

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:

The screenshot shows a Handshake company profile for "The University of Akron Career Services". Red annotations point to various fields:

- Logo = UA Seal**: Points to the UA Seal logo.
- Banner = your department's UA logo**: Points to the banner area containing the UA logo and the text "The University of Akron Career Services".
- "Company Name" = The University of Akron followed by your department name**: Points to the company name field.
- "Industry" = Higher Education**: Points to the industry dropdown menu.
- "Company Size" = 10,000 - 25,000 to reflect campus population**: Points to the employee count dropdown menu.

The profile includes the following information:

- Company Name:** The University of Akron Career Services
- Address:** 185 E. Mill St. Akron, OH 44325
- Industry:** Higher Education
- Company Size:** 10,000 - 25,000 employees
- About:** This is the employer account for staff members of Career Services at The University of Akron.
- Contact Information:**
 - Website: <http://www.uakron.edu/career>
 - Phone: 330-972-7111
 - Email: career@uakron.edu
 - Links

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.eyJhY2NvdW50X2lkIjo5ODc1NjcsInVzZXJfaWQiOiJlbnZlOTYyNDA3LCJ0aWNrZXRfaWQiOiJzMTY3MywiY2hhbm5lbF9pZCI6NjMsInR5cGUiOiJTRUFSQ0giLCJleHAiOiJlE2Mjg4OTMxNjV9.6IXXP9_NPuj2ay9glZ4R-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>