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 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:

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.

4. Review the Employer Guidelines and Select “**No**” regarding 3rd party recruitment. Then choose “**Next: Confirm Email**”.
5. 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.

![Confirm Email](image1)

6. 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.**”

![Search](image2)

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

![Request](image3)

8. 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:

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

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.

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.
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.
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.