

Welcome!

Handshake at UTEP



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UNIVERSITY CAREER CENTER

AGENDA

- 1 Handshake Overview
- 2 How to Create a Profile
- 3 How to Post a Job
- 4 Creating Effective Job Descriptions

What is Handshake?

1



Handshake Overview

Handshake is UTEP's newest online employment database for students & alumni and its the nation's #1 college-to-career network

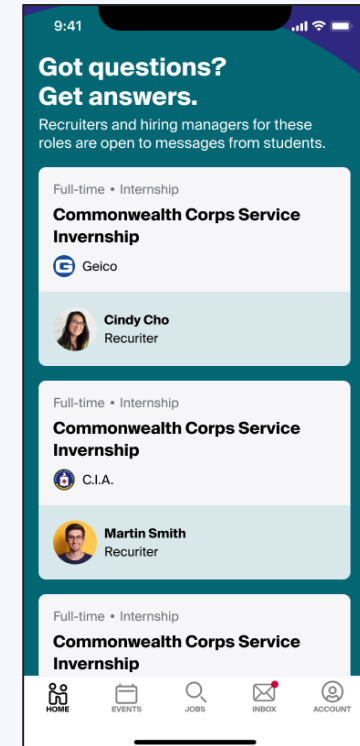
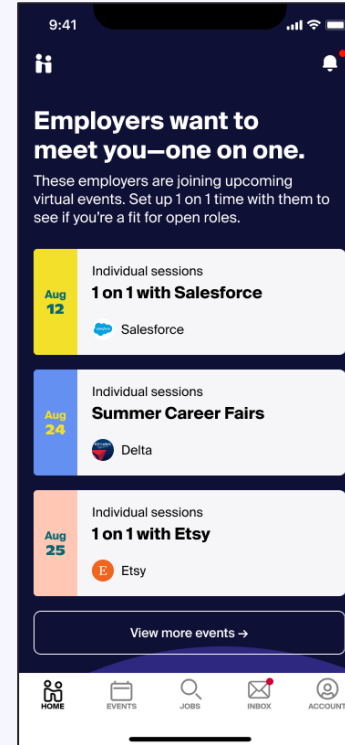
Types of Positions Posted:

- Full-time/part-time positions in the community
 - Internships with employers
 - Professional (degree required 0-3 yrs. & 3+ yrs. experience) for graduates
 - **Student Employment - Hourly**
 - **Work-study**
-
- Professional Development Events

Student experience sneak peek

- Students login with **single sign-on**
- Fill out their profile with their career interests*
- Browse recommended jobs and events using systems algorithm
- Message directly with employers
- Schedule advising appointments
- Apply for jobs and get interviews
- Get hired!
- Web & Mobile App

*Students are **5x more likely** to be contacted by an employer if their profile is complete



Screenshots from the Handshake Mobile App



Handshake



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Employers on Handshake

750k

employers of all shapes and sizes

100%

of the Fortune 500

Epic

EY

KraftHeinz

PayPal

verizon

Whirlpool

gm

AMERICAN EXPRESS

ebay

Unilever

Aflac

IBM

Nike

mastercard

AMGEN

box

CVS Health

match EDUCATION

Under Armour

HubSpot

M&T Bank

Vanguard

ESTÉE LAUDER

CDW

elastic

Benefits of using Handshake



Have your positions accessible to over 17,000 students and alumni



Personalize job posting preferences and have resumes emailed to you



Handshake will utilize the Single Sign-On system; students do not need to create a new login



Generation of Technology: students are already online looking for opportunities. Mobile App

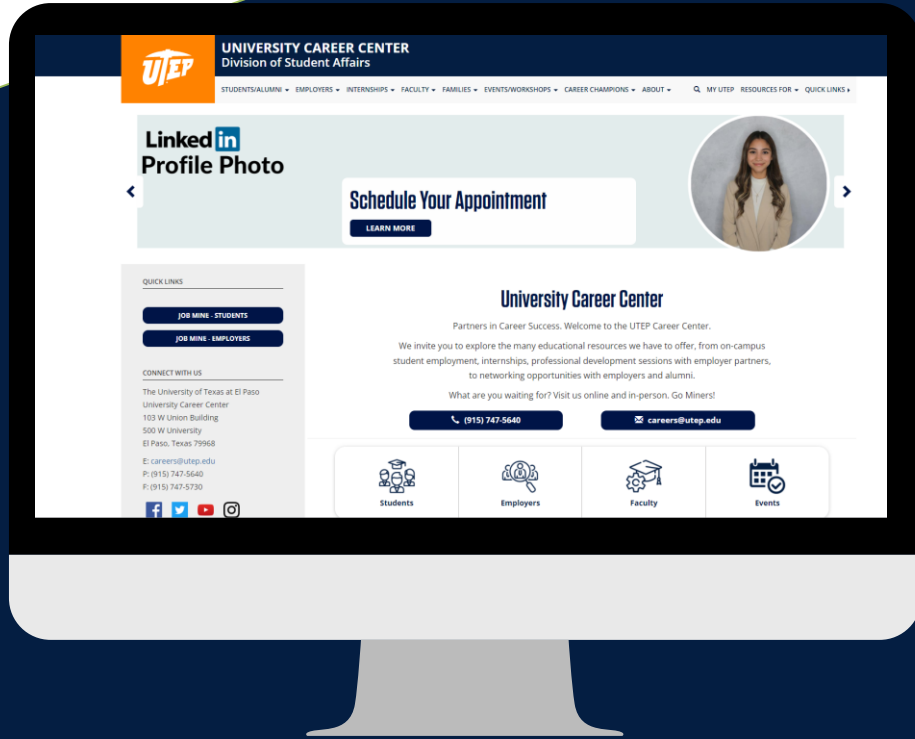
Creating Your Profile



2

Where can you access the login page?

Under the employer tab



Its live!!

utep.edu/careers



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1 Your Profile

Sign up as an Employer

Email Address (use your work email)


Password

Confirm Password

Sign Up

One Trusted, Integrated

Recruit top students from colleges, universities, colleges



- Use your UTEP email address
- Alma Mater is optional
- Personal info can be updated at any time

2

Welcome to Handshake

Before continuing, we need a bit more info

First Name

Last Name

Phone Number

Job Title

Country 

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

☐ Education

Add your Alma Mater

School Name

Grad Year

☐ My school is not listed, let me type my own

[Add another Alma Mater](#)

Save and continue

Handshake



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Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):



Be Accurate and Trustworthy: Tell the truth about your company, your team and the jobs available. If your opportunities require upfront costs, disclose that in your company description and job postings.



Keep Your Commitments: When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.



Be Fair: Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.



Keep Student Info Confidential: Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Click I agree to the terms of Services and Privacy Policy

Are you a 3rd party recruiter working on behalf of another company?

Yes

No

Select No



I agree to the [Terms of Service](#) and [Privacy Policy](#)



I agree to receive marketing messages including promotions and special offers from Handshake.

Save and continue

**As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).*

Creating Your Department Profile



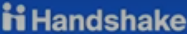
2

What is an Employer Owner ?




- The role of Owner is limited to one user per UTEP Department profile. This user has the ability to manage all roles, **including editing the company's branding page and managing teammates in Handshake.**
- The Owner is typically the person who originally created the company profile in Handshake, however, this role can be transferred to another teammate if needed. *For more details, refer to [How to Transfer Ownership](#).*

5

Help Heriberto ▾

Step 3 of 3 - Join CompanyNext: Connect to Schools

Great! It looks like your company is already in Handshake.




Request

Starwars Lightsaber Company

Proudly manufacturing lightsabers for all galaxies.

A Galaxy Far, Far Away... | <https://www.utep.edu/student-affairs/careers/>



Request

University of Texas at El Paso (UTEP)

The University of Texas at El Paso (UTEP) is forging dramatic new directions in higher education. UTEP has become a national model for creating and successfully executing highly competitive academic and research programs while maintaining a deep commitment to serving a 21st century student demographic. It is this dedication to providing access and excellence to students in the region that has resu

Are you a part of a division within this company?

No problem. First join this company, and then you'll be able to set up your division within it.

Unable to join?

For security reasons, if you're using a personal email address you won't be able to join this company. Either [contact us](#) or [start the sign-up process over](#) with your company email address.

Not your company?

Create New Company

If you cannot find your department, then click create new company

Company Profile

Name must include UTEP in the front.
For example, UTEP Career Center



Start your company profile

Add a name, images and other important details to build your company's profile. See how to create a high quality profile [here](#).

Company Name *

UTEP Center for Community Engagement

Company Logo


Add a logo

This is the main image associated with your company. Make it count!

Banner Image

Logo preview

This is how your company's name and logo will display when students search for your profile or jobs.



UTEP Center for Community Engagement

Company Profile

Select Higher education

Put Department Website

Add your office address

Tip: Copy & Paste from Job Mine

Leave Blank

Contact info- Department phone #
and Department email address

Industry * Higher Education

Website * utep.edu/cce

The company's main web presence. Alternatively, you can use a public page on Facebook, Yelp, etc.

Location * 1514 Hawthorne Street, El Paso, Texas 79902, United States

Description * The UTEP Center for Community Engagement



Students read company descriptions to learn what you do and who you are. Make it count!

Company Size * 10 - 50

Choose one of the given options

Employer
Identification
Number
(EIN)

Also known as a Federal Tax Identification Number.

Public
Email

What is your company's public facing careers email address?



Undergoes Handshake & Career Center Approval

We're reviewing your new account

Thanks for your interest in joining Handshake!

As part of Handshake's trust and safety process, we validate new employer accounts when they are created. To learn more about how we validate accounts, check out our Help Center's [employer validation article](#).

What happens next?

We'll email you as soon as your account is ready. For most employers, this is within a day or even hours. In the meantime, [contact our Trust & Safety team](#) if you'd like to speak with someone, or learn how to make the most of Handshake with [this 10-min. tutorial](#).



Requesting UTEP

Once approved, in the search bar, type The University of Texas at El Paso. Then click





The screenshot shows a Handshake profile for 'the University of Texas at El Paso'. The search bar at the top contains 'the University of Texas at El Paso'. Below the search bar, the profile for 'The University of Texas at El Paso - UTEP' is displayed, with the address '500 West University Avenue, El Paso, Texas 79902, United States'. The profile header features a blue banner with various icons. Below the banner, the profile name 'UTEP Chicano Studies' is shown with a green 'U' logo. The location is 'El Paso, Texas 79968, United States' and the company type is 'No company type'. The profile is categorized as 'Higher Education' with '10 - 50 employees'. There are tabs for 'Overview', 'Reviews' (0), and 'Interviews' (0). The 'About UTEP Chicano Studies' section describes the instructional and research program dedicated to the study of the Mexican-origin population in the United States. The 'Contact Information' section includes the website 'https://www.utep.edu/liberalarts/chicano/', phone number '9157475462', and email 'chicstds@utep.edu'. The 'Jobs at UTEP Chicano Studies' section states 'No jobs posted.' and 'Follow UTEP Chicano Studies to receive notifications'.





Requesting UTEP

Click Request










Favorites filter off ▾

Help ▾

Rosa Gomez ▾

The University of Texas at El Paso [Follow School](#)



LOCATION
500 West University Avenue, El Paso,
Texas 79902, United States

TYPE
Public

NICKNAME
UTEP

SIZE
10,000 - 25,000 students


MISSION
UTEP is a comprehensive public
research university that is increasing
access to excellent higher education. We
advance discovery of public value and
positively impact the health, culture,
education, and economy of the
community we serve.

Label

No labels have been added.

Select a label...

Create New Label



School Approval

You're not yet connected with The University of Texas at El Paso.

[Request connection](#)

Upcoming Career Fairs

UTEP Career EXPO 2023

Organized by [Claudia Dominguez](#)


September 21st 2023 at 9:00 am MDT

Spring Career Fair 2024

Organized by [Jacob Monarez](#)

February 1st 2024 at 9:00 am MST

[View All Upcoming Career Fairs](#)

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Handshake

Additional Tip: What if I switch roles or leave the department?

1

Help ▾ Amey Gomez ▾

2

Help ▾ Amey Gomez ▾

- Your profile
- User settings
- Teammates
- Surveys
- Switch users
- Sign out ↗

3. Scroll to the bottom of the page

4

Leave Employer

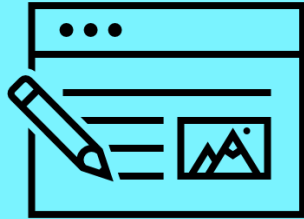
Is [University of Texas at El Paso \(UTEP\)](#) not your employer? You can [leave them and connect with a different employer account.](#)

Cancel

Update User

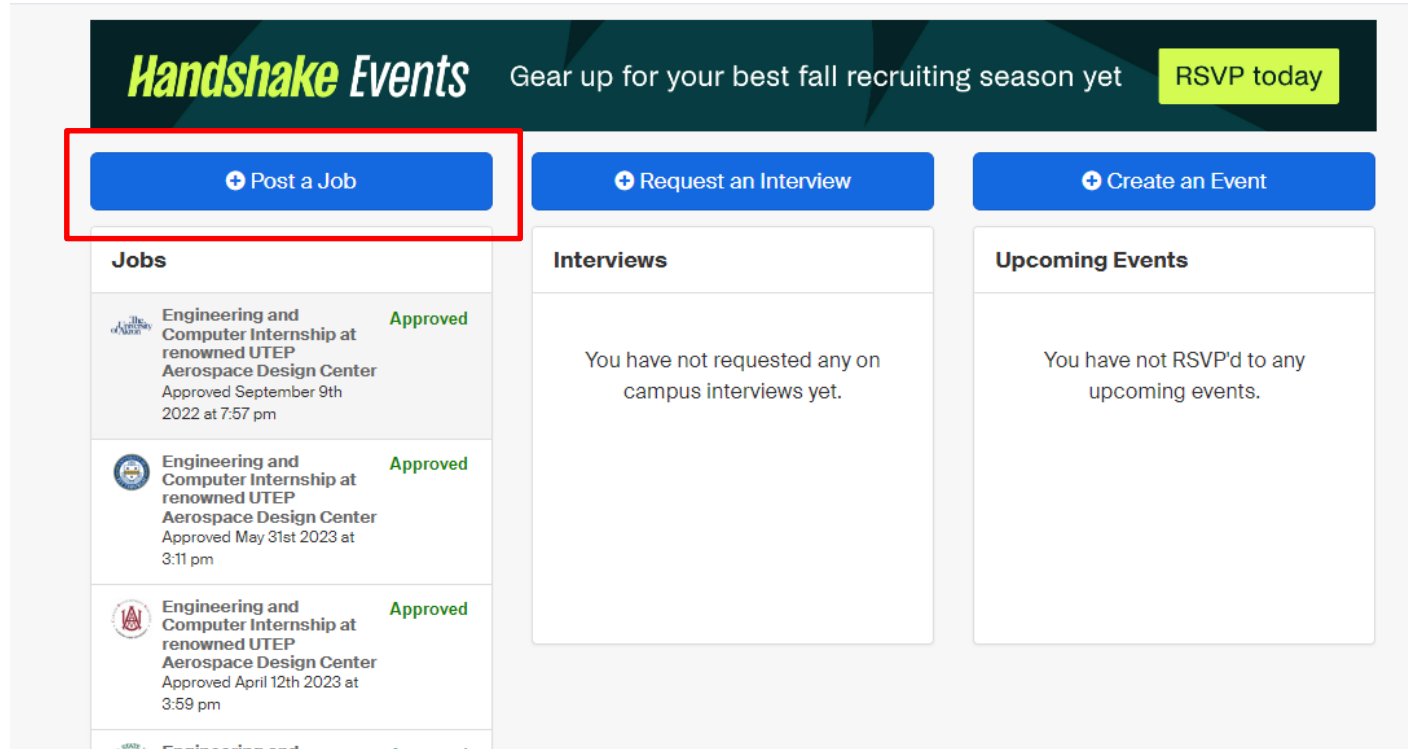


How to Post a Job



3

Click **Post a Job** from your home dashboard






The screenshot shows the Handshake Events dashboard. At the top, there's a dark green header with the 'Handshake Events' logo in green and white. To the right of the logo is the text 'Gear up for your best fall recruiting season yet' and a yellow button that says 'RSVP today'. Below the header, there are three blue buttons: '+ Post a Job', '+ Request an Interview', and '+ Create an Event'. The '+ Post a Job' button is highlighted with a red rectangular border. Below these buttons are three columns. The first column, titled 'Jobs', lists three identical internship postings from 'The University of Texas at El Paso' for an 'Engineering and Computer Internship at renowned UTEP Aerospace Design Center'. Each listing is marked as 'Approved' in green. The second column, titled 'Interviews', contains the text 'You have not requested any on campus interviews yet.' The third column, titled 'Upcoming Events', contains the text 'You have not RSVP'd to any upcoming events.'

Handshake Events Gear up for your best fall recruiting season yet [RSVP today](#)

[+ Post a Job](#) [+ Request an Interview](#) [+ Create an Event](#)

Jobs

-  Engineering and Computer Internship at renowned UTEP Aerospace Design Center Approved September 9th 2022 at 7:57 pm
-  Engineering and Computer Internship at renowned UTEP Aerospace Design Center Approved May 31st 2023 at 3:11 pm
-  Engineering and Computer Internship at renowned UTEP Aerospace Design Center Approved April 12th 2023 at 3:59 pm

Interviews

You have not requested any on campus interviews yet.

Upcoming Events

You have not RSVP'd to any upcoming events.

- Needs to be completed in one sitting
- There are 5 sections you must complete: Basics, Details, Preferences, Schools, Preview
- A company profile must be created & approved to post a job
- On-campus employment is automatically set to - " *No US work authorization required (on-campus employment)*" for both hourly & Work-Study* positions.
- Students must be US work authorized for work-study

All fields required unless otherwise indicated

Where should students submit their application?

☒ Apply in Handshake
☐ Apply through external system

⚠ Job Apply Setting Apply Type is required

Job title

⚠ Job Title is required

Company Division (optional)

Job Type

☐ Internship
☐ Cooperative Education
☐ Experiential Learning
☐ On Campus Student Employment
☐ Fellowship
☐ Graduate School
☐ Job
☐ Volunteer

⚠ Job Type is required

Employment Type

☐ Full-Time
☐ Part-Time

⚠ Employment Type is required

⚠ Job title is required, Job apply type is required, Job type is required, Employment type is required, Candidate Contact Availability is required, Description is required, Hiring volume is required, One or more locations are blank. Please fill out or remove blank locations, You must opt out to not include estimated pay

< Basics Details Preferences Schools Preview Next >

1. Basics

Include Work-Study in the title for all work-study positions.

For example: **Work-Study: Employer Relations**

Choose Your Department

Select: "on-campus"

Select: Part-Time

Select Temporary

Where should students submit their application?

☒ Apply in Handshake
☐ Apply through external system

Job title

⚠ Job Title is required

Company Division (optional)

Job Type

☐ Internship
☐ Cooperative Education
☐ Experiential Learning
☐ On Campus Student Employment
☐ Fellowship
☐ Graduate School
☐ Job
☐ Volunteer

⚠ Job Type is required

Employment Type

☐ Full-Time
☐ Part-Time

⚠ Employment Type is required

Duration

☒ Permanent
☐ Temporary / Seasonal

Is this a Work Study job?
Work study jobs are for eligible students only.

☐ Yes
☒ No

Are you open to speaking with interested candidates?

☒ Yes, I want interested candidates to reach out to me for a conversation
☐ No, I'd rather candidates apply without contacting me

⚠ Candidate Contact Availability is required

2. Details

Description

Heading 1 **B** *I* U A ~~A~~      

Include the job description
and qualifications

You can copy and paste a description directly from your website – we'll retain all the formatting.

How many students do you expect to hire for this position?

This number can be approximate and will not be displayed to students.

Does this job have specific offices that students can apply to?

☒ Enter office locations ☐ Various United States locations ☐ Various global locations

Job location

[+ add another location](#)

☐ **Allow remote workers**

Paid or unpaid?

☒ Paid ☐ Unpaid

Select the one that best fits
your posting

Estimated pay

Jobs located in California, Colorado, New York, and Washington states (including jobs performed remotely from these states) must include an estimated pay range. Estimated pay ranges for jobs in other states are encouraged. [Opt out of estimated pay.](#)

Show pay by

Amount

Rate

Exact amount



\$ 9

USD

Per hour



Required documents (Optional)

- ☒ Resume
- ☒ Cover Letter
- ☐ Transcript
- ☐ Other Document (e.g. work sample, course schedule, or other misc documents)

3. Preference (qualifications)

i Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

Graduation date range (Optional)

Earliest grad date

month ▼ year ▼

Latest grad date

month ▼ year ▼

Hiring alumni? You can leave earliest graduation date blank.

School years (Optional)

☐ Freshman

☐ Sophomore

☐ Junior

☐ Senior

☐ Masters

☐ Doctorate

☐ Alumni

☐ Postdoctoral Studies

☐ Masters of Business Administration

☐ First Year Community / Technical College

☐ Second Year Community / Technical College

☐ Certificate Program

Minimum GPA (Optional)

Anyone can apply to the position, but you can filter applicants who meet your preferences

2.0 Minimum GPA requirement for UTEP

3. Preference (qualifications)

Select the major categories that best fit your posting.

Include the names to receive the applicant's resumes

Select: mail every time a student applies.
Select: only send applicants who match preferences

major categories (optional)

- ☐ Agriculture, Food & Horticulture - 0 of 9 majors selected
- ☐ Arts & Design - 0 of 19 majors selected
- ☐ Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- ☐ Civics & Government - 0 of 10 majors selected
- ☐ Communications - 0 of 7 majors selected
- ☐ Computer Science, Information Systems & Technology - 0 of 10 majors selected
- ☐ Education - 0 of 10 majors selected
- ☐ Engineering - 0 of 19 majors selected
- ☐ General Studies - 0 of 3 majors selected
- ☐ Health Professions - 0 of 19 majors selected
- ☐ Humanities & Languages - 0 of 13 majors selected
- ☐ Life Science - 0 of 14 majors selected
- ☐ Manufacturing, Production, and Skilled Trades - 0 of 4 majors selected
- ☐ Math & Physical Sciences - 0 of 6 majors selected
- ☐ Natural Resources, Sustainability & Environmental Science - 0 of 9 majors selected
- ☐ Social Sciences - 0 of 9 majors selected
- ☐ Technologies & Technicians - 0 of 15 majors selected

These consolidate individual majors across every school on Handshake. [Choose a specific major by school.](#)

Applicant package recipients (Optional)

Choose recipient

Not seeing the recipient you're looking for? [Create a new contact](#)

✕ Amey Gomez

- ☒ Email a summary of all applicants once my job expires
- ☐ Email every time a new student applies
- ☐ Send all applicants

Only send applicants who match all preferences

4. Schools



Job postings

Search your schools to add job postings

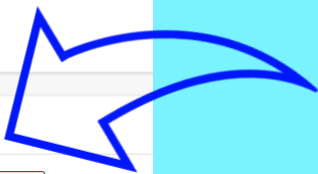
[Add All Schools](#) [Add Favorite Schools](#) [Find More](#)

Global apply start date ⓘ

Global expiration date ⓘ

Schools	Interview on campus?	Apply start date	Expiration date
<input checked="" type="checkbox"/> UTEP Career Center	<input type="checkbox"/>	<input type="text" value="2023/06/08 02:00 PM"/>	<input type="text" value="yyyy/mm/dd"/>

Post job to The University of Texas at El Paso. Set Application Start date & deadline



Jobs

Employer- Relations Work Study

Job #7940043 • Created 6/8/2023 by Amey Gomez • Expires 6/12/2023

Overview Schools

Congrats! Your job has been created.

Now get ready to meet your applicants

Once schools approve your job, students can start applying. You can view qualified candidates under **Matches**.

[View matches](#)

yet.

Employer- Relations Work Study

Job #7940043 • Created 6/8/2023 by Amey Gomez • Expires 6/12/2023

[Overview](#) [Schools](#) [Matches](#) [Applicants \(0\)](#) [Details](#)

UTEP Approval

Q This job is being reviewed

Schools must review and approve jobs before their students and alumni can apply to them. You can view their approval status on the [Schools tab](#)





Edit & Close & Re-open a Job



Close & Re-open a Job

← Jobs

Employer- Relations Work Study

Job #7940043 • Created 6/9/2023

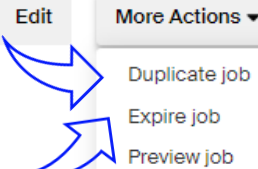
Overview Schools **Matches** Applicants Details

Creates
Unique Job ID

Click on Applicants to
view the applicants

Select: Duplicate to make a copy
of the job posting.
Note: will undergo an approval
process

Select: Expire
Job to close a job
posting



No matches to display

We can't find any candidates who fully match the filters you currently have applied.

WHAT YOU CAN DO

💡 Change your qualifications

Try lowering your minimum GPA or adding more majors to your qualifications, for example.

[Manage your qualifications →](#)

Select edit to make any
edits at any time. Does
not undergo approval

Writing Effective Job Descriptions



4



Job Description Requirements



Description: For Work-Study

MUST BE FINANCIAL AID WORK-STUDY ELIGIBLE

WORK-STUDY QUALIFICATIONS

To apply to a work-study position, a student must:

- have applied for Financial Aid
- be enrolled full-time
- maintain a 2.0 GPA minimum
- have need available

Please contact the Financial Aid Office for additional information at 747-5204

*****This offer of employment is contingent upon the satisfactory outcome of your criminal background check and obtaining a personnel security clearance, in accordance with the university guidelines and grant/contract requirements. You will be required to complete forms and submit documentation establishing your eligibility to work in the United States within the first three (3) days of your employment.*****



Description: For Hourly



*****This offer of employment is contingent upon the satisfactory outcome of your criminal background check and obtaining a personnel security clearance, in accordance with the university guidelines and grant/contract requirements. You will be required to complete forms and submit documentation establishing your eligibility to work in the United States within the first three (3) days of your employment.*****



Job descriptions are designed to:

Give a description of the overall job duties

They should include:

List responsibilities and skills needed

Job Descriptions Do's:

Make it presentable and readable

Job Descriptions Dont's:

Use jargon and leave out key details

Recap:

Action items:

- ☐ Create your account and create the department profile
- ☐ After profile has been approved, request to connect with University of Texas at El Paso
- ☐ Update Job Descriptions: need help? Email us iwork@utep.edu
- ☐ Encourage Students to activate their account
- ☐ Encourage any employer contacts you have to connect with our school on Handshake.

Contact US



Amey Gomez
Student Employment & Job
Listings Coordinator

iwork@utep.edu

Extension: 7525

Thank you!



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Handshake