Welcome!

Handshake at UTEP

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AGENDA

1 Handshake Overview

2 How to Create a Profile

3 How to Post a Job

4 Creating Effective Job Descriptions

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Handshake

What is Handshake?

1

Handshake

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

Handshake

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
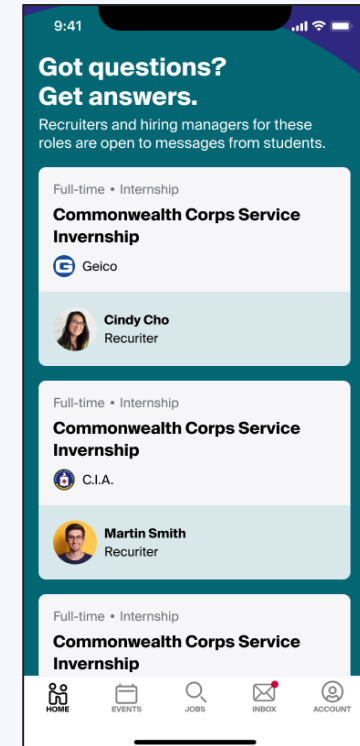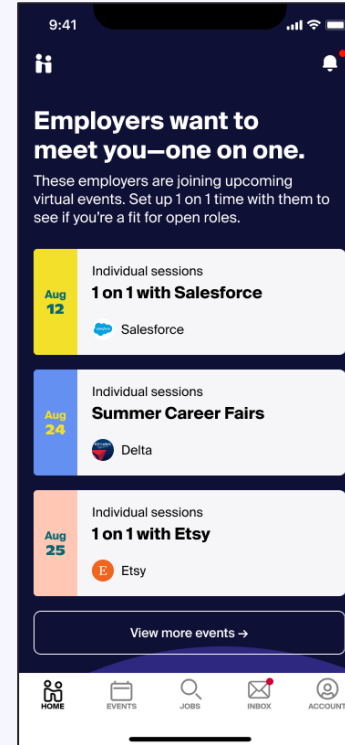
Screenshots from the Handshake Mobile App

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Handshake

Employers on Handshake

750k

employers of all shapes and sizes

100%

of the Fortune 500

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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
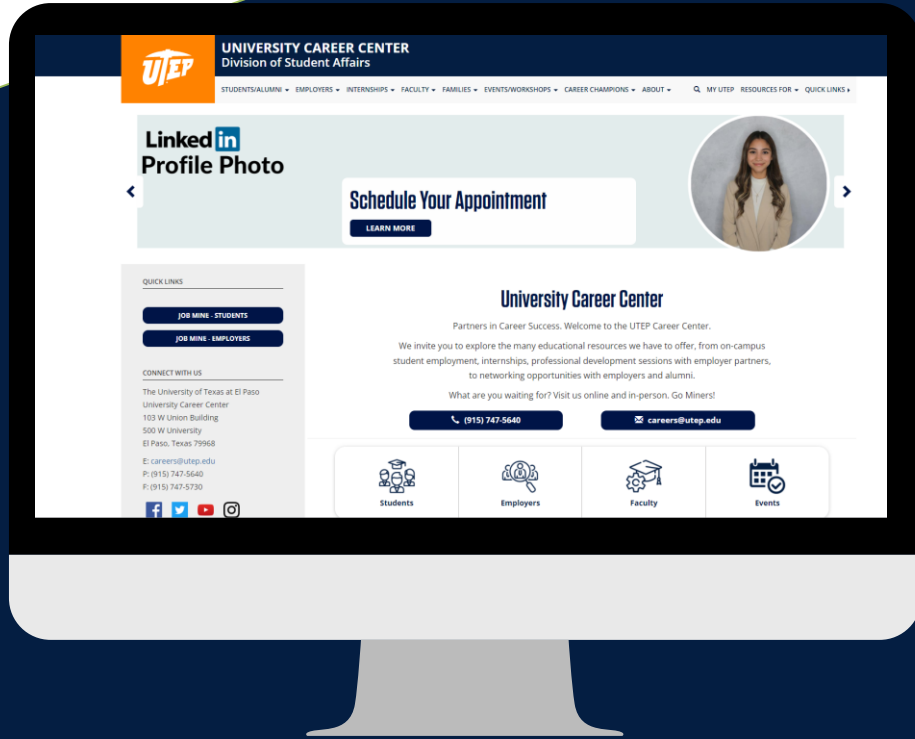
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Creating Your Profile

2

Handshake

Where can you access the login page?

Under the employer tab

Its live!!

utep.edu/careers

1 Your Profile

Sign up as an Employer

Email Address (use your work email)

Password

Confirm Password

Sign Up

One Trusted, Integ

Recruit top students
colleges, universities
college

EMORY
UNIVERSITY

FOOTHILL
COLLEGE

LTU

- 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

i.e. University Recruiter

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

Select School

Grad Year

2023

☐ 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.

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

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.

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.

Are you a 3rd party recruiter working on behalf of another company?   **Yes**   **No**

☐ I agree to the Terms of Service and Privacy Policy

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

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

Save and continue

Click I agree to the terms of Services and Privacy Policy

Select No

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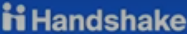*Handshake*

Creating Your Department Profile

Handshake

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.*

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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.

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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?

Public

Requesting UTEP

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

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Requesting UTEP

Click Request

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

1

🗓 🗗 🌐①   Favorites filter off ⌄   Help ⌄   **Amey Gomez** ⌄

⊕ Create an Event

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

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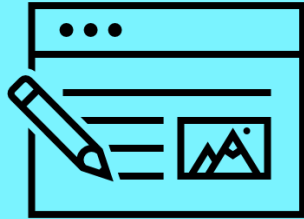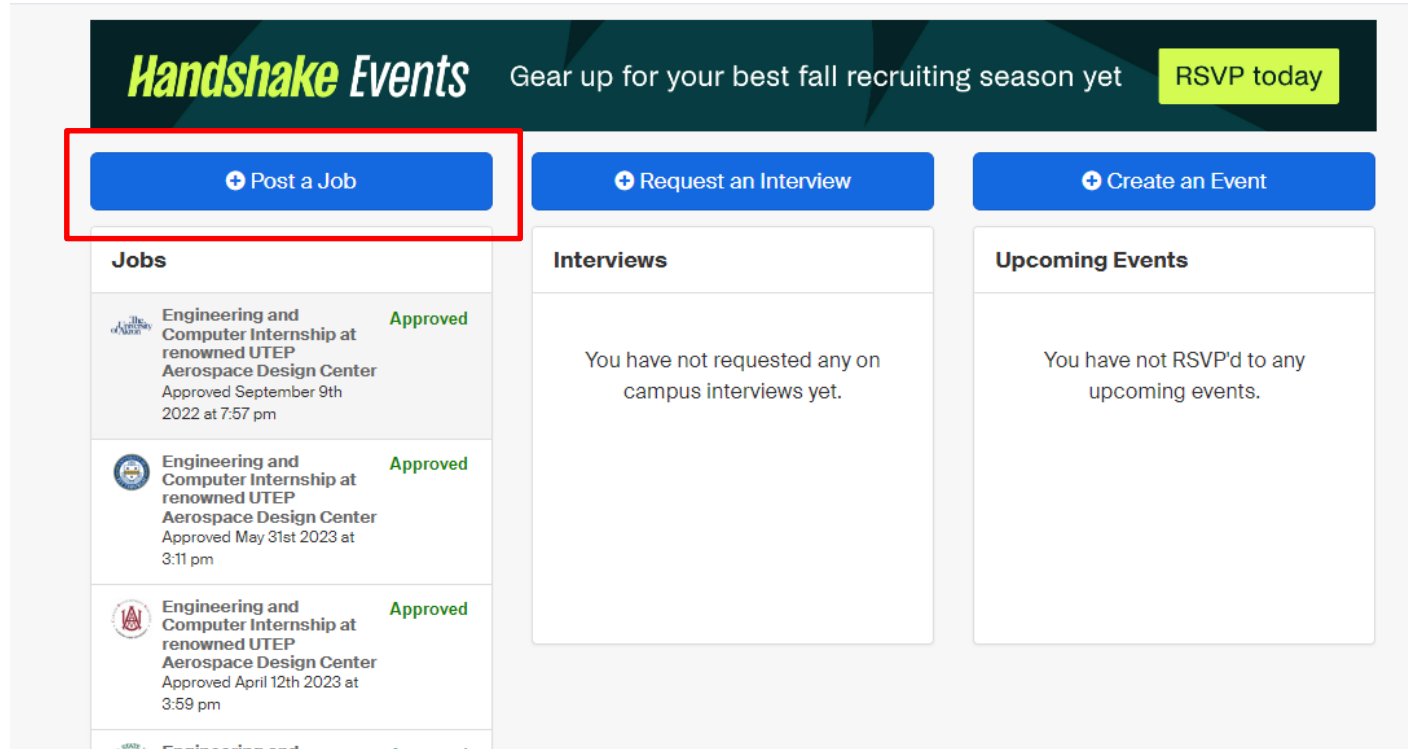
Handshake

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

- **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)

Select a division ▼

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

‹ | Basics | Details | Preferences | Schools | Preview | Next ›

⊗ 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 ✕

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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

Select: Yes or No

Where should students submit their application?
- ● Apply in Handshake
- ○ Apply through external system

Job title

⚠ Job Title is required

Company Division (optional)

Select a division ▾

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 requ...

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

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2. Details

Description

Heading 1 · B *I* U A 📝 ≔ ≔ ≡ 🔗 🖼 𝐼ₓ

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

Search

+ 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)

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3. Preference (qualifications)

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

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3. Preference (qualifications)

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)

Select the major categories that best fit your posting.

Include the names to receive the applicant's resumes

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

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

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4. Schools

Job postings

Search your schools to add job postings

Add All Schools   Add Favorite Schools   Find More

Global apply start date ⓘ
Set global start

Global expiration date ⓘ
Set global expiration

Schools	Interview on campus?	Apply start date	Expiration date
✕ UTEP Career Center	☐	2023/06/08 02:00 PM	yyyy/mm/dd

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

← Jobs
Employer- Re
Job #7940043 • Created 6

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**.

yet.

View matches
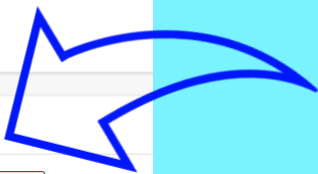
← Jobs
Employer- Relations Work Study
Job #7940043 • Created 6/8/2023 by Amey Gomez • Expires 6/12/2023

Overview   Schools   Matches   Applicants (0)   Details

UTEP Approval

🔍 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.

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Edit & Close & Re-open a Job

Close & Re-open a Job

← Jobs

Employer- Relations Work Study

Job #7940043 • Created 6/9/2023

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

Edit   More Actions ▾

Duplicate job

Expire job

Preview job

Overview   Schools   Matches   Applicants   Details

Creates Unique Job ID

Click on Applicants to view the applicants

Select: Expire Job to close a job posting

Select edit to make any edits at any time. Does not undergo approval
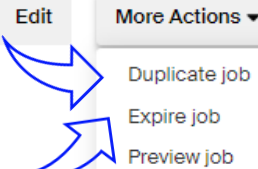
No matches to display

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 →

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Writing Effective Job Descriptions

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.

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Contact US

Amey Gomez

Student Employment & Job
Listings Coordinator

iwork@utep.edu

Extension: 7525

Thank you!