

EMPLOYER HANDSHAKE SUPPORT GUIDE

Employer Relations Team

Email: recruit@utep.edu



UTEP
UNIVERSITY
CAREER CENTER

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

@[utepcareers](https://www.instagram.com/utepcareers)
   

utep.edu/careers

AGENDA

- 1 HANDSHAKE OVERVIEW
- 2 CREATING YOUR EMPLOYER ACCOUNT
- 3 JOINING YOUR COMPANY PROFILE
- 4 CREATING YOUR COMPANY PROFILE
- 5 POSTING A JOB

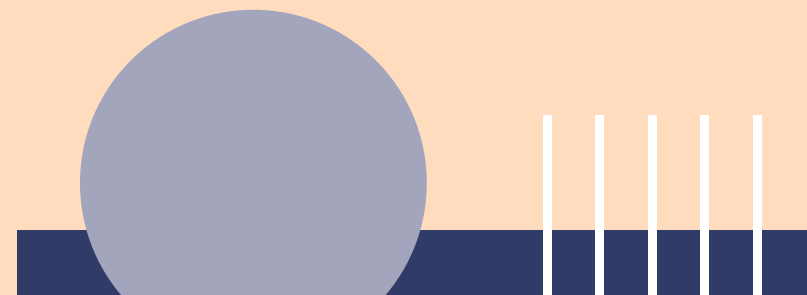


BEFORE GETTING STARTED

1. Have your job description ready.
 - Interested in starting an internship program? Click [here](#) to learn more.
2. For student safety, be prepared to verify your company information and identity.
3. If you need help, contact us at recruit@utep.edu



HANDSHAKE OVERVIEW



1

HANDSHAKE OVERVIEW

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

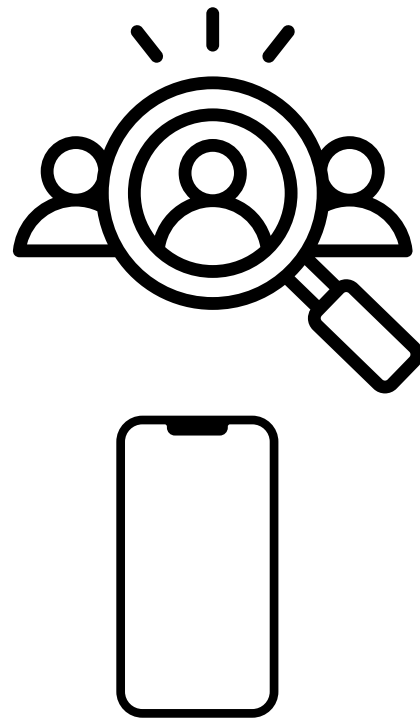
What to Post in Handshake:

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



1 THE BENEFITS OF USING HANDSHAKE

**Access UTEP Talent:
Reach to over 14,000*
Students & Alumni**



**Targeted Recruiting:
Create Personalized
Job Postings**



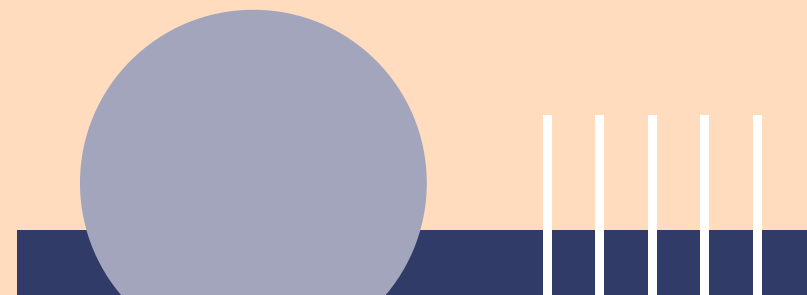
**Engagement Opportunities:
Register for Fairs, Events,
and Receive Email
Announcements from the
UTEP Career Center**



*** Active students & alumni accounts in Handshake**




CREATING YOUR EMPLOYER ACCOUNT





Visit: **UTEP.EDU/CAREERS**



**UNIVERSITY CAREER CENTER**

STUDENTS ▾ EMPLOYERS ▾ HANDSHAKE ▾ INTERNSHIPS ▾ EVENTS/WORKSHOPS ▾ INFORMATION FOR ▾ ABOUT ▾

MY UTEP RESOURCES FOR ▾ QUICK LINKS ▾

**For LinkedIn**

SCHEDULE YOUR APPOINTMENT

LEARN MORE

FREE Profile Photo

QUICK LINKS

STUDENTS LOGIN

EMPLOYERS LOGIN

CONNECT WITH US

The University of Texas at El Paso
University Career Center
103 W Union Building
500 W University
El Paso, Texas 79968
E: careers@utep.edu

UNIVERSITY CAREER CENTER





Partners in Career Success. Welcome to the UTEP Career Center.

We invite you to explore the key educational resources we have to offer, from on-campus student employment, internships, professional development sessions with employer partners, to networking opportunities with employers and alumni.

We are ready to help you? Visit us online and in-person. Go Miners!

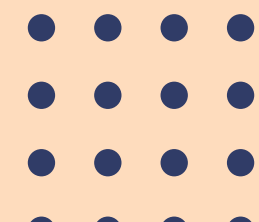
(915) 747-5640

careers@utep.edu



**Access the Handshake
employer login page**

**Under Quick Links-
Employer Login**



2

CREATING YOUR EMPLOYER ACCOUNT

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)



Job title

Types of candidates you're looking for

You can add more later.

Phone number

Education history (optional)

School name

Graduation year

☐ 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

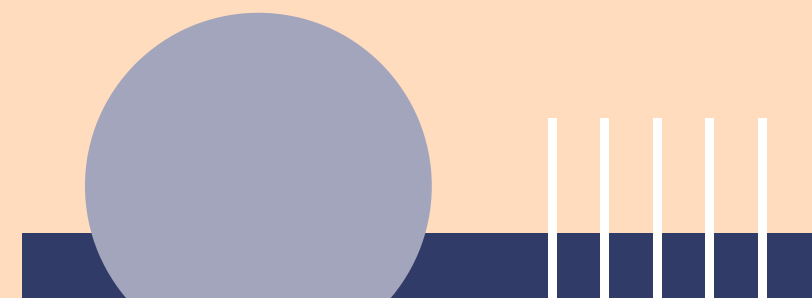
- Sign in with your company email address & information
- Education History is optional
- Personal Information can be updated at any time



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CAREER CENTER



JOINING YOUR COMPANY PROFILE



3

JOINING YOUR COMPANY 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 VPASA
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

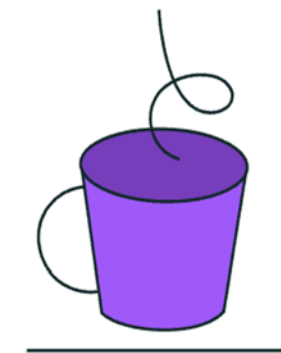


UTEP Engineering Technology Center
Higher Education

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

Request to join

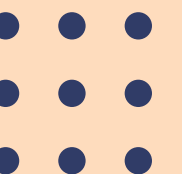
4



Your request to join the company is under review.

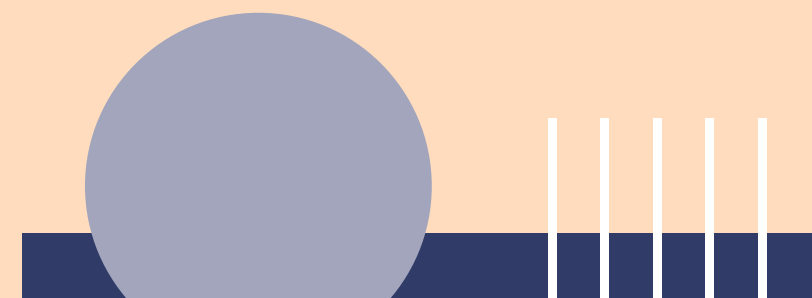
Your request to join Sprinkle Dreams has been sent. We'll send you an email as soon as you're approved.

- If your company is listed, request to join.
- If your request takes longer than 3 business days, email recruit@utep.edu





CREATING YOUR COMPANY PROFILE



4

EMPLOYER OWNER

- The first person to create a company profile is assigned as, Employer Owner
- The role of the Owner is limited to one user per company 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 recruit@utep.edu to transfer Employer Ownership to someone else.



4

CREATE A NEW COMPANY

1

Create or join your company

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

Company name

utep history department

+ Create new company "utep"

Continue

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

+ 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.

COMPLETE ALL REQUIRED FIELDS

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

4

COMPLETE COMPANY DETAILS

PROVIDE FULL
COMPANY NAME

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

SELECT, IF IT APPLIES

☒ My legal company name is different from company name.

UPLOAD PNG/JPEG

Company logo (optional)

Upload logo

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

SELECT YOUR INDUSTRY

Industry



COMPANY WEBSITE

Website

http://

400 CHARACTER LIMIT

Description

PHYSICAL MAILING ADDRESS

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 COMPANY'S CONTACT INFORMATION:
PHONE & EMAIL



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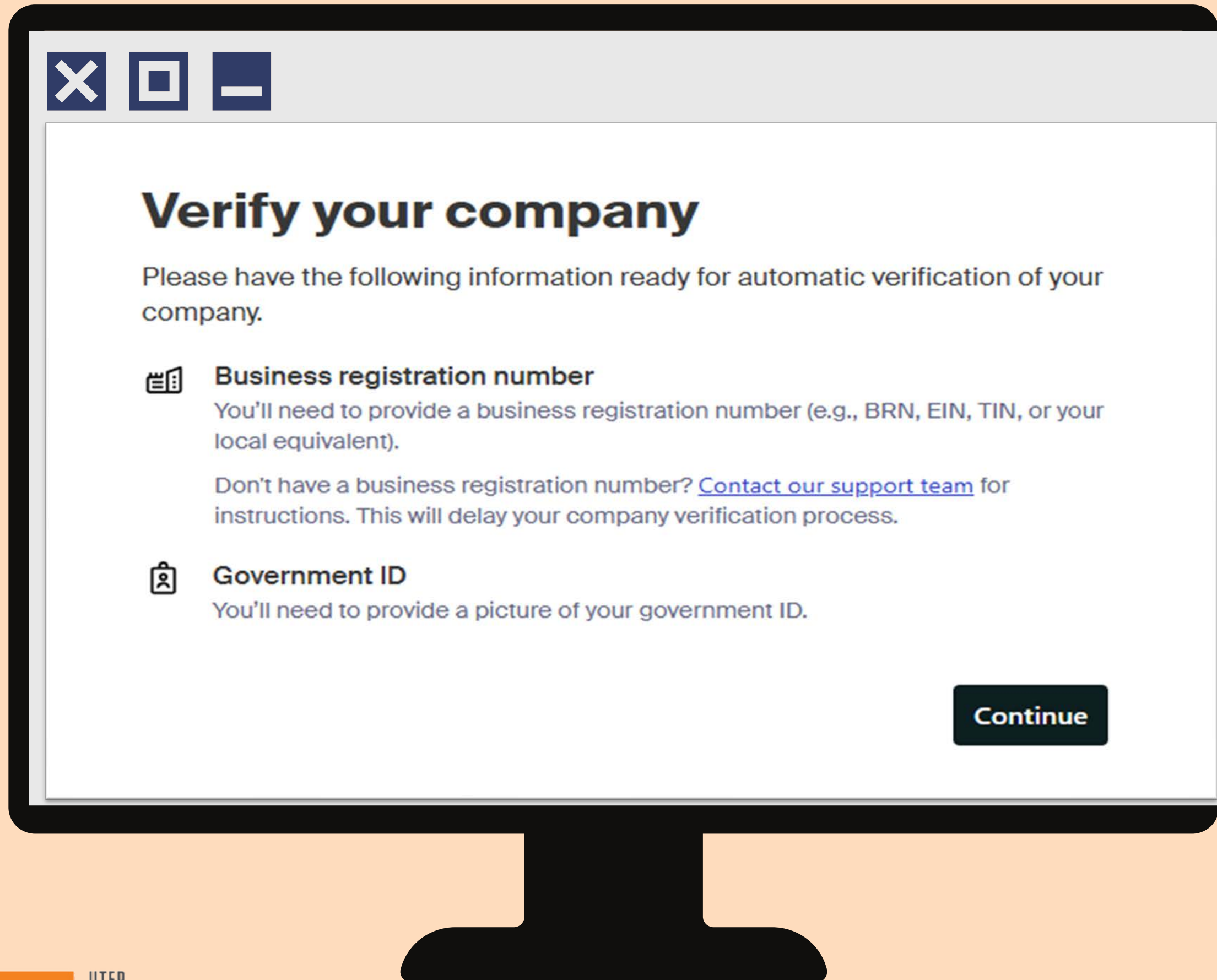
4

SAFETY AND TRUST ARE OUR TOP PRIORITY

The UTEP Career Center and Handshake teams are dedicated to protecting all users from fraudulent job postings. To maintain a trustworthy platform for our users, all employer accounts must be verified. Company information and identity of those using the platform to post events and jobs will be verified.


Your account will undergo two types of verification, powered by our third-party partner, **Persona**:


- **Identity Verification** – Confirms your personal identity
- **Company Verification** – Confirms your business details



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](#)

- Have the business registration number ready
- If you do not have a business registration number, email recruit@utep.edu

4

VERIFY YOUR COMPANY INFORMATION

1

Verify your company

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



Business registration number

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Government ID

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

[Continue](#)

- Provide your business registration number (e.g., BRN, EIN, TIN, or your local equivalent)

2

Handshake

Verify company information

We need some information to help us verify your business.



By clicking the button below, you consent to Persona, our vendor, collecting, using, and utilizing its service providers to process your biometric information to verify your identity, identify fraud, and improve Persona's platform in accordance with its [Privacy Policy](#). Your biometric information will be stored for no more than 2 years.

[Get started](#)

SECURED WITH
persona

3

Let's get down to business

Legal company name

Business Registration Number

Company name (doing business as)

Company website

Address

4

What country is your government ID from?

This helps us determine the best way to verify your identity.

[Select](#)

4

UPLOAD YOUR GOVERNMENT ID

1

< X

Upload a photo ID

We require a photo of a government ID to verify your identity.

Choose 1 of the following options

- Driver License
- Passport
- State ID
- Work Permit
- Passport Card
- Permanent Resident Card

2

Processing ID

Please wait as we process your uploads. This may take a few seconds.

3

Almost there! Verifying your company account...

This should only take a moment.

Contact us—your account couldn't be verified

It looks like your company didn't pass our [verification check](#). Please reach out to Handshake as soon as possible.

Contact us

- The UTEP Career Center can help you if your account does not get verified.
- Contact us at recruit@utep.edu

4

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



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.

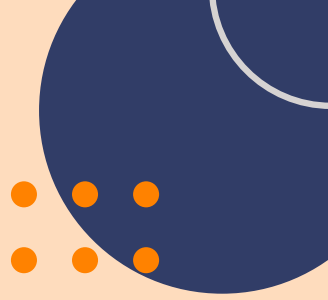
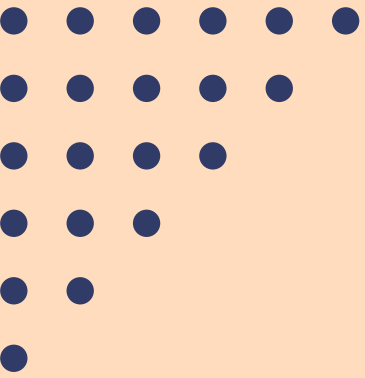
Choose job



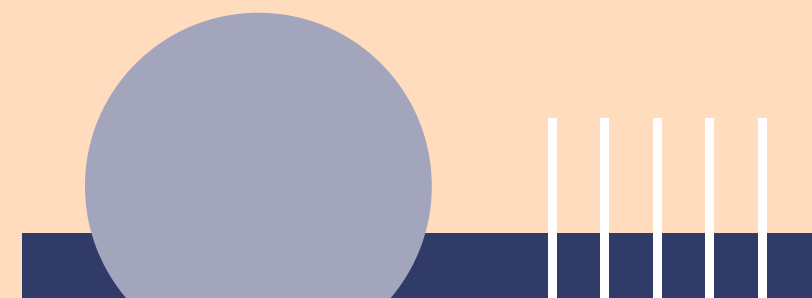
NO JOB POSTING?

CLICK CHOOSE JOB

EMAIL THE UTEP CAREER CENTER TO CONNECT



POSTING A JOB



THINGS TO KNOW BEFORE POSTING A JOB

- All jobs must comply with the UTEP Career Center's [Employer Guidelines](#)

Key Takeaways

1. Registration & Eligibility

- Employers must register via **Handshake** and comply with UTEP, UT System, NACE, and FERPA policies.
- Multi-level marketing, home-based franchises, and third-party agencies are **not eligible** to recruit on campus.

2. Job Postings

- Postings requiring upfront fees, unpaid roles without academic credit, commission-only jobs, or roles involving solicitation are **not permitted**.

3. Recruitment Activities

- On-campus recruiting must be coordinated through the Career Center (career fairs, interviews, info sessions, tabling).
- **Solicitation, distributing flyers, or using students/student orgs to host events** without approval is prohibited.
- No alcohol may be served at recruiting events.

4. Nondiscrimination & Professional Standards

- Employers must comply with **EEO, affirmative action, SB 17, and nondiscrimination policies**.
- The Career Center reserves the right to investigate complaints and may deny/revoke services if policies are violated.

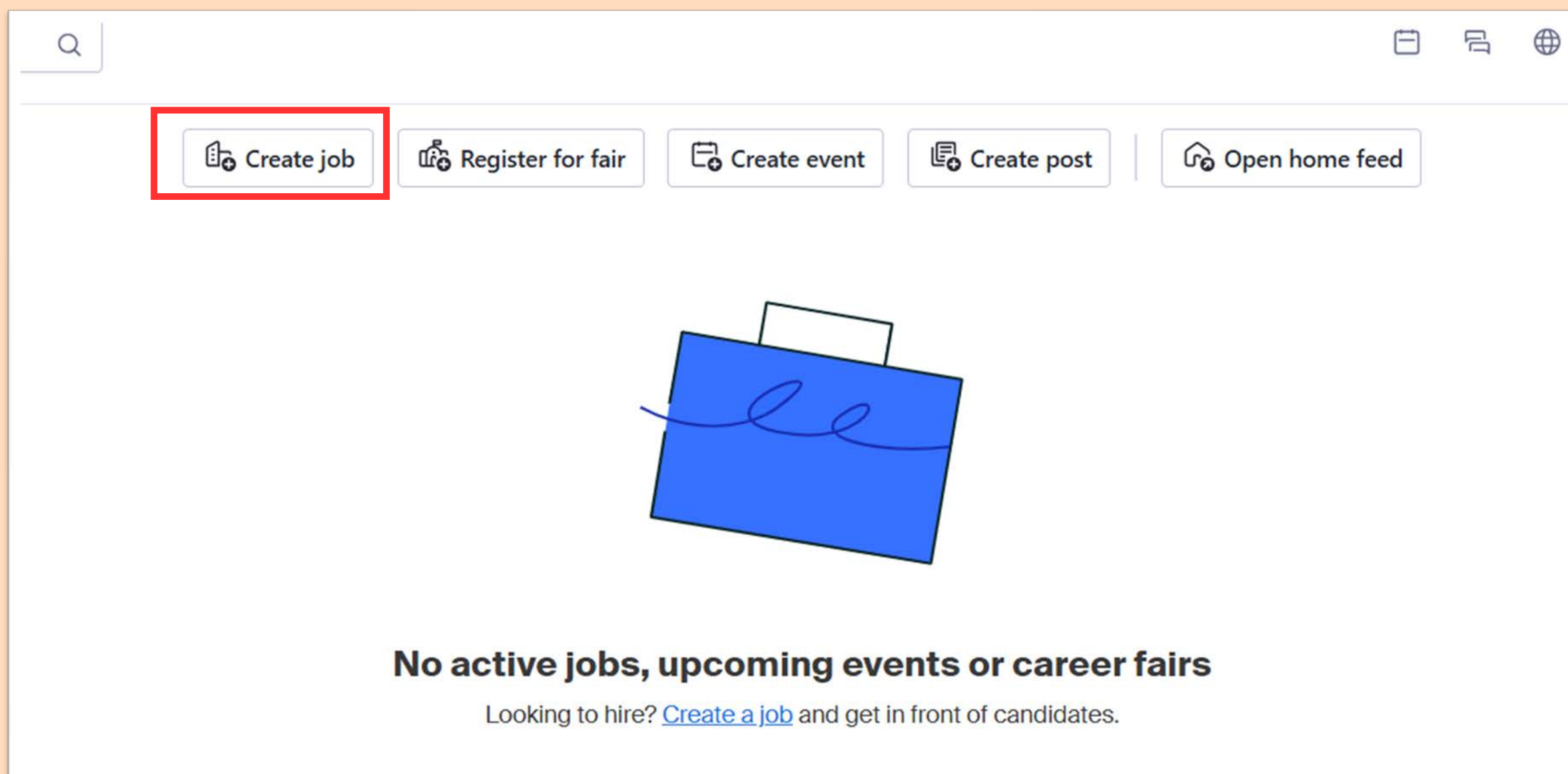
5. Job Offers & Timelines

- Employers must provide students with **at least two weeks** to consider job or internship offers.
- UTEP discourages “exploding” or high-pressure offers.

5

POSTING A JOB

Handshake Homepage



BASIC INFORMATION

INCLUDE THE JOB DESCRIPTION & QUALIFICATIONS

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

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: =

@

*I*_x

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

Continue

SELECT THE POSITION TYPE

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


SELECT LOCATION

Location requirements


Where should candidates expect to work?



Onsite
Employee works in person from a specific location.



Remote
Employee works from home.



Hybrid
Employee works a combination of onsite and remote.

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

☐ More than 50 locations

Q

El Paso, Texas, United States X

☐ Job is located at residential address

Back

Continue

TIME REQUIRMENTS & COMPENSATION

SELECT TIME REQUIREMENTS

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

SELECT ALL APPLICABLE OPTIONS

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

CATEGORIZE THE JOB

ADD WHAT IS RELEVANT TO YOUR JOB POSTING

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 X

Back

Continue



CANDIDATE QUALIFICATIONS



Specify the candidate qualifications



You can filter for the qualified applicants

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.

Back

Continue

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

BackContinue


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**
Student Employment ...

Add profile photo

Remove

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

BackContinue



Make sure to at least select Resume



In Email Settings, Select the 2nd option



Select all applicable options.

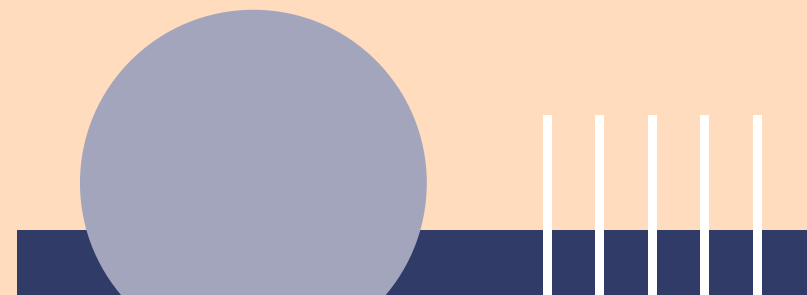
Save as draft

Post job

X



EDITING, CLOSING & DUPLICATING A 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

[Overview](#) [Schools](#) [Matches](#) [Applicants \(0\)](#) [Job details](#)

...

Edit job

Duplicate job

Close job

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](#)

Position details

Edit

Labels

[Add label](#)

[Create new label](#)

Notes

[View and add notes](#)

On Campus Interviews

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

Attachments

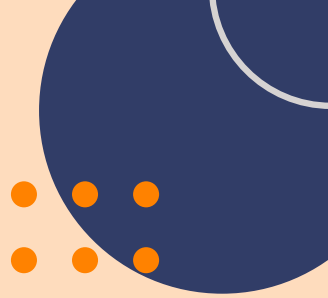
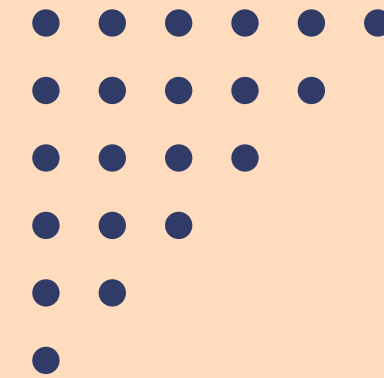
No attachments yet

[Edit attachments](#)

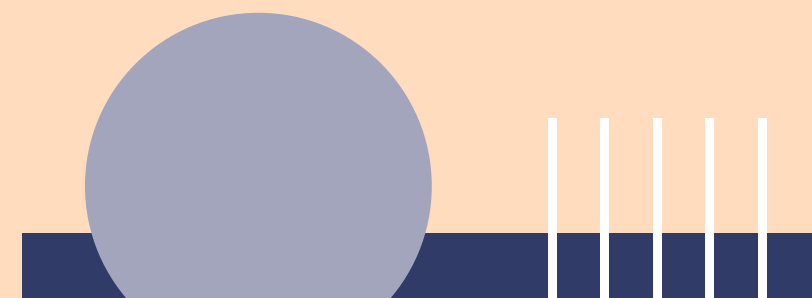
Click on the 3 dots to
Edit, Close and/or
Duplicate a job



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VIEWING APPLICANTS & MATCHES



VIEWING APPLICANTS & MATCHES

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

<input type="checkbox"/>	Name	School	Major	Qualifications	Status	Application date	
<input type="checkbox"/>	Fabiola Gomez	The University of Texas at El Paso	English	3 of 3	Pending	5/9/2025	

You can message applicants

Top matches

These are candidates who meet your qualifications and are very interested in jobs like this. Message to invite them to apply.

Invite to apply

J

Javier Rodriquez

Plant Sciences/Horticulture · Sep

Purdue University

Technical Sales Engineer – Intern

Message

Matches this job

Meghan Anderson

Premedical · Sep 2018

University of California Los Ange

Human Resources Intern at Lowe

Message

Matches this job

R

Rebecca Watts

Sociology · Sep 2022

Chester Hamilton University

Digital Fashion Marketing Intern :

Message

Matches this job

V

Vanessa Alvarez

Business Analytics · Sep 2020


Barden University

Business Studies Intern at Cal Pc

Message

Matches this job

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

 UTEP
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SEE YOU ON *Handshake*

Email recruit@utep.edu for assistance