HANDSHAKE INSTRUCTIONS FOR FACULTY/STAFF

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 **Faculty/Staff** Logo on the right side of the 'Jacket Jobs page
4. Click **Sign up for an account** and select the **Employer** account type from the options presented
   • All Faculty/Staff will have an Employer account, which allows for posting jobs
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. **Request** to connect with **University of Wisconsin-Superior Student Employment** as your company, and then click **Next: Connect to Schools**

ACCESS AND EDIT YOUR PROFILE AND ACCOUNT SETTINGS

• To change your password and account settings, click your name and select **User Settings** from the list OR select the **Account** tab on the **Your Profile** screen
• To edit your profile, click your name and **Your Profile** OR click **Profile** on the left hand navigation bar

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:
   • When you complete all required information on the page, click on NEXT at the bottom of the screen
   • 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 On Campus Student Employment
• **EMPLOYMENT TYPE:** Choose Part Time
• **DURATION:** Choose Permanent or Temporary/Seasonal
• **MAJOR CATEGORIES:** On the **Preferences** page, leave all major categories unchecked
• **MAJORS:** On the **Preferences** page, leave all majors unchecked to allow all students to apply
• **POST DATE:** On the **Schools** page, fill in the Apply Start Date and Apply End Date for UW-Superior

---

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

HANDSHAKE INSTRUCTIONS FOR FACULTY/STAFF

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.

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**

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

CAREER EVENTS

- **To request a Career Services classroom presentation**, please fill out the form in the following link: https://www.uwsuper.edu/career/forms/request-a-classroom-presentation-or-workshop.cfm
- If you would like to participate in our 'Jacket Fest or other career events please search under the **Events** section in Handshake and register

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 the best results by searching for: Major groups, Skills, Organizations, Keywords, School year
3. 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
4. Click **Download Resumes** or **Download Resumes: Zip** depending upon your preference
5. 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
6. Click the link in the window appears when your results are ready. Note: there is a 500 student limit

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