

## Post an On-Campus Job on Handshake

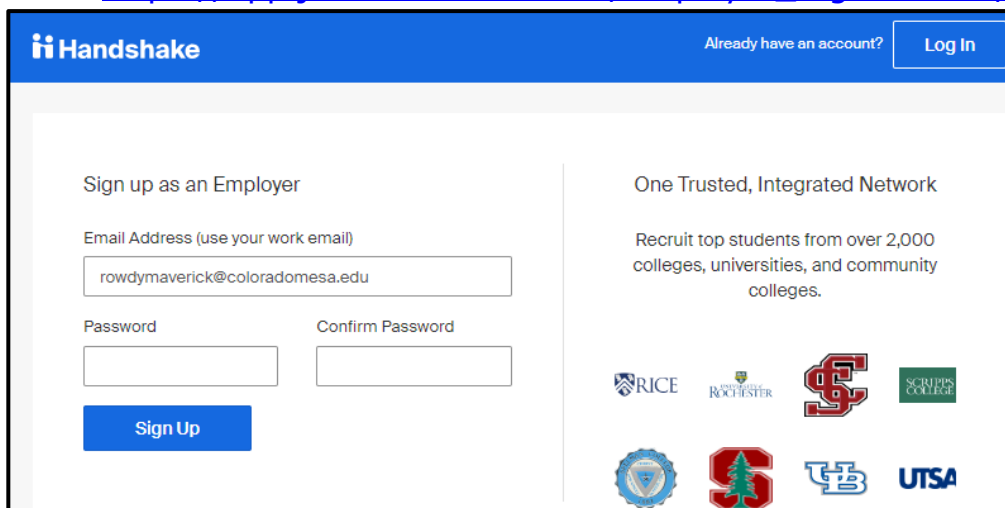
If you have any questions or need assistance with this process, please contact Career Services at [career@coloradomesa.edu](mailto:career@coloradomesa.edu) or 970-248.1404.

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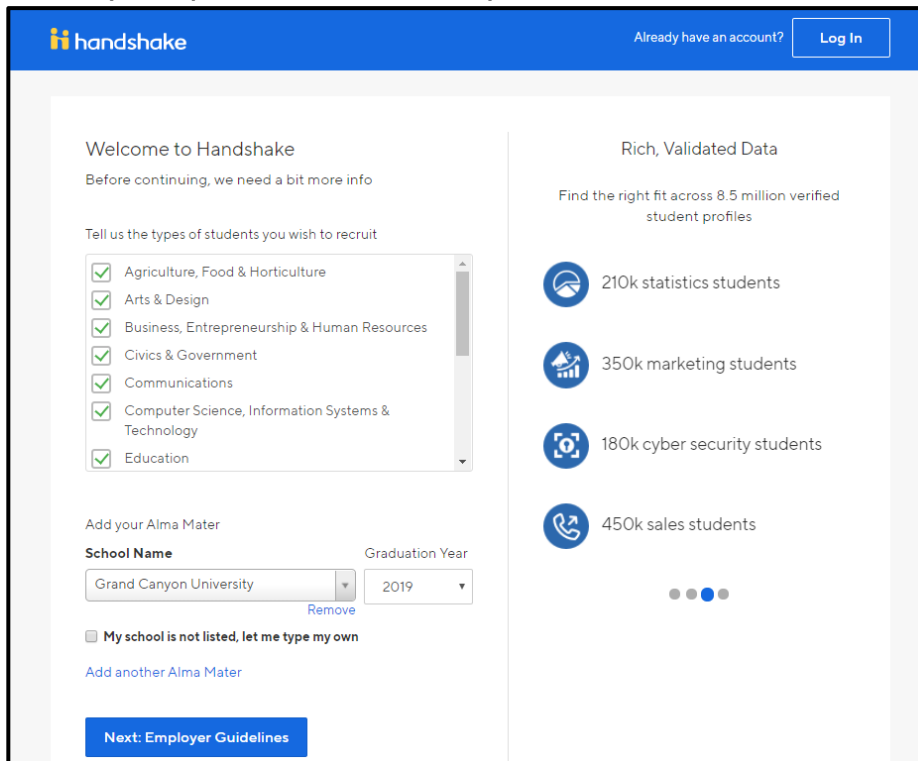
### Creating your Handshake Account

1. Use this link to create your employer account using your CMU email address:
  - a. [https://app.joinhandshake.com/employer\\_registrations/new](https://app.joinhandshake.com/employer_registrations/new)



2. **Note:** If you were a student at CMU during, or any time after, October 2017, you will already have a student account on Handshake (even if you never logged in to it). In that case, please follow the steps in this article on [How to Create an Employer Account Linked to Your Student Account](#).

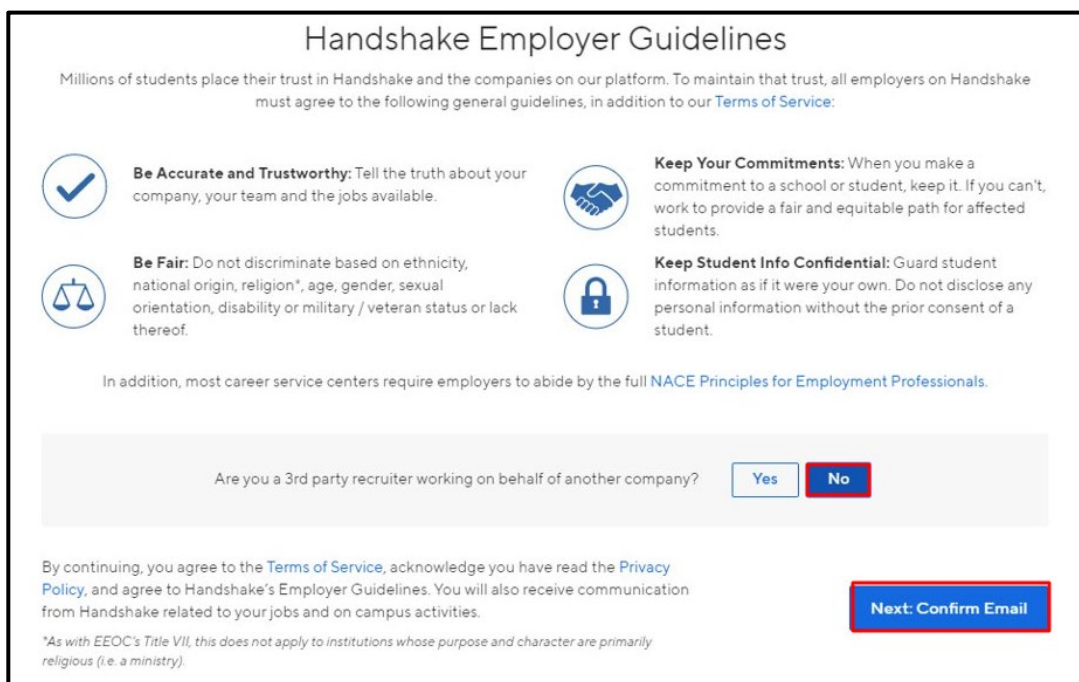
3. **Optional:** Select the academic fields that apply to the students who may be a good fit for your positions and add your Alma Mater.



The screenshot shows the Handshake recruitment setup interface. On the left, under 'Welcome to Handshake', there is a section 'Tell us the types of students you wish to recruit' with a list of categories: Agriculture, Food & Horticulture; Arts & Design; Business, Entrepreneurship & Human Resources; Civics & Government; Communications; Computer Science, Information Systems & Technology; and Education. All are checked. Below this is 'Add your Alma Mater' with a dropdown for 'School Name' (Grand Canyon University) and a dropdown for 'Graduation Year' (2019). A 'Next: Employer Guidelines' button is at the bottom left.

On the right, under 'Rich, Validated Data', it says 'Find the right fit across 8.5 million verified student profiles'. It lists student counts: 210k statistics students, 350k marketing students, 180k cyber security students, and 450k sales students. A 'Log In' button is in the top right.

4. Review the Employer Guidelines and Select **"No"** regarding 3<sup>rd</sup> party recruitment. Then choose **"Next: Confirm Email"**.



The screenshot shows the 'Handshake Employer Guidelines' page. It lists four guidelines: 'Be Accurate and Trustworthy', 'Be Fair', 'Keep Your Commitments', and 'Keep Student Info Confidential'. Below the guidelines is a question: 'Are you a 3rd party recruiter working on behalf of another company?' with 'Yes' and 'No' buttons. A 'Next: Confirm Email' button is at the bottom right.

**Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available.

**Be Fair:** Do not discriminate based on ethnicity, national origin, religion, age, gender, sexual orientation, disability or military / veteran status or lack thereof.

**Keep Your Commitments:** When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.

**Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

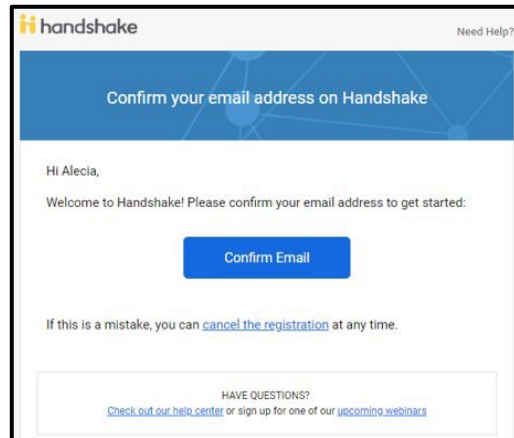
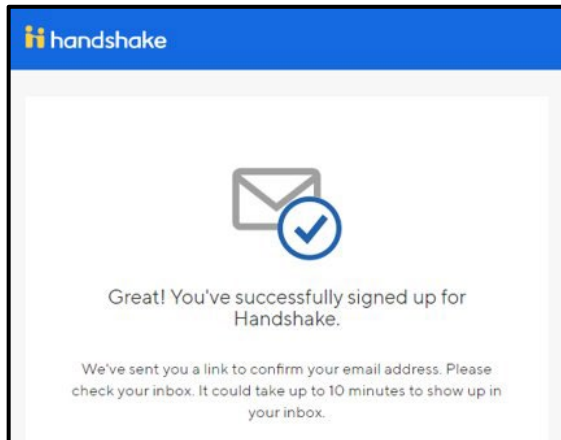
In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of another company?

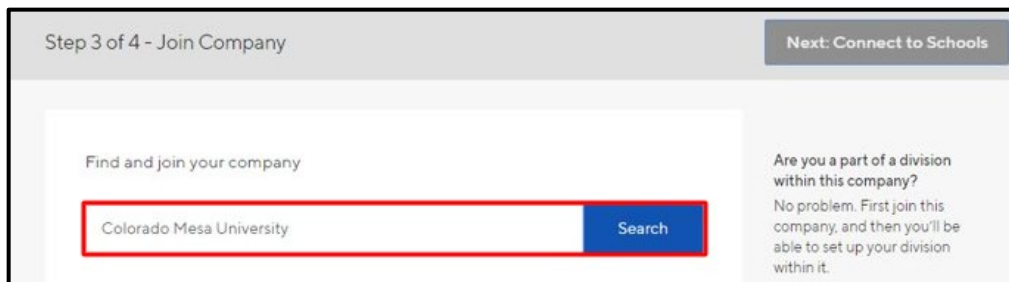
By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

*\*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).*

- The next screen will prompt you to check your email and confirm it. You must confirm your email to complete the registration process. Once you receive the email from *handshake@m.joinhandshake.com*, click the **Confirm Email** button to verify your request.



- Upon confirming your email, you will be brought back to Handshake to join a company. Type in "**Colorado Mesa University**" as your company and click "**Search.**"

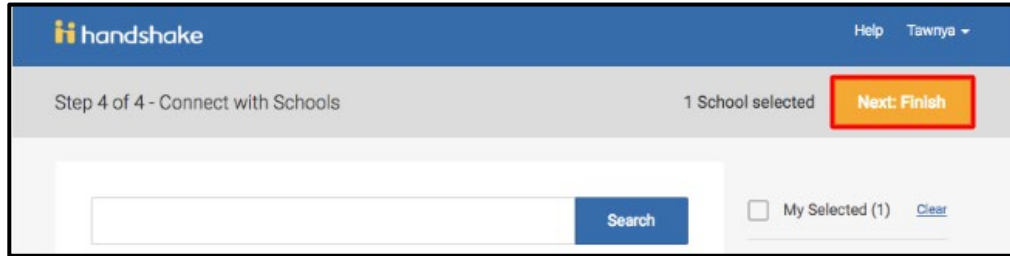
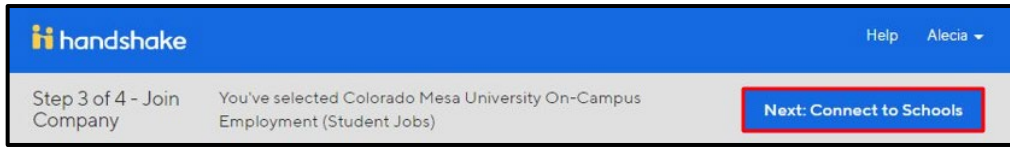


- Scroll down to "**Colorado Mesa University On-Campus Employment (Student Jobs),**" and click "**Request.**"



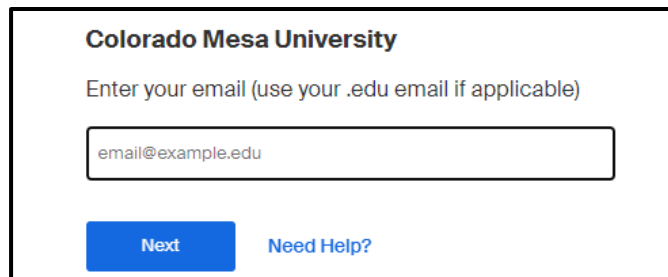
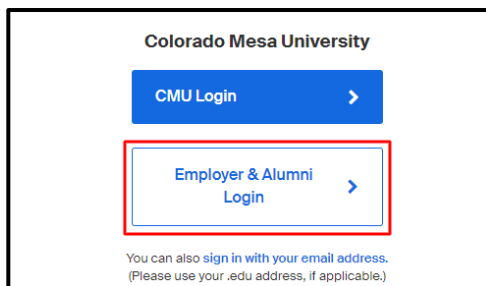
- Scroll back up to the top of the page and click "**Next: Connect to Schools.**" Use the filters to search for and select **Colorado Mesa University** and then click "**Next: Finish.**"

9. Your account will be in a **“Pending”** status until Career Services approves it (accounts are typically approved within one business day). You will receive an email once your account has been approved.

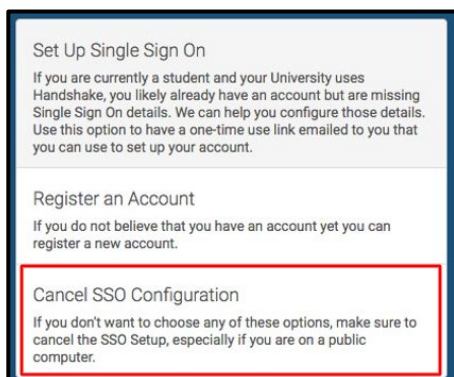


## Logging in to Handshake

1. Use the following link to log in to your Handshake account:
  - a. [https://coloradomesa.joinhandshake.com/login?requested\\_authentication\\_method=standard](https://coloradomesa.joinhandshake.com/login?requested_authentication_method=standard)
2. Click **“Employer & Alumni Login”** and then enter your CMU email address. Enter your password and click **Sign In**.

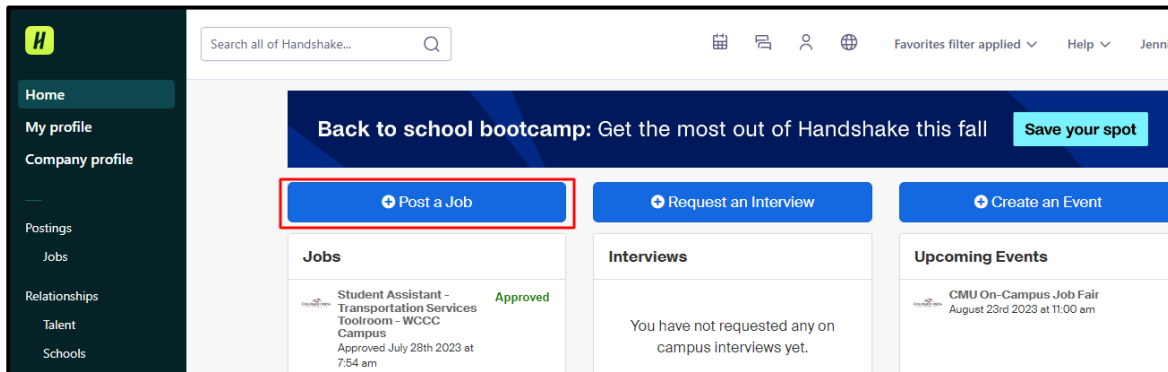


3. Because your email address has a “.edu” domain, you may be prompted to set up Single Sign On (SSO). If your screen projects the options below, select to **“Cancel SSO Configuration.”**



## Posting a Job

1. Click **"Post a Job"** to create the on-campus job posting.



2. Click to have students **"Apply in Handshake"** and complete the additional basic information:
  - a. Job title should be formatted as **"Job Title – Department."**
  - b. If you don't see your Division (aka Department), contact Career Services to add it.
  - c. Be sure to select **"On Campus Student Employment."**
  - d. Select "Yes" if Work Study or MAVworks is required. Please note, this **will not** prevent students without such awards from applying. You must contact Financial Aid to verify student applicant awards.
  - e. It is recommended that you include the preferred email and phone for the hiring supervisor in the job description and select the option **"No, I'd rather candidates apply without contacting me"** to avoid using Handshake notifications as the primary point of communication.

**Employment Type**

Full-Time

Part-Time

**Duration**

Permanent

Temporary / Seasonal


**Is this a Work Study job?**

Work study jobs are for eligible students only.


Yes

No

**Are you open to speaking with interested candidates?**






Yes, I want interested candidates to reach out to me for a conversation



No, I'd rather candidates apply without contacting me

3. Provide a detailed job description.
4. Insert the address of the job location. Once you start typing, you must select the correct address from the drop-down menu (the system will not allow you to manually type in the full address).
5. Select “**Custom Range**” for the pay and enter the range.
6. Select required application documents. You may later add an attachment to the job posting (e.g. an application) for students to complete when they apply.

**Description**

Heading 1 B I U A   

- Have advanced knowledge of social media platforms including Instagram, Facebook, Tiktok, LinkedIn, etc.
- Have excellent computer skills and experience with Microsoft Office, Adobe, and any other graphic design or marketing content creation programs
- Maintain professional behavior and dress appropriately
- Be able to maintain the confidentiality of student information
- MUST BE WORK-STUDY ELIGIBLE OR HAVE MAVWORKS** as a part of your financial aid award for the 2023-2024 school year

For additional information please contact Jennifer Pacheco (jipacheco@coloradomesa.edu or 970.248.1455)

You can copy and paste a description directly from your website – we'll retain all the formatting.

**How many students do you expect to hire for this position?**

This number can be approximate and will not be displayed to students.

**Job location**

[+ add another location](#)

Allow remote workers

**Paid or unpaid?**  
 Paid  Unpaid

**Estimated pay**  
 Jobs located in California, Colorado, New York, and Washington states (including jobs performed remotely from these states) must include an estimated pay range. Estimated pay ranges for jobs in other states are encouraged.

**Show pay by**      **Amount**      **Rate**

**Required documents (Optional)**

Resume  
 Cover Letter  
 Transcript  
 Other Document (e.g. work sample, course schedule, or other misc documents)

7. The Preferences section is optional. Selecting preferences will not prevent students who do not meet them from applying; however, Handshake will highlight the student applicants who do not meet your preferences and will allow you to filter them out.

**Graduation date range (Optional)**

**Earliest grad date**      **Latest grad date**  
      

Hiring alumni? You can leave earliest graduation date blank.

**School years (Optional)**

Freshman  
 Sophomore  
 Junior  
 Senior  
 Masters  
 Doctorate  
 Alumni  
 Postdoctoral Studies  
 Masters of Business Administration  
 First Year Community / Technical College  
 Second Year Community / Technical College  
 Certificate Program

**Minimum GPA (Optional)**

**Major categories (Optional)**

Agriculture, Food & Horticulture - 0 of 9 majors selected  
 Arts & Design - 0 of 19 majors selected

8. You may add users to receive email summaries of applicants and choose how you wish to be notified of new applicants.

**Applicant package recipients (Optional)**

Choose recipient ▼

Not seeing the recipient you're looking for? [Create a new contact](#)

Jennifer Pacheco

Email a summary of all applicants once my job expires

Email every time a new student applies

Send all applicants

Only send applicants who match all preferences

←
Basics
Details
Preferences
Schools
Preview
Next >

9. In the Schools section, search for and add **"Colorado Mesa University"** as the school you want to post the position to.

10. Insert the **Apply start date** and **Expiration date**. The job will automatically post and expire from the system on these dates.

**Job postings**

Global apply start date Global expiration date

Search your schools to add job postings Set global start 2023-08-01 05:00 PM

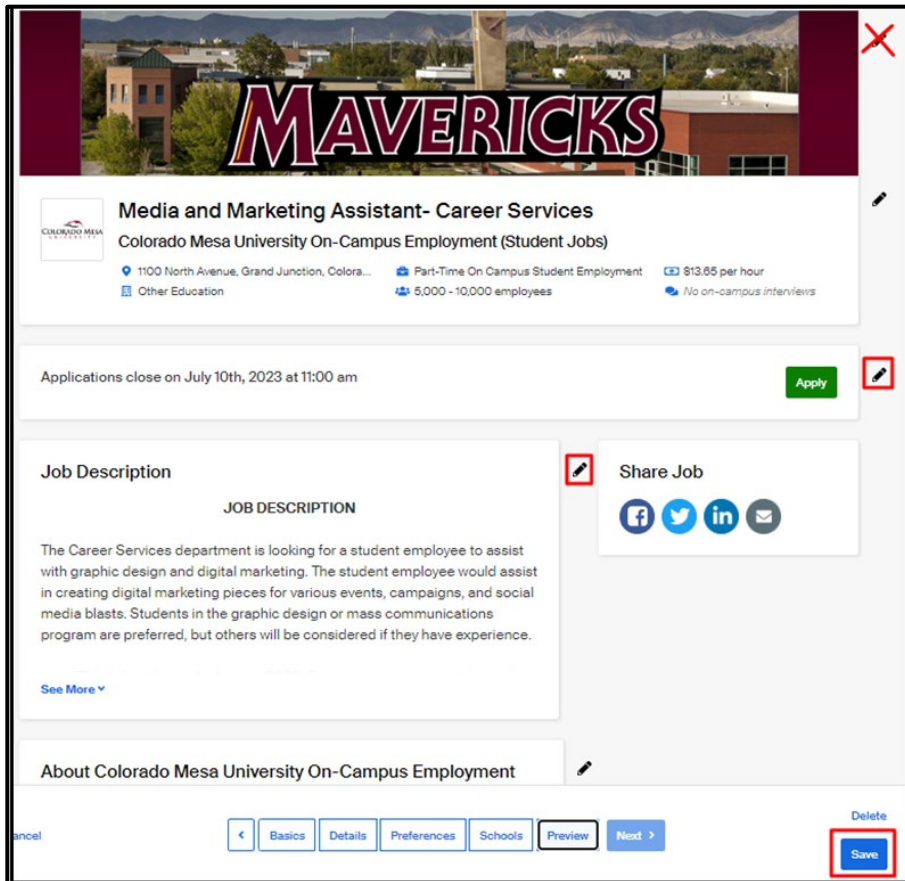
Add All Schools Add Favorite Schools Find More

Schools	Status	Interview on campus?	Apply start date	Expiration date
Colorado Mesa University	Expired	<input type="checkbox"/>	2023-05-17 12:00 AM	2023-07-10 11:00 AM

11. You will see a **preview** of your job post. You may edit sections by clicking on the pencil icons or using the back button at the bottom of the screen. This is how the job post will look from the student's point of view in the Handshake system. If everything looks good, select the **"Save"** button at the bottom of the page.

- a. Please do not edit the company banner, as doing so will cause it to change for all jobs posted in this account.





**MAVERICKS**

**Media and Marketing Assistant- Career Services**  
 Colorado Mesa University On-Campus Employment (Student Jobs)

1100 North Avenue, Grand Junction, Colora... Part-Time On Campus Student Employment \$13.85 per hour  
 Other Education 5,000 - 10,000 employees No on-campus interviews

Applications close on July 10th, 2023 at 11:00 am [Apply](#)

**Job Description**

**JOB DESCRIPTION**

The Career Services department is looking for a student employee to assist with graphic design and digital marketing. The student employee would assist in creating digital marketing pieces for various events, campaigns, and social media blasts. Students in the graphic design or mass communications program are preferred, but others will be considered if they have experience.

[See More](#)

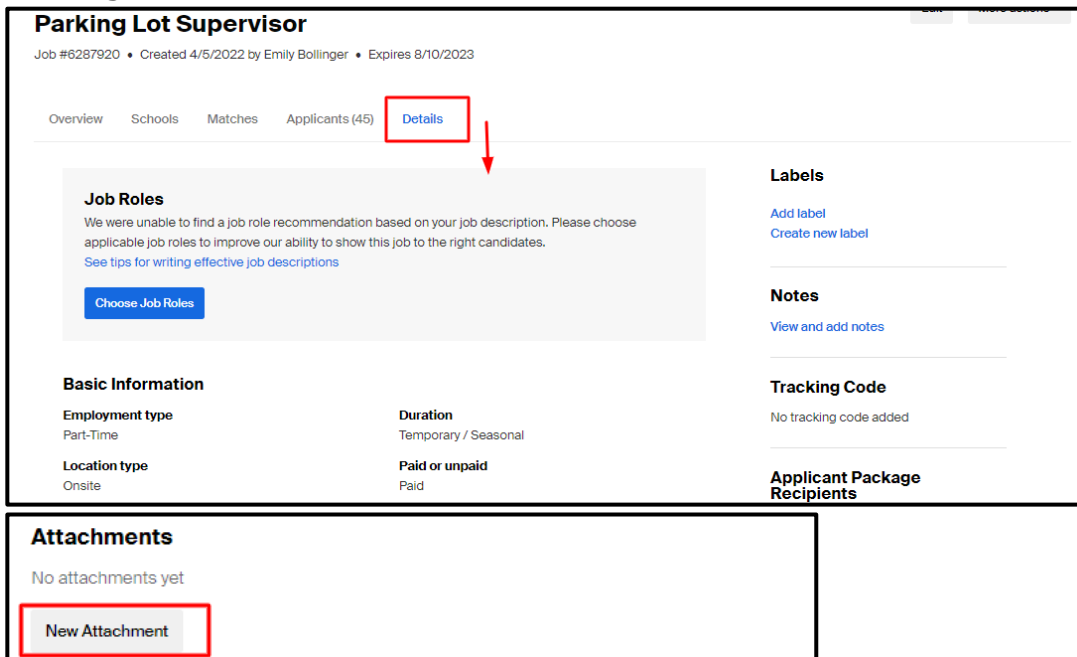
**Share Job**

[f](#) [t](#) [in](#) [e](#)

About Colorado Mesa University On-Campus Employment

[Cancel](#) [Basics](#) [Details](#) [Preferences](#) [Schools](#) [Preview](#) [Next](#) [Delete](#) [Save](#)

12. Once the position has been saved, you may add an attachment (e.g. an application) to the **Details section** by scrolling to the bottom of your job post and clicking the **"New Attachment"** button.



**Parking Lot Supervisor**  
 Job #6287920 • Created 4/5/2022 by Emily Bollinger • Expires 8/10/2023

Overview Schools Matches Applicants (45) **Details**

**Job Roles**  
 We were unable to find a job role recommendation based on your job description. Please choose applicable job roles to improve our ability to show this job to the right candidates.  
[See tips for writing effective job descriptions](#)  
[Choose Job Roles](#)

**Labels**  
[Add label](#)  
[Create new label](#)

**Notes**  
[View and add notes](#)

**Tracking Code**  
 No tracking code added

**Applicant Package Recipients**

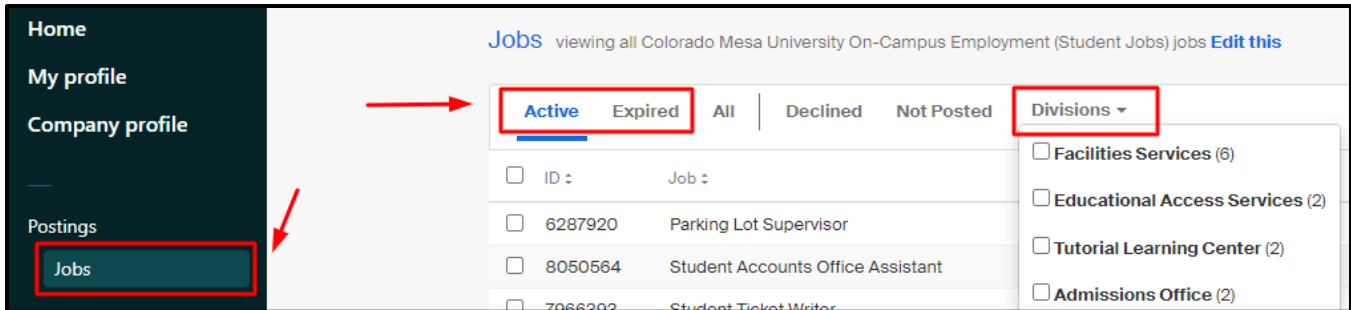
**Basic Information**

<b>Employment type</b> Part-Time	<b>Duration</b> Temporary / Seasonal
<b>Location type</b> Onsite	<b>Paid or unpaid</b> Paid

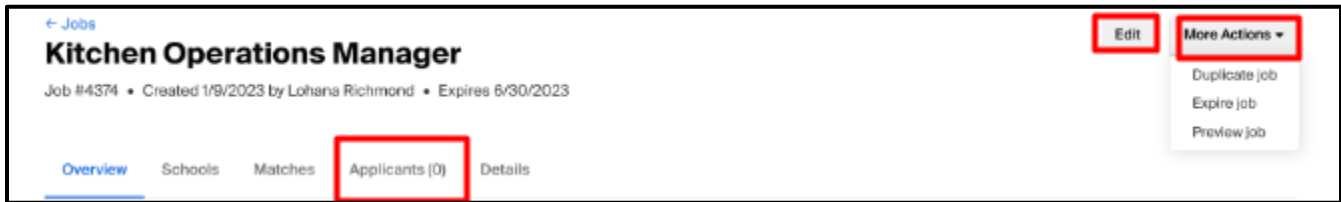
**Attachments**  
 No attachments yet  
[New Attachment](#)

## Managing Applicants

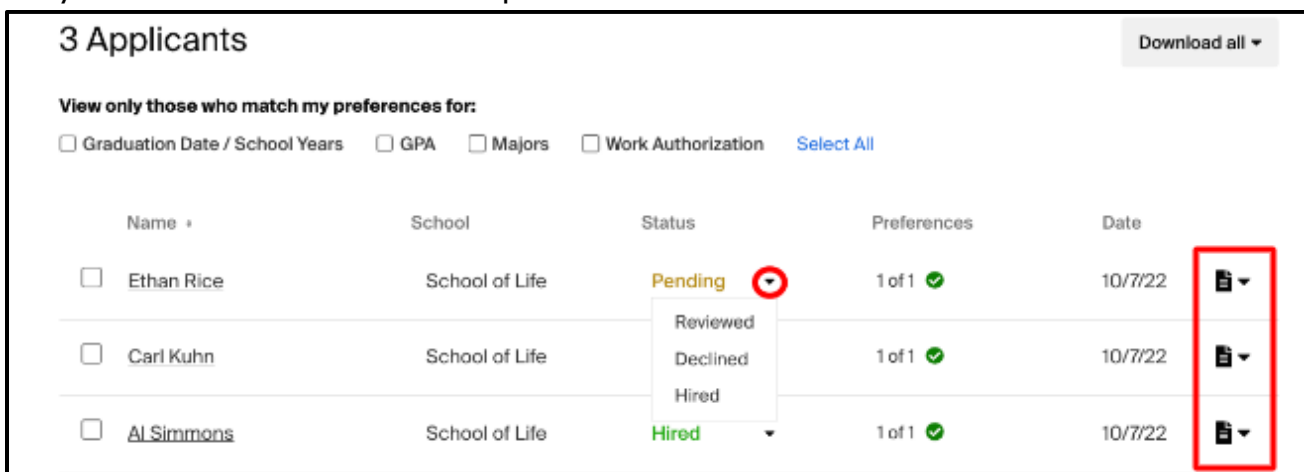
1. To manage your job, click on “**Jobs**” from the left navigation pane.
2. You can view “Active,” “Expired,” or “All” jobs. Filter jobs by your “Division” to easily find your job posting(s).



3. To access your job posting, click on the title of your job.
4. In the upper-right corner of the page, click the gray buttons **Edit** to edit the job posting or **More Actions** to take other actions— **Duplicate job**, **Expire job**, **Preview job**.



5. The **Applicants** tab displays a count of all applicants. Clicking on the document icon in the right-hand column will allow you to view applicant resumes, etc.
6. Once an applicant's documents are downloaded, their status will automatically change from Pending to Reviewed.
7. If you decline an applicant, they will receive a system-generated email indicating that they were not selected for the position.



8. With Handshake, you can send custom automated messages to applicants based on the status of their applications. For additional details, refer to [Applicant Status Messaging Preferences](#).
9. It is the responsibility of the hiring supervisor and/or proxy to schedule and conduct interviews and notify students regarding the status of employment with your department.