Post a Job or Internship

University Career Services is pleased to offer employers the opportunity to connect with UNC students in online postings via Handshake. Handshake is a networked platform used for recruiting college students at nearly 400 colleges and universities. If you are already a Handshake user, simply go to the ?schools? option and request access to University of North Carolina - Chapel Hill. If you do not currently have a Handshake account, you will first need to create one before being able to post your opportunity, using the following steps.

Creating a Handshake account:

- Go to the Handshake registration page [1] and select the ?employer? option.
- Complete the form, providing your basic information, then check your inbox for a confirmation email from Handshake.
- After confirming your email address, complete your employer profile (if your company already has a profile that was created by another employee in the organization, they may need to approve your connection to that existing account).
- Your Handshake profile must include complete organization and contact information (organization name, address, organization URL, organization description, contact name, contact email—must use a company email—gmail, yahoo, etc. not allowed without prior permission form the Associate Director for Employer Relations, contact phone number).

****Instructions for UNC-CH Departments wishing to create an account****

After confirming your email check to see if your department already has an account. It will look like the following example:  

**UNC-CH University Career Services**

If you do not see your department listed as the above example, continue to the next step and create an account for your department.

**The account name will be UNC-CH (your department name).**

Once created and submitted, a staff member from University Career Services will review/approve. Once approved, you will then be able to post job/internship opportunities.


Posting your job or internship:

You can post a job or internship that is targeted to UNC students for free. In order to post and have your position approved by UCS, it must meet the following standards:

- Your posting must adhere to NACE **Principles of Professional Conduct for Employment Professionals** [3].
- Position(s) cannot be domestic (e.g. Nannies/Babysitter, Private Tutors, Gardeners, Housekeepers, Drivers, etc.).
Postings must not charge any fees to students as a condition of employment or participation.

Steps to post your position:

- Log into Handshake [4] using the email address and password you previously created.
- Select the ?post a job? button on the main dashboard or click on the left ?jobs? menu and click the ?create job? button on the top right of the page.
- Complete the form fully, including the basics, position details, screening preferences, and schools to which you want to post the position (be sure to select University of North Carolina - Chapel Hill).

Source URL: https://careers.unc.edu/employers/post-job-or-internship

Links