN, EIN, TIN, or equivalent)
 - Upload government ID

Start posting job/internship opportunities

- Provide job title, description, and qualifications
 - Position type and location
 - Compensation
 - Require documents (i.e. resume, cover letter, transcripts)
- View applicants
 - You can message applicants and invite students to apply to your job
 - Update student application status (hired or declined)

See you on Handshake!

For additional assistance, email
engageoffice@utep.edu

