



UMBC DEPARTMENTS

Follow the steps below to create an account and post a new on-campus job in Handshake. **Please note, red text offers tips for posting on-campus positions.**

Do not hesitate to contact us if we can be of assistance:

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CREATE AN ACCOUNT

Open the link to navigate to the [New Employer Sign Up Page](https://app.joinhandshake.com/employer_registrations/new):
https://app.joinhandshake.com/employer_registrations/new

Enter your UMBC email and desired password, then click “Sign Up”.

Follow the prompts and provide the desired information then click “Next: Employer Guidelines”

Review the guidelines and select “No” for the 3rd party recruiter question. Then click “Next: Confirm Email”.

Click the link in your email to confirm your email address and proceed with connecting to or creating your company profile.

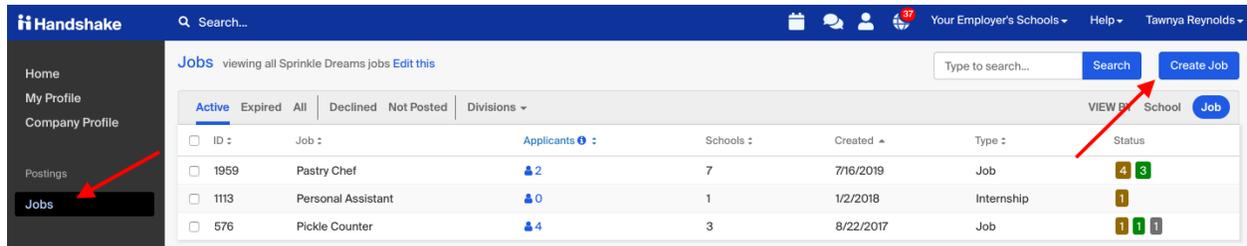
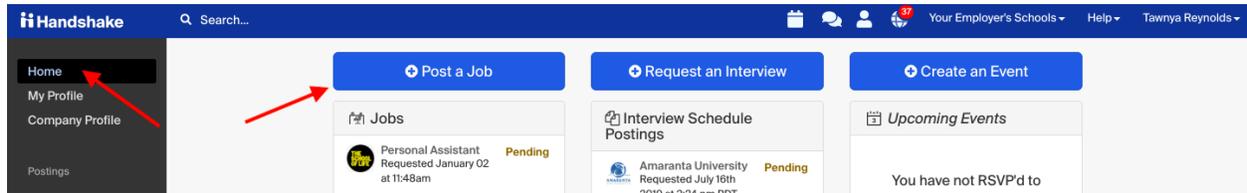
Join your UMBC Office/Department by clicking “Request” on the appropriate listing. **Do not select UMBC Career Center, your office or department should have their own listing.** If your listing does not appear, you will need to select the “Create New Company” button found on the lower-right side of the screen, follow the prompts, and click “Create New Company”.

If you need to create your UMBC Office/Department listing, be sure to **put UMBC before your office or department in the “Company Name” field.**

Search for UMBC in the search bar and press the plus symbol next to **University of Maryland - Baltimore County**. Once approved, this will allow you to recruit UMBC students for your opportunities. Click “Next: Finish” to confirm your email address and proceed with connecting to or creating your company profile.

POST AN ON-CAMPUS JOB

Click “Post a Job” from your home dashboard, or click “Jobs” on the left navigation bar to access the Jobs page, then click the blue button “Create Job” in the upper-right corner of the page.



You'll now be required to complete four tabs in the posting. These include the job Basics, Details, Preferences, and Schools you'd like to post the position to. You also have the option to use the “Preview” tab to confirm your posting details.

All fields are required, except those that state "(Optional)" next to the field name.

Best Practice: *the more fields you complete, the more well-defined your job posting will be!*

THE BASICS TAB

- Where should students submit their application?
 - Apply in Handshake
 - Apply through external system **If selected, you will need to provide a website or applicant tracking system URL**
- Job Title
 - Fill in the appropriate title in this text field.
- Company Division (optional)
 - **SKIP - UMBC Departments are typically independent and not affiliated with a university division in the platform.**
- Choose a Job Type
 - Job
 - Internship
 - Cooperative Education
 - Experiential Learning
 - **On Campus Student Employment**
 - Fellowship
 - Graduate School
 - Volunteer
- Choose an Employment Type

- Full-time
- **Part-time**
- Choose a Duration
 - Permanent **Select this if the role is for an entire semester or longer**
 - Temporary/Seasonal
 - Note: when selecting this option, you'll be required to enter the start and end dates.
- Is this a Work Study Job?
 - Yes
 - **No ALWAYS NO in UMBC Handshake - if you are recruiting for Work Study qualified candidates, please post your position with UMBC Financial Aid and Scholarships**
- Are you open to speaking with interested candidates? (*choose Yes or No*)
 - Yes, I want interested candidates to reach out to me for a conversation
 - If Yes (*check one or both*):
 - Message me on Handshake
 - Schedule a virtual info chat based on my availability
 - *Learn more in [Availability Calendars for Virtual Info Chats](#).*
 - No, I'd rather candidates apply without contacting me

Once you're finished with the Job Basics, click the blue button "Next" located in the lower-middle of the screen, or click the "Details" tab.

THE DETAILS TAB

- Add a description for your job
 - If you copy and paste a description from your own website, the system will retain all of the formatting for you.
- How many students do you expect to hire for this position?
 - Type a number in the field, or click the up and down arrows to add a number.
 - Note: this doesn't affect your job in any way, but is used for historical, data, and tracking purposes.
- Estimated Salary
 - Paid
 - Note: if you choose "Paid", you'll enter a number, not a range. Click the field to the right of the amount to toggle per hour, year, or month.
 - Specifying a salary value is optional.
 - Unpaid
- Job location
 - As you start typing the address, some suggestions will appear in the address field — you must choose one rather than manually typing it in.
 - This can be a specific office location, or a general city like "Chicago, USA"
 - If you are unable to find your location listed, submit feedback to Mapbox here: <https://www.mapbox.com/geocoder-feedback/>
 - If the job is remote, enter the location for your main location, then click the check box next to "Allow remote workers."

- Choosing a job location in the United States, will prompt a question: "Does this position require U.S. Work Authorization?"
 - Yes or **No Usually "No" for on-campus roles**

The screenshot shows a form section titled "Job location". It contains a text input field with the value "Chicago, Illinois, United States of America". Below the input field is a blue link "+ add another location". There is an unchecked checkbox labeled "Allow remote workers". Below that is a question "Does this position require U.S. work authorization?" with two radio button options: "Yes" (unchecked) and "No" (checked).

- If you choose "Yes", additional fields will appear:
 - Would you sponsor a work visa for the right candidate?
 - Yes
 - No
 - Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for a job/internship under OPT/CPT)
 - Yes
 - No

Eligibility for international students (non-US citizens or permanent residents)

Would you sponsor a **work visa** for the right candidate?

Yes No

Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for a job / internship under **OPT/CPT**)

Yes No

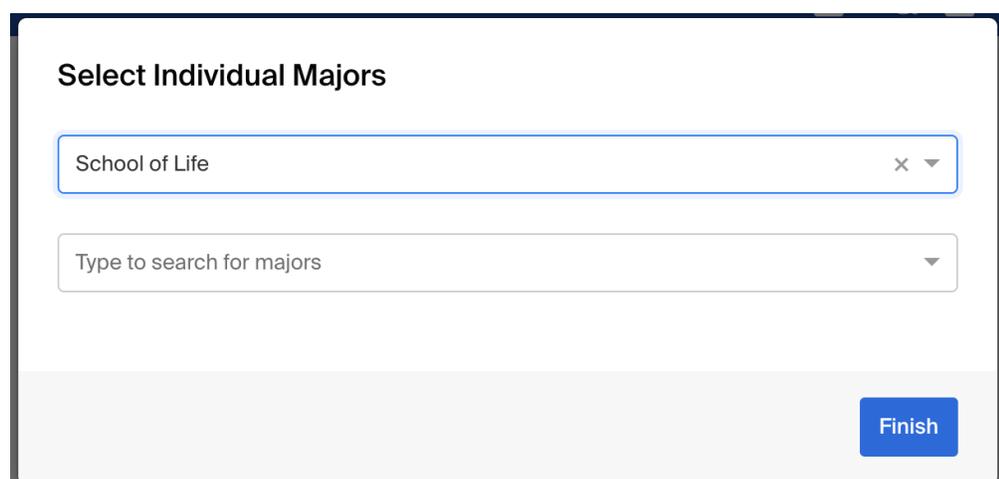
- Choose any required documents for the job application
 - Resume
 - Cover Letter
 - Transcript
 - Other Document (e.g. work sample, course schedule, or other misc documents)

Once you're finished with Job Details, click "Next", or click directly on the "Job Preferences" tab.

Note: all of these preferences are optional, and none of the preferences you add to this page will block students from applying for your job. Handshake will state which candidates meet all of your preferences, and those who don't. For more information on this, refer to [Understanding Job and Applicant Preferences](#).

THE PREFERENCES TAB

- **SKIP** Add a graduation date range for your job by specifying the earliest and latest graduation date for qualified applicants.
- Choose a School Year
 - Freshman
 - Sophomore
 - Junior
 - Senior
 - Masters
 - Doctorate
 - Postdoctoral Studies
 - Alumni
 - Masters of Business Administration
 - First Year Community / Technical College
 - Second Year Community / Technical College
 - Certificate Program
- Add a Minimum GPA value (**Optional**)
- Choose which Major Categories would make a student qualified for your job. **THIS IS OPTIONAL - however, if you would like to select a specific major, click the link at the bottom of the list Choose a specific major by school.**
 - This will open up a modal to pick the school (UMBC) and desired majors manually. After selecting the school and major(s), click "Finish" to save the changes.



Select Individual Majors

School of Life x ▾

Type to search for majors ▾

Finish

- Configure your Applicant Packages recipients, and notification frequency.
 - Note: if you haven't marked at least one document type as *Required* by applicants, this option won't appear.

Setting up who should receive Applicant Packages

The job creator's name is listed first. You can also add other team members to receive packages by choosing from the dropdown. If you haven't added them as a contact yet, there will be an add new contact option at the bottom of the dropdown.

You can choose (or remove) the following options:

- Email a summary of all applicants once my job expires
- Email every time a new student applies
 - If you choose this option, you can then specify whether you want to:
 - Send all applicants
 - Only send me applicants who match all of my preferences; *only students who match all of your preferences selected in the "Preferences" tab (eligibility for international students, grad date / year, GPA, and Major) will trigger an email notification.*

Applicant Packages *Specify who should receive the applicant packages*

👤 Employer Dolores University

- Email a summary of all applicants once my job expires
- Email every time a new student applies
 - Send all applicants
 - Only send me applicants who match all of my preferences

Add someone else to receive packages ▾

Once you're finished setting up your Job Preferences, click "Next" or click on the "Schools" tab.

THE SCHOOLS TAB

- Add schools - **Always UMBC only**
- Once you've added schools, you'll have options to manage them:
 - Remove a school - The (-) to the left of each school allows you to remove it from the list
 - Interview on campus? - Selecting this will simply flag this job indicating to UMBC Career Center your potential interest in utilizing on-campus interviewing resources. To request an on campus interview, please contact Anna Pittinger, annap5@umbc.edu
 - Apply start date - Choose this if you'd like to block students from applying to your job until a specific date.

- Expiration date - Confirm the date that the job will expire at that school (and students will no longer be able to apply).
- **SKIP** Adding a Global apply start date allows you to update the job start date for every school on your list (it will overwrite previously set start dates).
- **SKIP** Adding a Global post expiration allows you to update the post expiration for every school on your list (it will overwrite previously set expiration dates).

Schools	Interview on campus?	Apply start date	Expiration date
✕ Amaranta University	<input type="checkbox"/>	2019-10-24 02:00 pm	2020-01-03 11:00 pm
✕ Rivendell University	<input type="checkbox"/>	2019-10-24 02:00 pm	2020-01-03 11:00 pm
✕ School of Life	<input type="checkbox"/>	2019-10-24 02:00 pm	2020-01-03 11:00 pm

Once UMBC has been added, click “Next” or click on the “Preview” tab.

THE PREVIEW TAB

Check to confirm that all of the information is correct. **If you're happy with the job preview, click “Save” in the lower-right corner. Your posting will be sent for review and approval by UMBC Career Center staff.**