How to Post a Job in Handshake: Career Services Student Employment
Effective 07/10/20

Topics:

If your department has not used Handshake before
If you need to add yourself to be able to post jobs for your department
If you have forgotten your department’s Handshake company account password
To post a new position to Handshake or update a current position
To manage applications from students for your job posting
To duplicate a job posting
To renew an expired job posting

If your department has not used Handshake before

If your department hasn’t used Handshake before, you’ll need to “Create a New Company” following these instructions: https://support.joinhandshake.com/hc/en-us/articles/219133057-How-do-I-create-a-company-profile-

Tips for departments creating your “company”

• Make sure to use your UA work email
• When connecting with schools, you only need to connect with “The University of Akron”
• “Company Name” = The University of Akron followed by your department name
• “Industry” = Higher Education
• Logo = UA Seal
• Banner = your department’s UA logo or leave blank

For Example:

[Image: The University of Akron Career Services logo and company profile details]

Banner = your department’s UA logo
Logo = UA Seal
“Company Name” = The University of Akron followed by your department name
“Industry” = Higher Education
“Company Size” = 10,000 – 25,000 to reflect campus population

studentemployment@uakron.edu

Revised: 7.7.2021
If you need to add yourself to be able to post jobs for your department

If your department already has a “company account” in Handshake, follow the instructions to add yourself as a contact to post jobs: https://support.joinhandshake.com/hc/en-us/articles/219133047-How-do-I-create-a-user-account-and-join-an-existing-company-

If you have forgotten your Handshake department account password

Follow these steps to reset the password for your department’s company account in Handshake. Note: You will need access to the email address used to sign up. https://support.joinhandshake.com/hc/en-us/articles/360005563233-Reset-Password-for-an-Employer-Account

To post a new position to Handshake or update a current position

View a short walkthrough video on how to post your position in Handshake:
https://uakron.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=dc5ef52d-f8ce-4e4f-a5cc-abe5014c05c5

To manage applications from students for your job posting

Please view this video for a user-friendly way to manage applications:
https://uakron.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=6c4829a4-56d2-4b50-bca3-abce00fc9712

To duplicate a job posting

Follow these steps to duplicate an active, drafted, or expired job posting. Duplicating a job, will allow the department to quickly create a new posting with all the original content while removing past candidates who have applied. This way students who have applied previously and were not selected can apply again if interested. https://support.joinhandshake.com/hc/en-us/articles/219132977-How-to-Duplicate-a-Job-Posting?source=search&auth_token=eyJhbGciOiJIUzI1NiJ9.eyJhY2NvdW50X2lkIjo5ODc1NjcsInVzZXJfaWQiOjYzMTY3MywiY2hhbm5lbF9pZCI6NjMsInR5cGUiOiJTRUFSQ0giLCJleHAiOjE2MjgxOTMxNzIzOTYyNDA3LCJyYXRlX3Nlc3Npb25zIjoiZDE1YjQ5YmMzNDBmMjciLCJlbWFpbCI6InRlc3puZWNyZXNzZmlsZS5waHkiLCJ0eXBlIjoiYWRtaW4iLCJpYXQiOjE2MjgxOTMxNzIzOTYyNDA3LCJoZWFyZXJhdGlvbiI6Miwic2FmdGlvbklkIjoiZDE1YjQ5YmMzNDBmMjciLCJhdWQiOiIiLCJzdWJtaW5lX2lkIjoxfQ.6IXXP9_NPuj2ay9gIz4R-Tn9MB7JcwajndA1hrMkKmw

To renew an expired job posting

Please Note: Duplicating a job posting is different than re-opening or extending a current or expired job posting. Renewing the job posting will continue to retain past applications and materials so individuals who have previously applied would need to withdraw their application in order to apply again. Renewing the posting will re-open the posting for applicants typically within the same hiring timeline. https://support.joinhandshake.com/hc/en-us/articles/230379768

Revised: 7.7.2021