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

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 of a sample Handshake company profile with annotations for logo, company name, industry, company size, and banner]

studentemployment@uakron.edu

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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-abe501405c5

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