Welcome!

Handshake at UTEP
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3 How to Post a Job
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What is 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
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
Employers on Handshake

750k
employers of all shapes and sizes

100%
of the Fortune 500
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
Where can you access the login page?

Under the employer tab

utep.edu/careers
Your Profile

- Use your UTEP email address
- Alma Mater is optional
- Personal info can be updated at any time
Select No

Click I agree to the terms of Services and Privacy Policy

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).
Creating Your Department Profile
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.
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.
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
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.
Once approved, in the search bar, type The University of Texas at El Paso. Then click
Requesting UTEP

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

1. Click on User settings

2. Select Switch users

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.
How to Post a Job
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.
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

Company Division (optional)
Select a division

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

Select: Yes or No

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

Duration
- Permanent
- Temporary / Seasonal
2. Details

Include the job description and qualifications

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

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
<th>Rate</th>
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<tbody>
<tr>
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<td>$9</td>
<td>USD</td>
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<tr>
<td>Per hour</td>
<td></td>
<td>Per hour</td>
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</tbody>
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Required documents (Optional)

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

Paid or unpaid?

- Paid
- Unpaid
3. Preference (qualifications)

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
4. Schools

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

UTEPE Approval

Congratulations! 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.

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

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

Select: Expire Job to close a job posting.

Click on Applicants to view the applicants.

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 →
Writing Effective Job Descriptions
I've always wondered why you decided to be a dog.

I was fooled by the job description.
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.*****
*****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 Don't'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

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Thank you!