Handshake

UTEP FACULTY & STAFF HANDSHAKE SUPPORT GUIDE

UTEP UNIVERSITY CAREER CENTER

IN OFFICE AND VIRTUAL
915-747-5640 | careers@utep.edu
Union Building West, Room 103

@utepcareers

utep.edu/careers

Amey Gomez

Student Employment & Job Listing Senior Coordinator
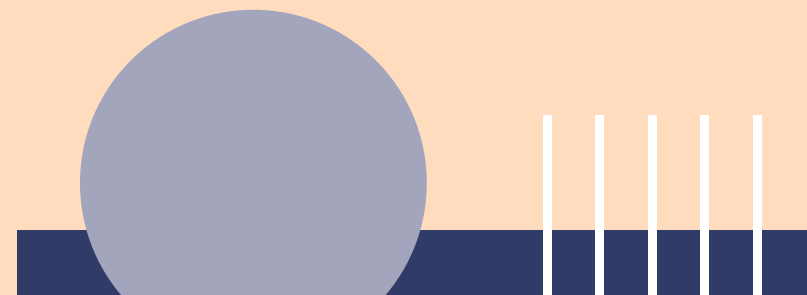
POC for UTEP Faculty & Staff

iwork@utep.edu

ex: 5640

AGENDA

1 HANDSHAKE OVERVIEW

2 CREATING YOUR EMPLOYER ACCOUNT

3 JOINING YOUR DEPARTMENT PROFILE

4 CREATING YOUR DEPARTMENT PROFILE

5 POSTING A JOB

6 CREATING EFFECTIVE JOB DESCRIPTIONS

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HANDSHAKE OVERVIEW

Handshake is UTEP's online employment database for students & alumni. Connecting them to career opportunities.

Opportunities in Handshake:

- Full-time/part-time positions
- Internships
- On-Campus student employment – hourly & work-study
- Professional positions
- Professional development events: Career Fairs, Workshops, and events for your student employees

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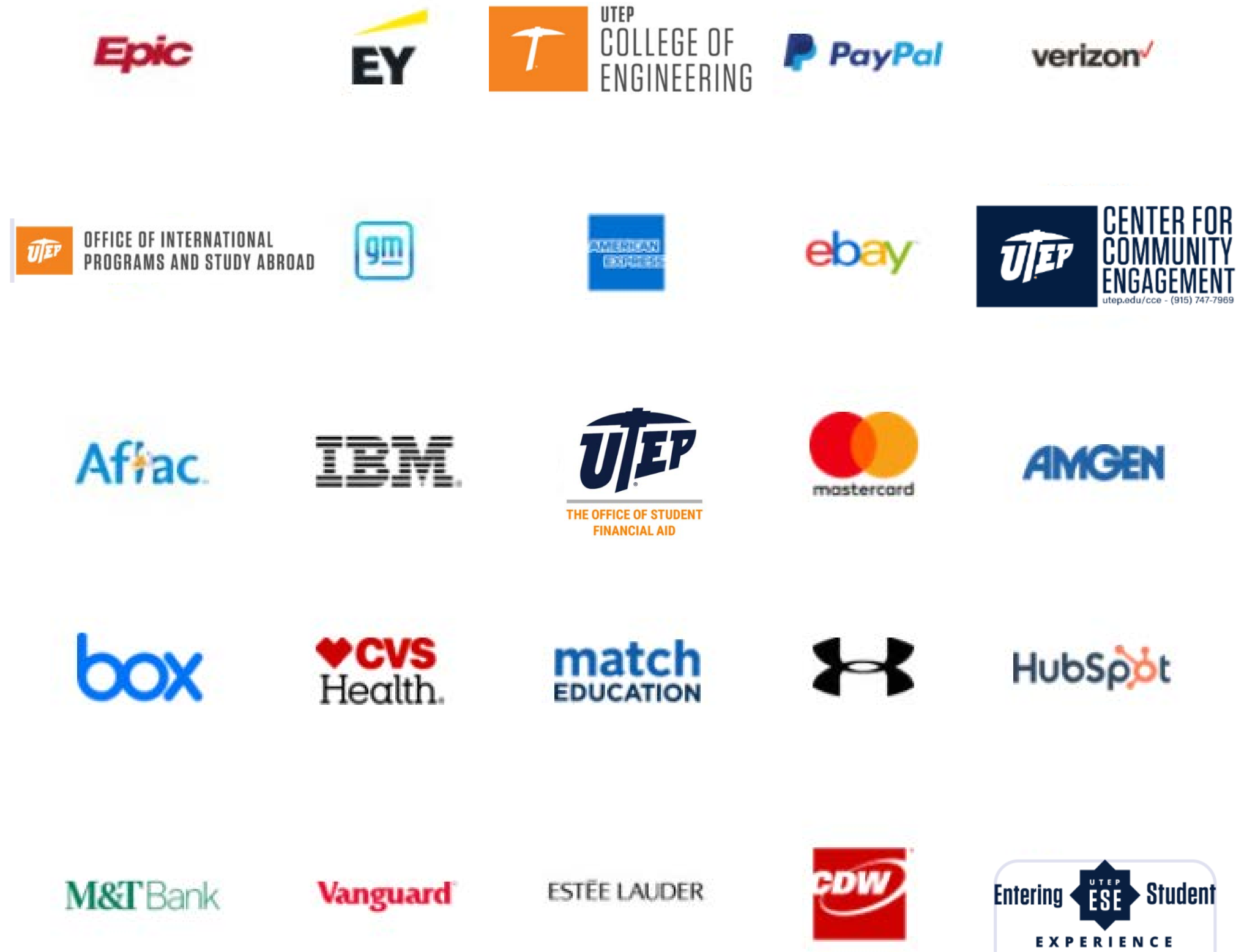Handshake

STUDENT EXPERIENCE

- All students have a Handshake account, and they activate it with their UTEP credentials

- Available on Web & Mobile App

- Based on the student's career interest, the system provides recommended jobs and events

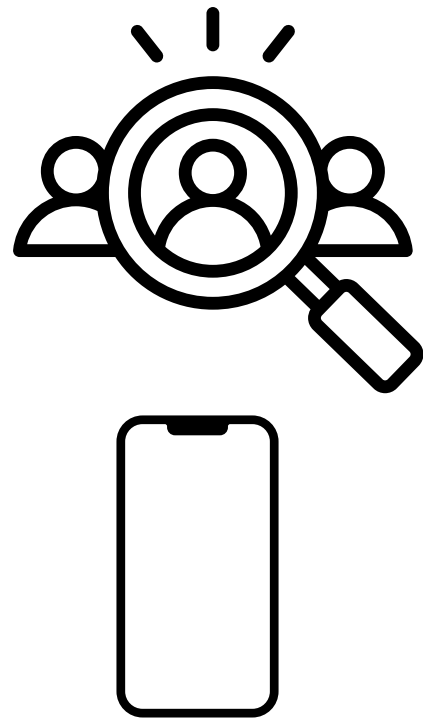- Message directly with employers (you can message students too)

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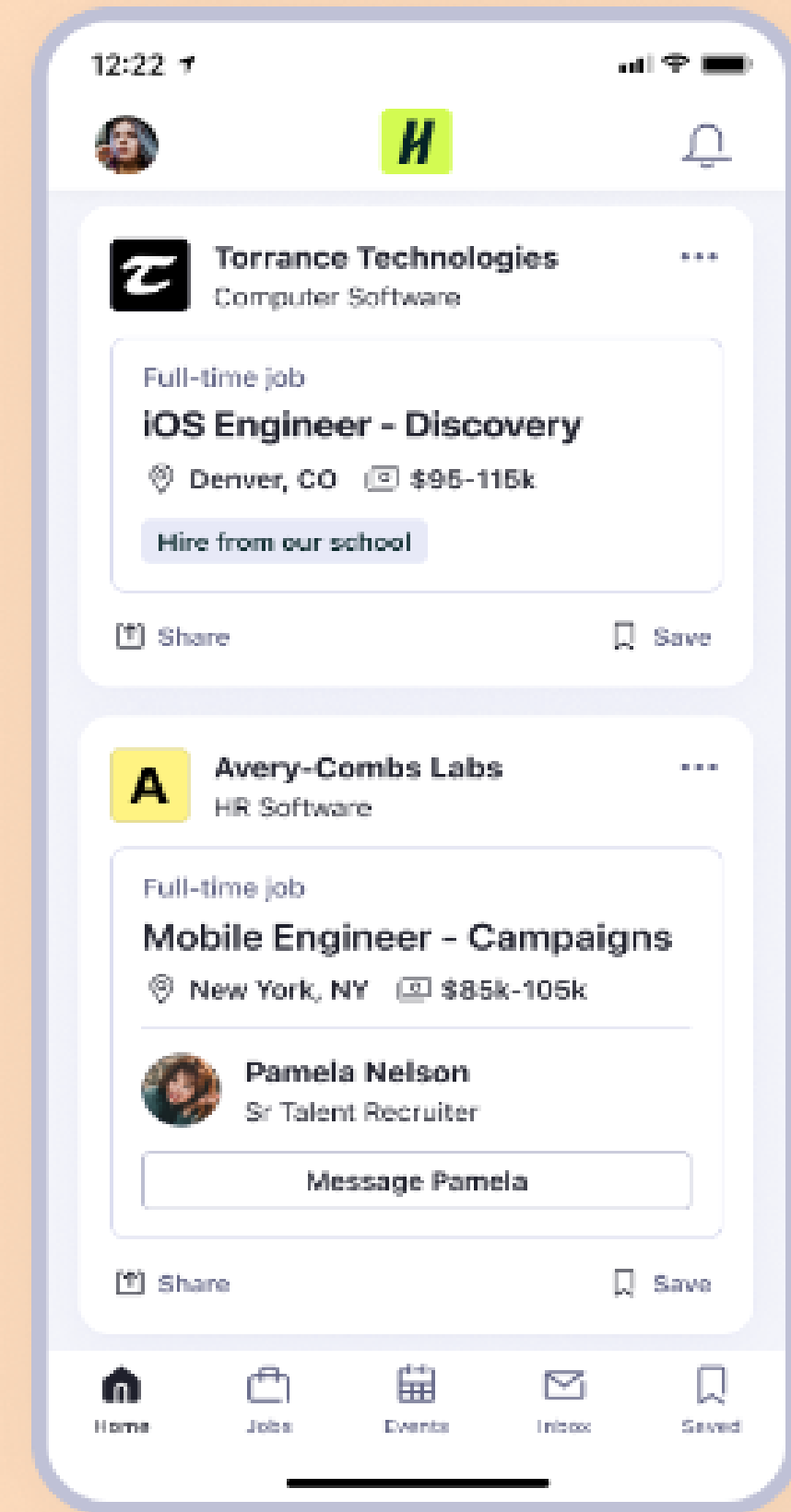
Handshake

EMPLOYERS ON HANDSHAKE

+66k

Local & national employers of all shapes and sizes

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Handshake

THE BENEFITS OF USING HANDSHAKE

Access to Talent Pools:
60% of enrolled students
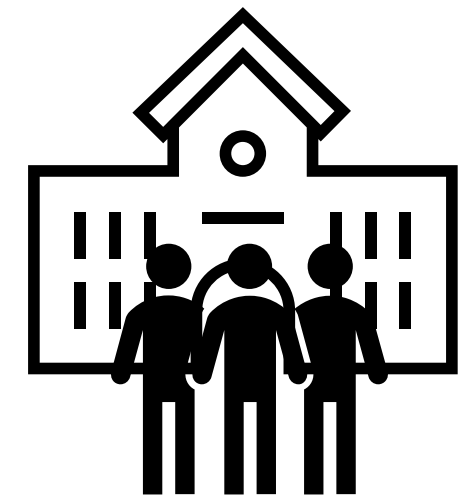**are in Handshake**

Targeted Recruiting:
Create personalized
job postings

Engagement Opportunities:
Register for fairs, events,
and receive email
announcements from the
UTEP Career Center

Increase Student's
Sense of Belonging:
An opportunity to
attend classes and
work on campus

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CREATING YOUR EMPLOYER ACCOUNT

Visit: **UTEP.EDU/CAREERS**

Access the Handshake employer login page

Under Quick Links- Employer Login
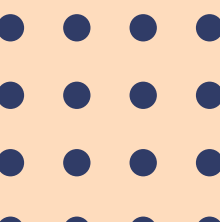
1

Sign up for free

Create an account to post your job—and gain access to more than 15 million verified students and alumni.

First name

Last name

Work email

Password

By clicking "Create account", I agree to the Handshake Terms of Service and have read the Privacy Policy.

Already have an account? Log in

Create account

2

Verify your email! Check your inbox.

Click the link we sent to your email to confirm your account.

Didn't get the email? If lee@sprinkledream.com is not the correct email, please restart the process, check your spam, or contact us for additional help.

3

Complete your profile, Jennifer Dias!

Double your candidate engagement when you complete your user profile.

User profile photo (optional)

JD

Job title

Types of candidates you're looking for

Search to add

You can add more later.

Phone number

Education history (optional)

School name

Graduation year

2025

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

+ Add another school

Are you a third-party recruiter working on behalf of another company?

Yes   No

Continue

- Sign in with your UTEP email address & information
- Education History is optional
- Personal Information can be updated at any time
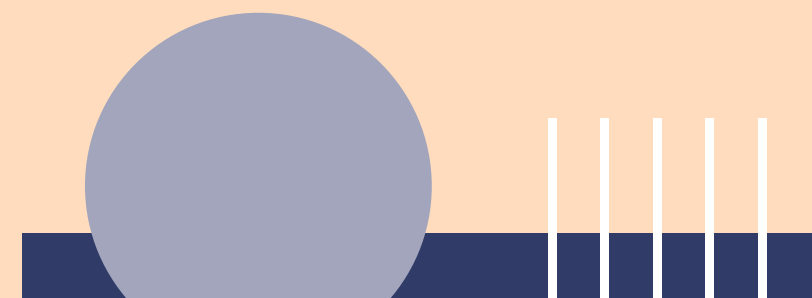
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JOINING YOUR DEPARTMENT PROFILE

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JOINING YOUR DEPARTMENT PROFILE

1

Create or join your company

100% of Fortune 100 companies rely on us to hire their future workforce.

Company name

Search

Continue

2

Create or join your company

100% of Fortune 100 companies rely on us to hire their future workforce.

Company name

utep

UTEP Diana Natalicio Institute for Hispanic Student Success
El Paso, TX

UTEP Engineering Technology Center

UTEP COLLEGE OF NURSING
El Paso, TX

UTEP Vice President for Student Affairs VPSA
El Paso, TX

UTEP InSPIRE: Institute for Scholarship, Pedagogy, Innovation and Research

UTEP Criminal Justice and Security Studies
El Paso, TX

UTEP Connect - Extended University
El Paso, TX

UTEP Political Science and Public Administration
South Plymouth, NY

UTEP Liberal Arts Center for Instructional Technology (LACIT)
El Paso, TX

UTEP Registration and Records

3

Create or join your company

100% of Fortune 100 companies rely on us to hire their future workforce.

Company name

UTEP Engineering Technology Center

ETC

UTEP Engineering Technology Center
Higher Education

10 - 50 employees   Public   http://etc.utep.edu

Request to join

- If your department is listed, request to join.

- If your request takes longer than 3 business days, email iwork@utep.edu

4

Your request to join the company is under review.

Your request to join Sprinkle Dreams has been sent. We'll send you an email as soon as you're approved.

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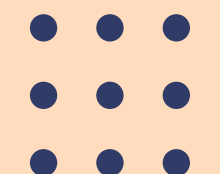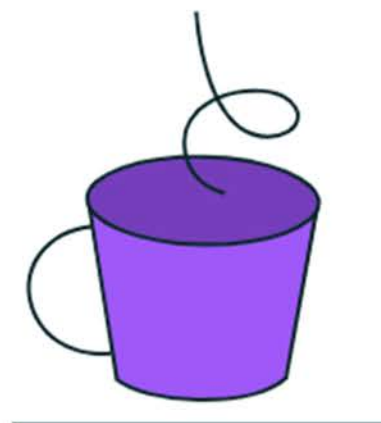
Your request to join University of Texas at El Paso (UTEP) is under review

Your request to join University of Texas at El Paso (UTEP) has been sent. We'll send you an email as soon as you're approved.

If you made this request accidentally, you can **cancel the request.**

- Accidentally requested the wrong department?
  - Select Cancel the Request

CREATING YOUR DEPARTMENT PROFILE

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EMPLOYER OWNER

- The first person to create a company profile is assigned, Employer Owner

- The role of the Owner is limited to one user per UTEP Department profile.

- User has the ability to approve and deny teammate requests, edit the company's branding page, and manage teammates in Handshake.

- Contact the UTEP Career Center at iwork@utep.edu to transfer Employer Ownership to someone else.

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CREATING YOUR DEPARTMENT PROFILE

1

Create or join your company

100% of Fortune 100 companies rely on us to hire their future workforce.
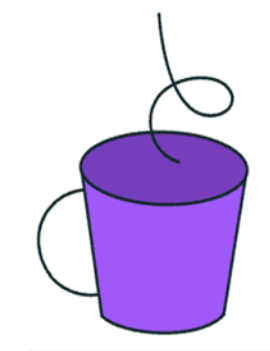
Company name

utep history department	⊗ Q

+   Create new company "utep"

Continue

- If your department is not listed, enter its full name in the search bar, click the option **+ Create a new company**

2

Create or join your company

100% of Fortune 100 companies rely on us to hire their future workforce.

Company name

UTEP Department of History	⊗ Q

+   Create new company "UTEP Department of History"

🏢   **utep history department**

Create company

Complete company details

73% of candidates are more likely to apply after seeing behind-the-scenes employer details. These details will show up on your company brand page.

⚠ An error has occurred.
Please refresh the page and try again.

MUST COMPLETE ALL REQUIRED FIELDS

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PHYSICAL MAILING ADDRESS

NAME MUST INCLUDE UTEP IN THE BEGINNING FOR EXAMPLE, UTEP CAREER CENTER

UPLOAD PNG, JPEG

SELECT HIGHER EDUCATION

DEPARTMENT WEBSITE

400 CHARACTER LIMIT

Complete company details

73% of candidates are more likely to apply after seeing behind-the-scenes employer details. These details will show up on your company brand page.

Company name

UTEP Department of History

☐ My legal company name is different from company name.

Company logo (optional)

Upload logo

This is used as the main thumbnail image associated with your company.

Industry

🔍

Website

http://

Description

Address

🔍

Enter full address or city/state/country. Entering full address will accelerate the verification process.

Public phone number (optional)

This is used by our Handshake partner institutions for further verification.

Public company email (optional)

This is used by our Handshake partner institutions for further verification.
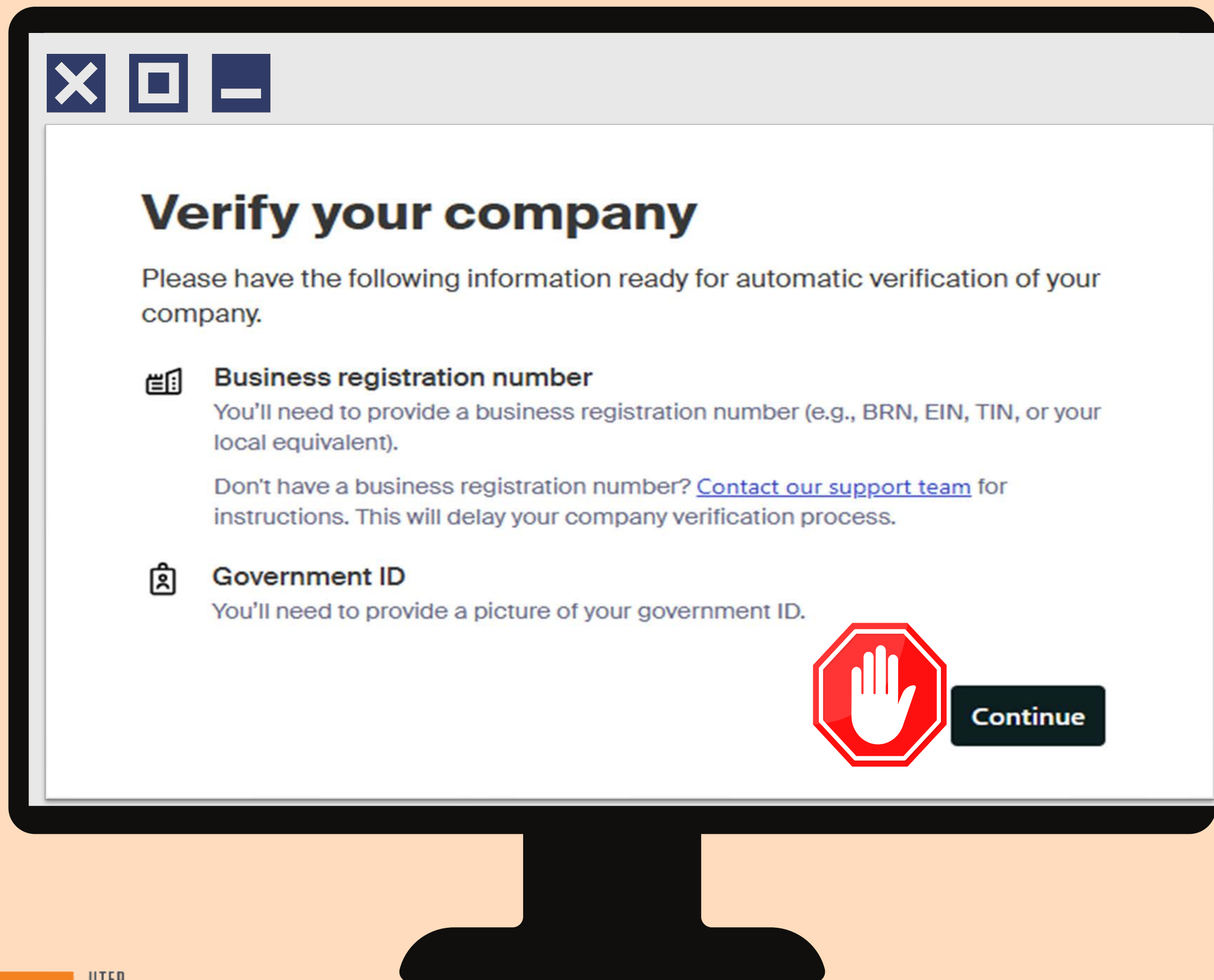
Company size

| 1 - 10 | 10 - 50 | 50 - 100 | 100 - 250 | 250 - 1,000 | 1,000 - 5,000 |

| 5,000 - 10,000 | 10,000 - 25,000 | 25,000+ |

Company type (optional)

| Public | Private | Government |

Continue

INCLUDE YOUR DEPARTMENT'S CONTACT INFORMATION: PHONE & EMAIL

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Verify your company

Please have the following information ready for automatic verification of your company.

Business registration number

You'll need to provide a business registration number (e.g., BRN, EIN, TIN, or your local equivalent).

Don't have a business registration number? Contact our support team for instructions. This will delay your company verification process.

Government ID

You'll need to provide a picture of your government ID.

Continue

DO NOT CLICK CONTINUE

Exit the page

The Handshake Safety Team will verify your account and send you an email confirmation.

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LAST STEP: CONNECTING WITH UTEP

Once your account is approved, the next step is to connect with UTEP

1

SEARCH THE UNIVERSITY OF TEXAS AT EL PASO

2

The University of Texas at El Paso [Follow School]

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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
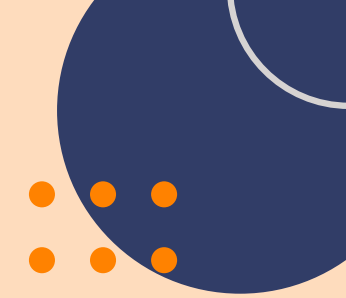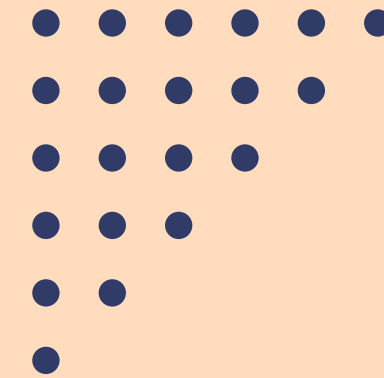
Post job to connect

Once a job is posted and approved at this school, you'll be able to message students and post events. If you don't have a job to post but would still like to engage, you may also email the school to request approval.

[Choose job]

CLICK CHOOSE JOB

NO JOB POSTING? EMAIL iwork@ utep.edu TO CONNECT
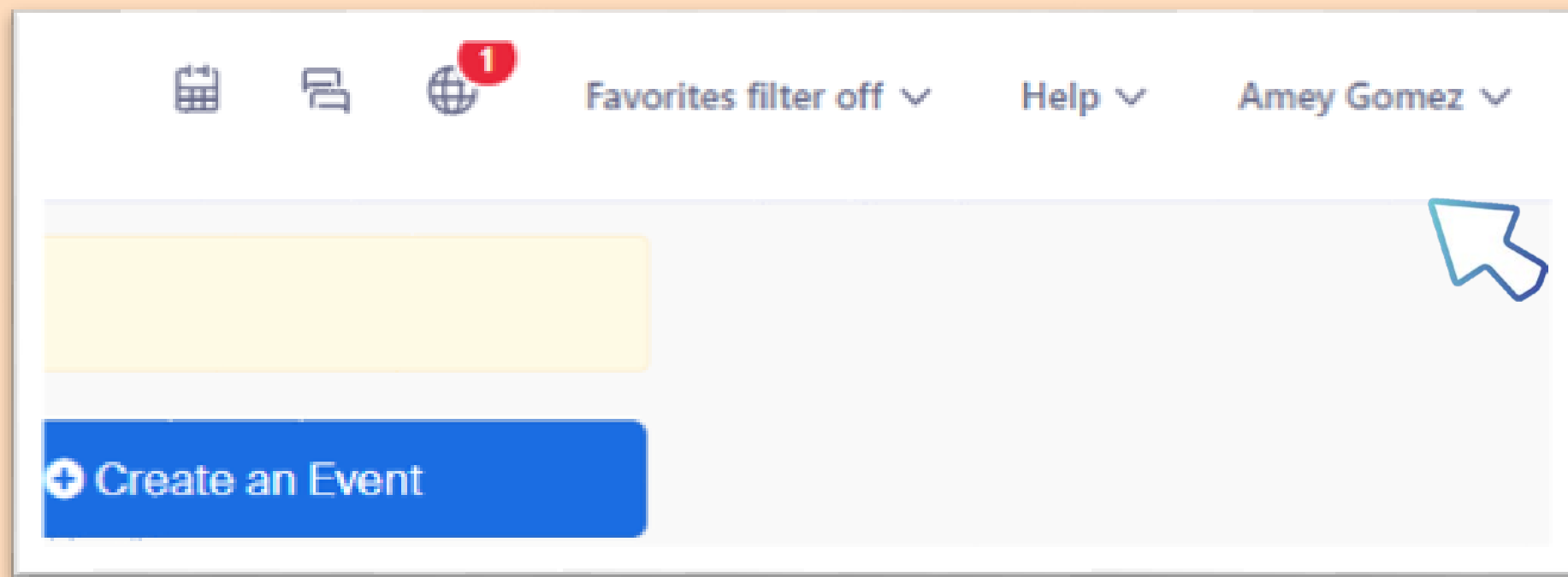
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?

BONUS TIP

HOW TO LEAVE A DEPARTMENT

1.SELECT YOUR NAME

Favorites filter off ⌄   Help ⌄   Amey Gomez ⌄

⊕ Create an Event

2. SELECT USER SETTINGS

Help ⌄   Amey Gomez ⌄

Your profile
User settings
Teammates
Surveys

Switch users

Sign out
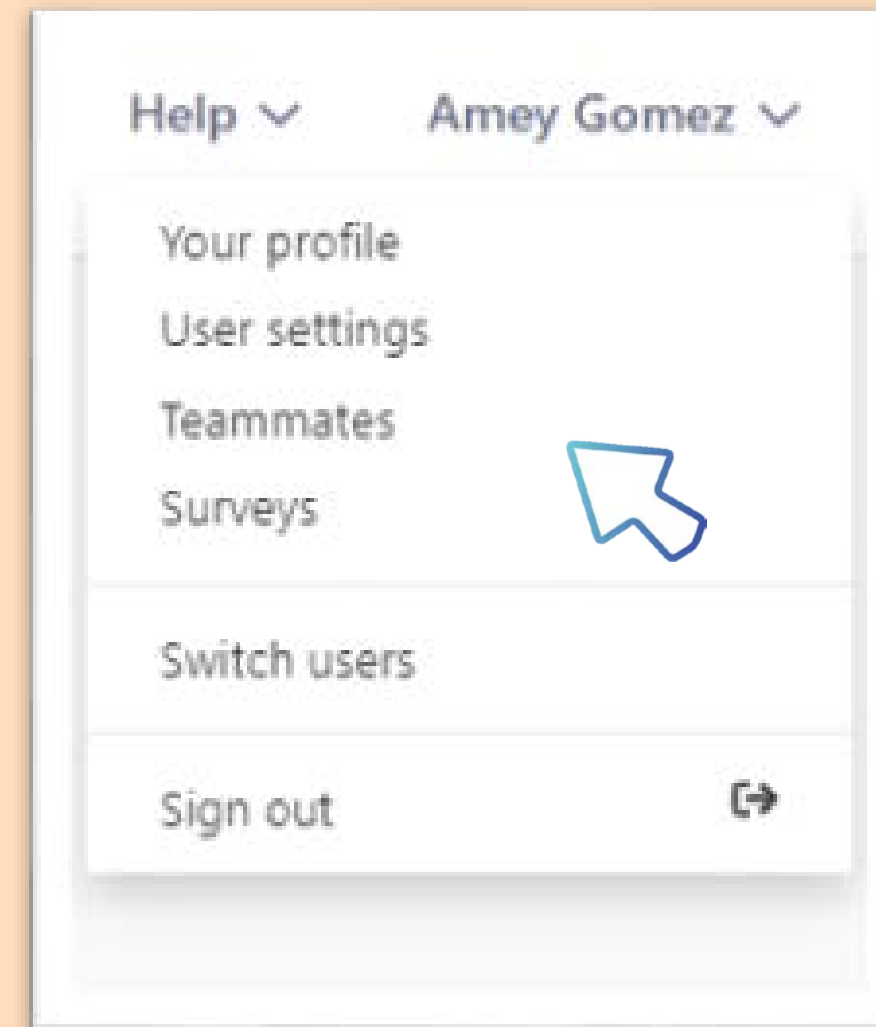
3. SCROLL TO THE BOTTOM OF THE PAGE: SELECT LEAVE

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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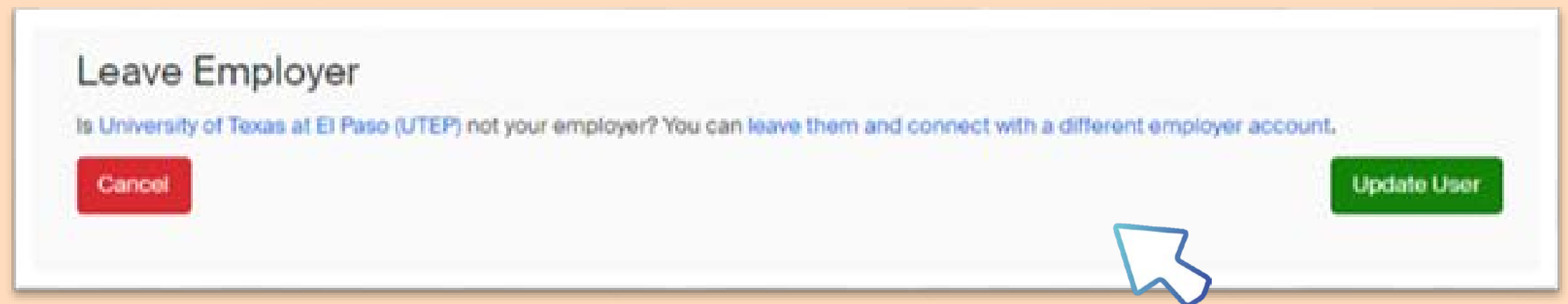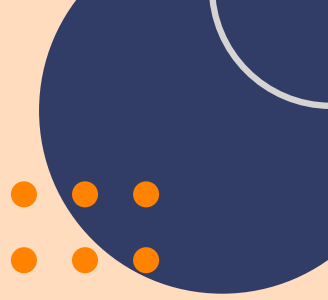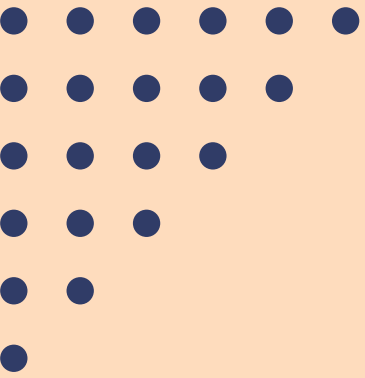
POSTING A JOB

5 THINGS TO KNOW BEFORE POSTING A JOB

- Jobs go through the Career Center's approval process

- All jobs posted in Handshake must comply to SB.17

- Work-study jobs are available to all students in Handshake. Make sure to verify candidates' eligibility with the Financial Aid Office

- You can save the job posting as a draft and continue later

- The Career Center has resources for job descriptions

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POSTING A JOB

HANDSHAKE HOMEPAGE

1.BASIC INFORMATION

INCLUDE THE JOB DESCRIPTION & QUALIFICATIONS
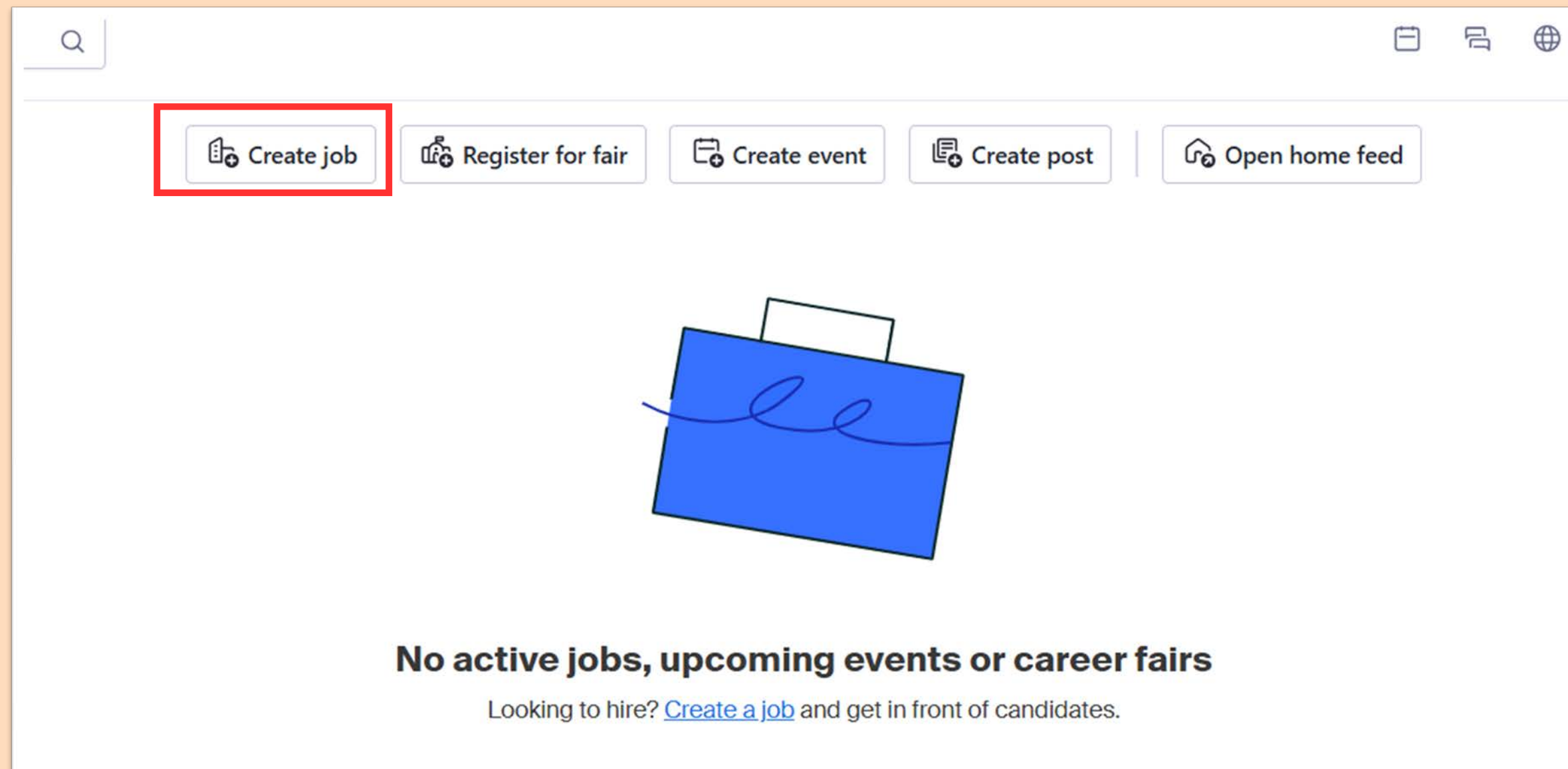
SELECT ON-CAMPUS STUDENT EMPLOYMENT

SELECT ONSITE AND PUT EL PASO TEXAS

Basic information

Job description   Copy description from existing job

Be sure to include specific skills you're looking for, minimum requirements, and expected responsibilities.

| B | I | U | ≔ | ≝ | 🔗 | Iₓ |

☑ ✨ Automatically fill in the rest of this job post using the job description. You'll get to confirm everything's correct before posting.

Continue

Position details

Job title

Tips for good job titles:
- Spell out words instead of using abbreviations ("Senior" instead of "Sr").
- Avoid using all caps.
- Avoid numbers or special characters.
- Keep it concise at 2–5 words.

Position type

○ Job

○ Internship

● On Campus Student Employment

○ Other

☐ Work-Study program

Back   Continue

Location requirements

Where should candidates expect to work?

🏢 Onsite	🏠 Remote	📍 Hybrid
Employee works in person from a specific location.	Employee works from home.	Employee works a combination of onsite and remote.

Onsite location

Add the city and state where ⌖ is located. If you're hiring in multiple cities, include them all.

☐ More than 50 locations

[🔍]

El Paso, Texas, United States ✕

☐ Job is located at residential address

Back   Continue

*INCLUDE "WORK-STUDY" AT THE BEGINNING OF THE JOB TITLE FOR ALL WORK-STUDY POSITIONS & SELECT

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2. TIME REQUIRMENTS & COMPENSATION

SELECT PART-TIME & TEMPORARY

Time requirements

How much should candidates expect to work?

🕐 **Full time** 30 hours per week or more	🕐 **Part time** Less than 30 hours per week

Hours (optional)

19   hours per   week

Employment duration

○ Permanent

● Temporary or seasonal

Estimated start date	Estimated end date
2024-01-01 📅	2025-01-01 📅

Back   Continue

SELECT PREFERRED PAY DETAILS

LEAVE BLANK

Compensation and benefits

What should candidates expect to earn?

Expected pay   Don't show pay

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

Range	Custom range	**Exact amount**	Unpaid

Rate	Amount	Currency
Per hour ⌄	8	USD ⌄

🖵 **Additional compensation** (optional)

Signing bonus   Bonus   Commission   Tips   Equity package

🗄 **Benefits** (optional)

Medical   Vision   Dental   Paid time off   Paid sick leave

Parental leave   401(k) match   FSA or HSA plans   Life insurance

Disability insurance   Student loan repayment   Tuition reimbursement

Relocation assistance   Commuter assistance   Pet insurance

🗑 **Perks** (optional)

Learning stipend   Home office stipend   Career development

Gym membership

Additional benefits (optional)

Have more to offer? Add a link to your company benefits page.

https://www.website.com

Back   Continue

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3. CATEGORIZE THE JOB

Categorize your job

Tell us the type of job you're hiring for by adding job role groups.

Job role groups

Search by job role or job role group. Add up to 3 groups. Learn more or request a new job role group.

e.g., Accountants, Electricians, Marketing Managers 🔍

Office and Administrative Support Workers ✕

Back

Continue

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4. CANDIDATE QUALIFICATIONS

📌 Must specify the candidate qualifications

📌 Students who do not meet the requirements will still be able to apply

📌 You can filter for qualified applicants

MINIMUM GPA REQUIRMENT IS 2.0

Candidate qualifications
Add your must-have qualifications to refine your candidate matches.

What you're looking for
Add up to 7 skills. We'll use these to show candidates at a glance what you're looking for.

Skills

[🔍]

creative ✕ Communication ✕ Problem Solving ✕ Teamwork ✕
Microsoft Excel ✕ Canva ✕ Social Media Content Creation ✕

School year (optional)

Freshman Sophomore Junior Senior Masters
Masters of Business Administration Doctorate Postdoctoral Studies
Certificate Program First Year Community / Technical College
Second Year Community / Technical College Alumni

Latest graduation date (optional)

Month   Year
--   ---

Major groups (optional)
Major groups combine related majors from every school on Handshake. Choose majors by school.

[🔍]

Minimum GPA (optional)
Only include if your job has specific requirements.

2

Back   Continue

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5.CHOOSE SCHOOLS

Choose schools

Where would you like to post your job?

ⓘ Because this is an on-campus job, it can only be posted to the school for which you are an **on-campus employer**. ✕

Choose schools

Choose from schools where you have permission to post Work-Study jobs. View permissions.

| Search by school name or location 🔍 | Lists ⌄ |

The University of Texas at El Paso ✕

Back   **Continue**

POST TO UTEP

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6. APPLICATION PROCESS & HIRING TEAM

Application process

What's the application window and process?

Application open date

2024-05-06 06:00 AM GMT-6

Application close date

2024-11-06 06:00 AM GMT-7

Number of hires

This will not show up to candidates.

1

How will candidates submit applications?

On Handshake
Keep all your applications in one place.

On a separate website
Enter a website or Applicant Tracking System URL.

Additional required documents on Handshake

- ☑ Handshake profile
- ☑ Resume
- ☑ Cover letter
- ☑ Transcript
- ☐ Other

Back   Continue

Your hiring team

Set up your hiring team to keep everyone informed, and manage how they receive updates.

Company division (optional)

Company divisions are managed by your administrator. Your hiring team can use them to organize and filter jobs.

Job owner

Amey Gomez   Add profile photo   Remove ⊗
Student Employment ...

Messaging availability

Give candidates the option to message you through the job post. Messages from candidates will not count against your message limit.

- ☐ Feature Amey Gomez as available for candidate messages

Email settings

- ☐ Send summary email once application period closes
- ☑ Send email when a candidate who meets qualifications applies
- ☐ Send email when a candidate applies

Hiring team members (optional)   Invite new teammate

Choose team member

Back   Continue

📌 In Email Settings, Select the 2nd option

📌 Job postings should expire after 1 month

📌 Make sure to at least select Resume.

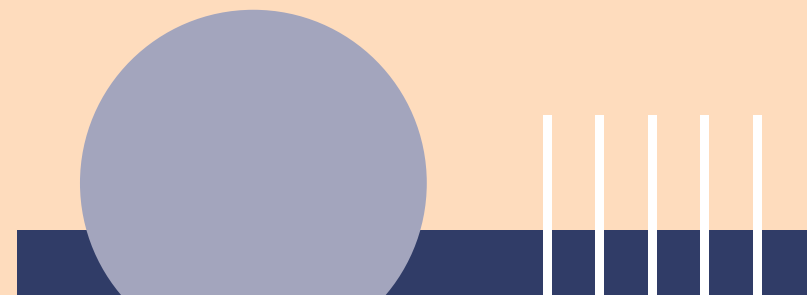Tip: select other to have student forward their work-study award email to you.

Save as draft   Post job   ✕

EDITING, CLOSING & DUPLICATING A JOB

← Jobs

Work- Study: Career Center Employer Relations Student Assistant

Job #8901118 • Created 4/17/2024 by Amey Gomez • Closes 5/13/2024

Edit job

Duplicate job

Close job

Click on the 3 dots to Edit, Close and/or Duplicate a job

Overview   Schools   Matches   Applicants (0)   **Job details**

Labels

Add label

Create new label

Basic information   **Select Edit**   ✏ Edit

Job description

The job start date will be after May 13 2024

Summary: Join the Employer-Relations team and enhance your leadership, problem-solving, communication, confidence, teamwork, and critical thinking skills This position supports the efforts of the University Career Center with its mission of providing programs and services that help prepare students and alumni with their career development. Don't miss this chance to level up your career and take charge of your professional journey!

Statement of Duties and Responsibilities:

Verifying and researching the job postings on Handshake using online websites and

View full description

Notes

View and add notes

On Campus Interviews

You have no on-campus interviews scheduled for this job.

Attachments

No attachments yet

Edit attachments

Position details   ✏ Edit

Job title

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Viewing Matches & Applicants

Peer Career Advisor (Liberal Arts)
Job #9900117 • Created 5/1/2025 by Moises Buenfil • **Closed 5/15/2025**

Overview   Schools   Matches   **Applicants (29)**   Job details

| Search by name 🔍 | Matching qualifications ⌄ | Status ⌄ | ⚖ Filters |

	Name ⌄	School ⌄	Major ⌄	Qualifications	Status ⌄	Application date ⌄
☐	Fabiola Gomez	The University of Texas at El Paso	English	3 of 3 ✅	• Pending	5/9/2025

Overview   Schools   Matches   **Applicants (29)**   Job details

1 selected. **Select all 29**   ✎ Message candidates   ▭ Manage labels   More ⌄

	Name ⌄	School ⌄	Major ⌄	Qualifications	Status ⌄	Application date ⌄
☑	Fabiola Gomez	The University of Texas at El Paso	English	3 of 3 ✅	• Pending	5/9/2025

You can invite students to apply to your job under "Matches"

You can View & Filter Applicants under "Applicants"

Message qualified candidates

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5. Viewing Matches & Applicants Student View

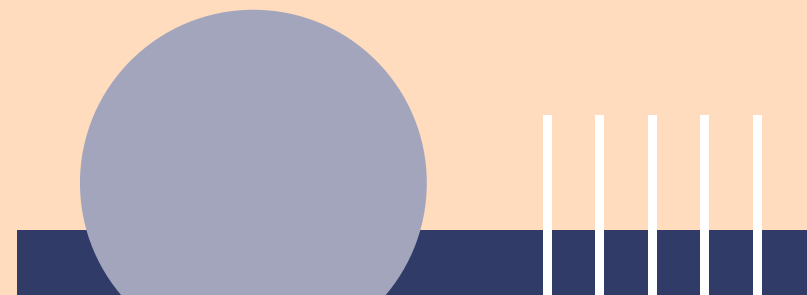**Students receive invitation messages through their Handshake inbox and outlook email**

CREATING EFFECTIVE JOB DESCRIPTIONS

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Job descriptions are designed to:

Give a description of the overall job duties

Job descriptions Should include:

A list of responsibilities and skills needed

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Job Descriptions Do's:

Make It Presentable and Readable

Add Key Details

Avoid Jargon

Examples:

- Utilize critical thinking and problem-solving skills to verify and research new employers, contacts, and jobs in Handshake by using online websites and database.

- Assist with front desk coverage as needed, to include: answering the phone, providing information of services, and interacting with students, employers, and visitors.

- Create flyers and advertisements for upcoming recruitment visits, events, and job openings using an info graphic software programs.

- Demonstrate professionalism in dealing with sensitive and confidential information
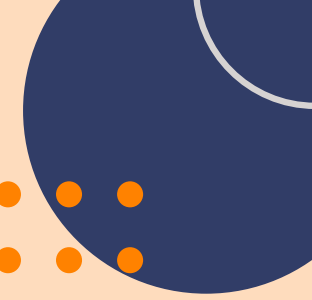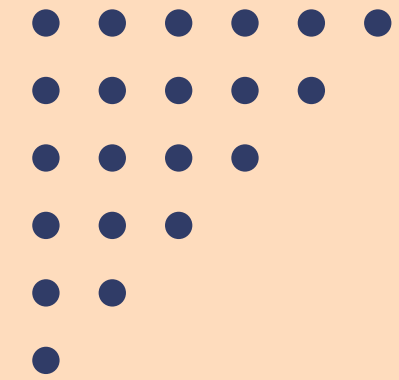
JOB DESCRIPTION REQUIREMENTS
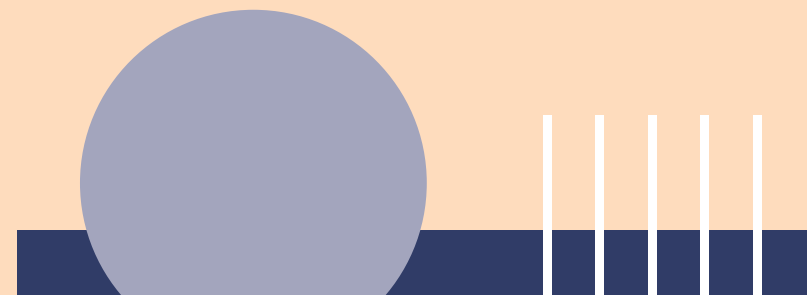
All On-campus Job Postings

*****This offer of employment is contingent upon the satisfactory outcome of your criminal background check. In accordance with the university guidelines. 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.*****

Work-Study Only

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.

* *

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SAVE THE DATE:

Work @ UTEP Job Fair
- Thursday, Sep 4, 2025, 10 a.m. - 1 p.m.
- UGLC Lobby
- Register on Handshake

Student Worker Training
- Friday, October 3,2025
- UGLC
- Email iwork@utep.edu

Career Expo
- Thursday, Sept. 18, 2025, 9 a.m. - 3 p.m.
- Friday, Sept. 19, 2025, 9 a.m. – 2 p.m.
- Don Haskins Center

Graduate and Professional School Fair
- Wednesday, Oct 1, 2025, 10 a.m. - 2 p.m.
- Tomás Rivera Conference Center

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SEE YOU ON Handshake

Email iwork@utep.edu for assistance

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