HANDSHAKE INSTRUCTIONS FOR EMPLOYERS

UNIVERSITY *of* WISCONSIN
Superior
Career Services

Handshake is UW-Superior's web-based recruiting system in which all students automatically have a life-time account. We encourage all internal and external employers to use this system as their primary job posting location.

CREATE A HANDSHAKE ACCOUNT
AND CONNECT WITH UW-SUPERIOR

1. Go to Career Services' webpage at www.uwsuper.edu/career
2. On the top of the screen, click the 'Jacket Jobs tab
3. Click the **Employer** Logo on the right side of the 'Jacket Jobs page
   - If you already have a Handshake account, skip to #11
4. Click **Sign up for an account** and select the **Employer** account type from the options presented
5. Fill out the information requested and then click **Sign Up**
6. Enter your recruiting interests and Alma Mater and click **Next: Employer Guidelines**
7. Read the Employer Guidelines, Terms of Service, and Privacy, then click **Next: Confirm Email**
8. Follow the instructions to verify your account via the email address you provided. You must click the link in this email before you can proceed with the registration process
9. When the email arrives, click the **Confirm Email** button to verify your account
10. When you **click Confirm Email** in your confirmation email, you will be brought back to Handshake. If your company already exists in Handshake, you can click **Request** to connect with that company and then select **Next: Connect to Schools**
    - If you are a **Faculty/Staff** member, **Request** to connect with **University of Wisconsin-Superior Student Employment** as your company
    - If this is not the right company, you can use the search bar to find your company. If your company does not exist, you can click the **Create New Company** button
11. Next, you will connect with our school. In the search bar, enter **University of Wisconsin-Superior** and click the + button to the right of our school. Then click **Next: Finish**

POSTING A NEW JOB

1. Select "+Post a Job" from the home page or select "Create Job" from the top right of the **Jobs** section
2. Enter the job information, completing all required fields:
   a. When you complete all required information on the page, click on NEXT at the bottom of the screen
   b. When you complete all the information on the final page, click on CREATE at the bottom of the screen

TIPS FOR AN EFFECTIVE JOB POSTING

- Giving more details in the job description makes the position more appealing to students
- **APPLY ONLINE:** If you want students to also apply directly through your online applicant tracking system, choose YES to "Require students to also apply through website…" Fill in the URL to your applicant tracking system in the space provided
- **JOB TYPE:** Choose from Job, Internship, or On Campus Student Employment
- **EMPLOYMENT TYPE:** Choose from Full Time or Part Time
- **DURATION:** Choose Permanent or Temporary/Seasonal
- **MAJOR CATEGORIES:** On the **Preferences** page, select the major categories you would like to include. All students with a major in the categories fields you select will be included in the search. Select up to 3 major categories. To include all majors, leave all major categories unchecked. (HINT: on campus employers should choose all majors)
- **MAJORS:** On the **Preferences** page, select the majors you would like to include. Select up to 3 majors. To include all majors, leave all majors unchecked
- **POST DATE:** The start and end dates for a job posting are mandatory. On the **Schools** page, fill in the Apply Start Date and Apply End Date for UW-Superior, or the Global dates to apply to all schools. (*Jobs should not be posted longer than 3 months*). The more recent the posting date, the better chance it will appear on the first pages of a student search!

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VIEW AND EDIT YOUR JOB POSTINGS

- Click **Jobs** on the left hand navigation bar
- To **edit** a job posting, **select** the job you are interested in updating, and select **Edit Job** at the top
- To **expire** a job posting, **select** the job you are interested in updating, and select **Expire Job**
- To **duplicate** a job posting, **select** the job you are interested in updating, and select **Duplicate Job**
- To **renew** an expire job posting, select **Expired** at the top of the page, select the job you are interested in renewing, and **edit the Apply start date** and **Expiration date**
- To **delete** a job posting, **select** the job you are interested in deleting, select **Edit Job** at the top, **scroll down** to the bottom of the page, **click** the arrow next to **Cancel**, and click **Delete**

STUDENT RESUME SEARCH

1. Click **Students** on the left-hand navigation bar
2. Select the criteria for your search on the left side of the screen
   - We have seen best results by searching for: Major groups, Skills, Organizations, Keywords, School year

If you have an employer trust score of 80 or higher, you also have the option to download student resumes:

1. Click **Students** on the left-hand navigation bar
2. Click on individual student names, or on the uppermost checkbox to select the entire page of results. Checking even one student will cause bulk action options to appear. You can select the entirety of your search results, message students, and download their resumes. Under **More Actions** you can also add or remove a label on these students, or download their resumes in a zip file
3. Click **Download Resumes** or **Download Resumes: Zip** depending upon your preference
4. Click **Confirm** in the window that appears. When your results are ready, click the link to download resumes. The file will also be emailed to you.
5. Click the link in the window appears when your results are ready. Note: there is a 500 student limit
6. You will be sent a download of student resumes

REPORT A HIRE

Assist UW-Superior in determining the success of this system by using the **Application Status** function to easily report placement information to our office:

1. Click on the job name in the **Jobs** section
2. Select **Review # Applicants** in the top left
3. Under the **Status** column, click the drop-down menu and select HIRED or DECLINED to update the student's application status

ON-CAMPUS RECRUITING, CAREER EVENTS

- If you would like to participate in our Job Fairs, Mock Interviews, or other workshops, please search under the **Events** section and register
- **To request an On-Campus Recruiting date**, please use the information below to contact Career Services and discuss your interests

If you have any questions regarding Handshake, please contact Career Services at: 715-394-8024 or career@uwsuper.edu