POSTING A JOB IN HANDSHAKE

How to Post a Job

- To post a job to any school on Handshake, you must have a confirmed user account that is connected to a company profile.
- Learn how to Create an Employer User Account, Join a Company, and Connect with Schools.
- Once the job is posted, Career Services will review and process the request. Learn more about how jobs are processed in Understanding Job Posting Approvals.

On Campus Job Postings

- For on-campus jobs, your department is considered your company.
- If this is your department's first time with a Handshake employer account, enter your company as UMKC Department Name (ex: UMKC Career Services)

Permissions

- All role types except for Representatives can post and manage jobs. Explore our roles in A Guide to Employer Role Types in Handshake.
- If you do not have access to post a job, reach out to your company's Owner or Admin to request a role change or permission. For more information, refer to Who is the Owner of My Company's Profile?.

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Creating an Employer Account

How to Create an Employer Account

- If you have an existing student account, first ensure you are logged out.
- Next, visit https://app.joinhandshake.com/employer_registrations/new to begin creating an account
- After entering your email and creating a password, click the blue "sign up" button. You will then be asked to complete your user profile.
- Once you fill out your user profile, click the blue "save and continue" button
- After clicking save and continue, you will be asked to agree to Handshake's Employer Guidelines. You will also be asked if you are a third party recruiter, you are not considered a third party recruiter.
- To move forward, click the box for "I agree to the terms of services and privacy policy." You may also click the box to receive marketing communications if desired.
- Next, click the blue "save and continue" button to view instructions to verify your account via email.
- After confirming your email, you will be directed to find and join your department.

Joining an Existing Department

- After confirming your email, you will be directed to find and join your department.
- A list of company and department profiles associated with your email domain will be displayed.
- After reviewing the details of each profile, click the blue "request" button to select the department's profile.
- Once you've requested to join an existing company, click the blue "finish" button.

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Joining & Creating a Department

Joining an Existing Department

- After confirming your email, you will be directed to find and join your department.
- A list of department profiles associated with your email domain will be displayed.
- If companies and departments do not populate, use the search bar to search for your department. Search for UMKC to see university departments.
- After reviewing the details of each profile, click the blue “request” button to select the department’s profile.
- Once you’ve requested to join an existing department, click the blue “finish” button.
- If you are unable to locate your department, follow the instructions below to create a new department.

Creating a New Department

- After confirming your email, you will be directed to find and join your department. Click “create a new company” on the right of the page
- Complete the form with your department’s information. Enter your company as UMKC Department Name (ex: UMKC Career Services)
- Add your department’s logo and banner
- After creating a profile for your department, you will be prompted to verify your identity and department.

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Posting a Job

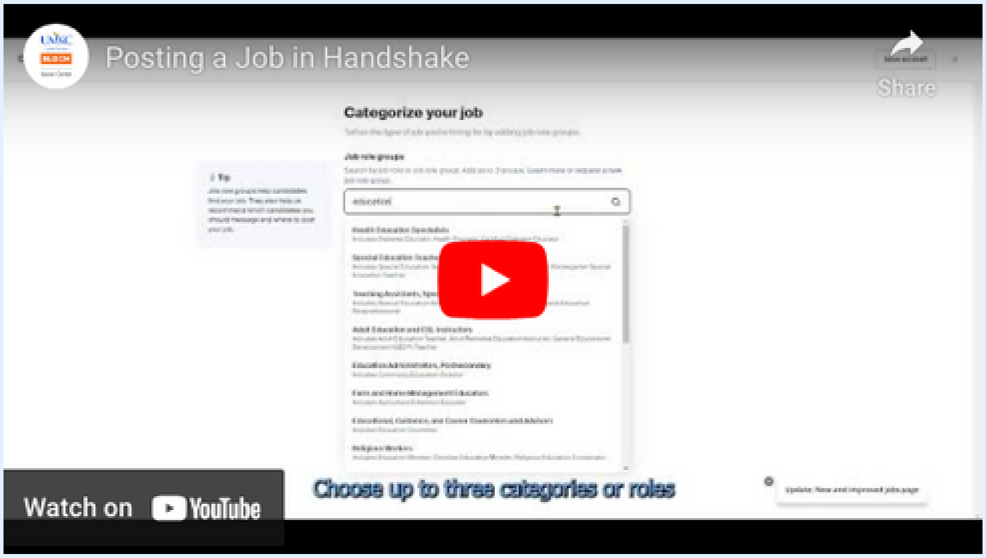
How to Post a Job

- Click "post a job" on your home dashboard
- Complete the job form to successfully create and post your job

Things to Keep in Mind When Posting a Job

- Jobs do best when titles avoid all caps, spell out words, and are 2-5 words in length
- GA positions are considered on-campus student employment, but they typically are not considered work-study.
- It is best practice to include compensation information

Watch the Tutorial to Learn More



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POSTING A JOB IN HANDSHAKE Hiring Team

Set Up Your Hiring Team

- Set up your hiring team to keep everyone informed and manage how they receive updates
- Job Owner: this is the job poster.
  - Job owners can give candidates the option to message them through the job post.
  - Can opt in for emails when candidates apply or a summary after the application closes
- Hiring Team Members
  - You can include as many team members as needed
  - Search for team members in Handshake or invite new ones

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POSTING A JOB IN HANDSHAKE

Reviewing Applications

Reviewing Applications

- First, click "jobs" from the navigation bar on the left
- Next, select the job you would like to review applications for
- Click the "applicants" tab. This will take you to the list of all applicants for your position.
- Use the filters on the left to narrow down your search

Managing Applicant Status

- In Handshake, you can update the status of individual applicants depending on their progress during the application process.
  - Reviewed
  - Declined
  - Hired
- The applicant will NOT be notified when their status changes, unless you have configured applicant messaging. Applicants WILL be able to see their status in handshake

Things to Note

- If an applicant submitted documents, a paper icon will display to the far right of their name
- Only documents submitted through Handshake will be available for viewing

POSTING A JOB IN HANDSHAKE

Additional Resources

Handshake Support

Post & Manage Jobs

How to Post a Job

Applicant & Interview Management

Reviewing Applications in Handshake

Posting a Job Tutorial

Create an Employer Account Tutorial

Still have questions? Email careerservices@umkc.edu

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