How to Post Student Jobs in Handshake
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Creating Your Handshake Account

Follow this link to create your account: https://app.joinhandshake.com/register

Select to create an “Employer” account.

*** 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, and then skip to page 14 for how to post a job.
Use your CMU work email address.

Password must be 12 characters long and contain letters, numbers, and symbols (!, @, $...).
May select all academic fields that apply.

Select or type in your own Alma Mater.

Next: Employer Guidelines
Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our Terms of Service:

- **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.

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

[Yes] [No]

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, 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.” 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 Your Handshake Account

Be sure to use the following link to log in to your Handshake account: https://app.joinhandshake.com/login
Because your email address has a “.edu” domain, you may be prompted to set up Single Sign On (SSO). As an employer, you cannot set up SSO – this function is only available to those who have a student account. If your screen projects the options below, select to “Cancel SSO Configuration.”

Select “Cancel SSO Configuration.”
Select to log in using your Handshake credentials. Do not attempt to use the “CMU Login” button.
Enter your 12 character password and click “Sign In.” Tip: Check the “Keep me logged in” option to save your password and make logging in quicker and easier.
Posting a Job

For now, CMU is not using Handshake to schedule interviews.

Please note, you cannot start a job posting, and then save and return to it later. You must complete the job posting in one session.

For now, CMU is not using Handshake to schedule interviews.
Easily view and track applicants by having them apply in Handshake.

Job title should be formatted as “Job Title – Department.”

If you don’t see your Division, contact Career Services to add it.

Be sure to select “On Campus Student Employment.”

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.
You can copy and paste the job description from another document or type it in here.

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).

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.
Preferences are optional, and they 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.

You may add users to receive email summaries of applicants.
Search for and add “Colorado Mesa University” as the school you want to post the position to.

Insert the date you want students to be able to apply to the job.

Insert the date that applications will close. The job will auto-expire from the system on this date.
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.

Please do not edit the company banner, as doing so will cause it to change for all jobs posted in this account.
Once the position has been saved, you may add an attachment (e.g. an application) by scrolling to the bottom of your job post and clicking the “New Attachment” button.
Name your attachment so it’s easy for students to determine what it is.

Then...

Make sure your attachment downloaded properly. If you need to re-download, click “Edit.”

Helpful Hint: Make your attachments fillable PDFs so students can easily download, type in, and submit for application!
To manage your job, log in and click on “Jobs” in the navigation pane to the left.

You can view “Active,” “Expired,” or “All” jobs.

Filter jobs by your “Division” to easily find your job posting(s).

Use the options to edit or expire the job, or to review your applicants.
You may change applicant statuses to “Reviewed,” “Declined,” or “Hired.” If you decline an applicant, they will receive a system-generated email indicating that they were not selected for the position.
When your job is close to expiring, you are notified via email.

To Dembowski, Alecia

If there are problems with how this message is displayed, click here to view it in a web browser.

Handshake <handshake@notifications.joinhandshake.com>

You have a new notification on Handshake

Hello Alecia,

Your job Office Assistant - Career Services, posted at Colorado Mesa University will expire in 3 days.

Want to keep it longer? Update its expiration date.

Not a notification you're interested in? You can change your notification preferences. If you don't want to hear from us again you can unsubscribe from all Handshake notifications.

Handshake Headquarters
660 4th Street #113 San Francisco, CA 94107
Set Your Notification Preferences

We recommend setting email notifications in the “Jobs,” “Messages,” and “Schools” sections. You should automatically be notified via email of applications to your job.
For help creating your account or posting a job, visit Handshake’s Employer Support Website.

https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer
Still Have Questions?

Contact Career Services
970-248-1404 | career@coloradomesa.edu | University Center 107