



# New User Guide for Employers

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## Create an Employer Account and Post Your First Job:

Go to <https://careers.unc.edu/employers/post-job-or-internship>

- Go to the Handshake registration page and select the “Employer” option.
- Complete the form, providing your basic information, then check your inbox for a confirmation email from Handshake.
- Wait for your email confirmation message, and then click the link to confirm.
- We recommend completing your own profile to include your title, photo, and a short biography. You can make your profile viewable (and thus discoverable) to students, which can help with the recruiting process.
- If you are part of an organization that already exists in Handshake, the owner of that employer account will need to approve your request, but you will likely not need to complete a company profile.
  - If you are creating a new employer account with this request, you’ll want to complete a profile. Instructions can be found at <http://tinyurl.com/handshakeUCS>
  - You should complete your organization profile as thoroughly as possible, as the information is viewable by students as a means for learning more about your company.
- Your account will need to be approved by our office after you have requested access.

Once your account has been approved you will be able to post by clicking on “Post a job” on your Handshake homepage. Just follow the instructions to add your vacancy – final step click on “Create”.

## Post a Job Using an Existing Handshake Account:

Go to <https://unc.joinhandshake.com/login>

- Enter your email and click on next.
- Click on “Log in using email and password” – enter password.
- You will be taken to your Handshake homepage.
- Click on “Post a job” and follow the instructions to add your vacancy – final step click on create.

Your vacancy will be reviewed by a UCS staff member and posted if approved.

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## Job Posting Information and Helpful Tips

**Position Type:** Choose one or more boxes that relate to the type of position you are posting. You might also choose to check the Temporary/Seasonal box if your position is not ongoing.

**Job Description and Qualifications:** Provide as much information as possible in these sections. This will help ensure that you receive only the most qualified and interested applicants. Think about including the benefits of working for your company to entice more applicants. Some ideas could include:

- Proximity to campus: Is it on the bus line or within walking or biking distance?
- Scheduling information and hours per week: Would students have a flexible schedule or are there very specific times that are needed? Include this information.
- Transferrable skills: Students are very interested in pursuing opportunities that will help build their resume. Include information about what students will learn. Customer service skills? Leadership skills? Technical skills?
- Discounts, free food, other fringe benefits.

**Resume Receipt:** You can choose how you want an applicant to apply.

- Email: Resumes and any additional required documents will be emailed to you as they are submitted.
- Online: Resumes will accumulate in the Handshake system.
- Other: You may include a website, fax, physical address, or other method of application

**Contact Information:** You may choose not to display all of your contact information. We recommend that employers make at least their name and email or phone number available to students as we encourage students to address employers by name in their cover letters and other correspondence.

**Posting and Expiration Date:** Specify when you would like the posting to go active and inactive. Although you can post your job for as long as a year, we discourage posting a job for longer than a month. Students can see when the job was posted and are inclined to think the position is filled (or worse, undesirable) if it has been posted for too long. We find it is better to simply repost the same position (which will be saved in your account) giving it a new active date.

**Salary Level:** We recommend taking the guesswork out of it and including a specific pay or pay range.

**Report Student Hires:** It is important to provide information regarding your hiring of UNC students for any part-time job. All free services provided to part-time employers are funded by a federally funded grant, the Job Location and Development (JLD). In order to maintain this grant and access to free services, we ask that you provide a few basic answers to questions regarding your part-time employment of UNC Students. This survey can be found here: <https://unc.az1.qualtrics.com/jfe/>

If you have any questions about posting part-time jobs, please contact Stephanie Johnson at [stephanie\\_johnson@unc.edu](mailto:stephanie_johnson@unc.edu) or (919) 843-8838