Thank you for your interest in recruiting at the University of Nebraska-Lincoln. We can’t wait for you to get connected with our students and alumni who are looking to work for organizations like yours.

We are excited to be able to provide you and your organization with free access to Handshake, our online career management system. Handshake allows you to easily interact with our students and alumni, post your open positions and events, register to attend our Career Fairs and recruiting events.

If you don’t already have a user account and company profile in Handshake, you’ll need to do this first. If you already have a Handshake account with another school, you’ll want to use it to connect with UNL.

Let’s get started!
We created this guide to provide you with the information you need to get started with Handshake. If other questions should come up, or if you want to learn more about recruiting on campus at UNL, please don’t hesitate to contact our office; we’re here to help!

**Telephone:** 402-472-3145  
**Email:** careerservices@unl.edu  
**Online:** [https://careers.unl.edu/](https://careers.unl.edu/)
1. Visit https://joinhandshake.com/

2. Click the **Sign up** button.

3. Click **Are you an employer? Create an account here.**

4. Use your organization’s email address and click **Sign Up**
   - If you do not have a company email address, please reach out to University Career Services to assist you with your needs.

5. Enter your recruiting interests and alma mater to help us better understand how you’ll use Handshake. The selections you make here do not hinder your ability to recruit students in any way. Your phone number will not be shown unless you choose that option on your profile.
6. Read the Employer Guidelines, Terms of Service, and Privacy Policy. Then continue.

7. If you are not a 3rd party recruiter, select No. Then, click Next: Confirm Email.

8. If you are a 3rd party recruiter, select Yes, then review and agree to Handshake’s 3rd party recruiter policy.
   
   • Once you’ve created an account, Career Services will prompt you to agree to UNL’s 3rd party recruiter policy within the Employer Approval comments section.

9. You should receive an automated email from Handshake at the email address you used during the registration process. You must click the link in this email to confirm your account. If you don’t receive a confirmation email, please reference the steps outlined in this article.

10. When the email arrives, click the Confirm Email button to verify your account.

11. You will be brought back to Handshake where you will connect with your organization or company.
1. Click the Join button if Handshake was able to find your organization. If a company appears, but is incorrect, please follow the on-screen instructions shown under “Not your company?”

2. Once you click “Join” You may get a notification that you are pending approval from another staff member in your company. For more information, view the article “What is a “pending” status at my company?”

   • If you haven’t received an approval from someone in your company, please contact Career Services.

3. If no company prepopulates, use the search bar to find your company, as pictured below. If your company doesn’t exist, you can click “Create New Company.”

4. Next, you will choose schools you want to connect with. To post positions, register for fairs, or search for students, you must be connected to a school. Use the filters on the left side of the screen to search for the University of Nebraska-Lincoln. To request to connect with the University of Nebraska-Lincoln, click the + button on the right of the school logo.

5. We also recommend connecting with our other campuses, the University of Nebraska-Omaha and the University of Nebraska-Kearney.

6. When you are done adding schools, click Next: Finish. Please note that once you complete this process you will become a pending employer. Approving new employers is done by Career Services’ staff and can take 2 – 3 business days depending on the volume of requests. Until your employer request is approved, you cannot post internships or jobs. To learn more about being in a pending status at a school, read the article “What is pending status at a school?”
7. Once your employer request is approved, you will receive an email from Handshake.

8. Once you log in to Handshake, you will be directed to your profile and you may begin posting your opportunities.

Tip

Students are looking to connect with you! The more effort and time put into completing your company profile, the better!

Auto Approve Staff
Click this to enable any user with a confirmed email address from your company domain name to be automatically approved when they request access at your company. (To manually approve all staff requests, leave this box unchecked).

Allow Student Messages
Click this to allow students to initiate conversations with your company through the Handshake platform. (Leave this box unchecked if you want students to contact you via email or other off-platform channels).

Click Create New Employer when you are finished entering your company information. You will then be taken to the employer landing page where you will be able to create job postings and events.

You may edit your company information at any time after you have created your account if you are listed as the account owner. To learn more about how to edit your company information, read the article “How do I edit my company information/settings?”

Tip

Having a complete profile is in the your best interest when recruiting students. We encourage all of our employers to include all contact information, and updated and complete business address, and an About Me section with any relevant mission statements, values, visions, and goals.
Once you have been approved to post positions at UNL, there are two ways to post a job:

1. On the homepage of your Handshake account, click **Post a Job**

OR

2. Click the **Jobs** tab and click **Create Job**

There are four required pages of the job posting form: **Basics, Details, Preferences,** and **Schools.** You can use the toolbar at the bottom to navigate between pages on the job post form. While these pages contain both required and optional fields, we highly recommend completing all fields. Some of the fields you should expect to complete include Job Title, Job Type (job vs internship), Employment Type (full-time vs part-time), and duration.

If you do not have any preferences in the categories in the **Preferences** tab, you can leave all the options blank.
If you are new to creating an internship, utilize the Internship Tool Kit to help you get started.

Once you have finished editing your job posting, select the **University of Nebraska-Lincoln** from the drop down menu using the arrow button and click Create to post your job. If you would like to post this job to the University of Nebraska-Omaha and University of Nebraska-Kearney (recommended), you will need to select them individually here. Schools will only be visible once you have been approved at that school.

*Interested interviewing on-campus? See the next page. – another document in folder

Your position will then be approved by Career Services before being visible to students.

You can add other schools to job postings even after it was initially created. To do this, return to this screen and click the **+ button** next to the school’s name.

If you need more assistance, please see the “**How to Post a Job**” article.
REQUESTING INTERVIEWS IN HANDSHAKE

1. To create an interview schedule, click the **Request an Interview** button on your Handshake account homepage.

2. Using the dropdown, select **University of Nebraska – Lincoln** from your list of schools.

Continue by indicating the names of the contacts who will be in attendance for interviews, in addition to naming your interview schedule for students to easily identify. We may update this information to include interview location upon approval of the interview schedule.

You may provide a schedule description if you have any notes you would like for University Career Services to know. Additionally, you may indicate whether or not a student would be allowed to apply to and interview for more than one job, if you will have multiple positions associated with this schedule.

3. Review the tentative room availability for the week of your desired interview date and select your date of choice.
4. To account for any changes in room availability, please identify an **Alternative Date** that would also work for your interviews.

Indicate the **Requested Room Count** noting how many spaces you would be needing for the day, in addition to any Details you’d like for University Career Services to be aware of.

Please limit details to basic information about the schedule. Any adjustments that need to be made that would affect the structure of the schedule need to be emailed directly to University Career Services, to ensure those changes are properly applied.

**The maximum number of spaces that may be reserved per interview date is 6.**

5. Begin building the outline of your schedule by first identifying your Timeline.

Reviewing the options, select from either an Open, Preselect, or Room Only schedule.

6. Once you have selected your timeline, select from the available **Interview Slot Templates** as indicated by your timeline selection, reviewing any relevant dates. Please contact University Career Services directly if this information needs to be updated.
Attach a Job:

7. If you have a position or multiple positions to associate with your interview schedule, you may attach them using the following options. Create a new job, copy an existing job (which will create a duplicate position), or use an existing job (which will merge any existing applicants with the interview schedule).

If you do not yet have a position identified, you may select to be reminded to enter this information at a later date.

8. After reviewing your information, submit your Request using the green submission button.

9. Once your request has been submitted, your schedule will be pending until reviewed and confirmed.

Confirmation of your interview schedule will be sent via Handshake, as well as directly from the reviewer within University Career Services, further detailing any relevant information.
1. When you are logged into Handshake, click on the Fairs tab on the left menu bar and search for the University of Nebraska-Lincoln. This will show all of our upcoming events.

2. Click on the name of the fair you are interested in and review the information and attachments provided. The attachments provide details concerning parking and other important information about the event. If you will not be attending the event yourself, please forward this to the representatives that will be attending.

3. To register, click “+ Register” on the upper left corner of the page.

For more information, please read the article “How do I register for a career fair?”
1. Log into Handshake and click the **Students** tab.

2. Locate and check the box next to the **University of Nebraska-Lincoln**.

3. You can drill down your search by numerous filters, such as school year, major, graduation date, or GPA.

**Tip**

You can use the keyword search bar to narrow your student search and specify who are looking for. Keyword searches reveal keywords used on student profiles and resumes, so you can use it to look for specific skills, certifications, or experiences for your candidates. See Page 14 for details.

**Note:** Handshake no longer allows employers to bulk or individually download a student’s resume or student profile page by default. Employers are only able to download a student’s resume if that student has already reached out to them by applying to a job, accepting and interview request, or RSVP’ing to an event hosted by that employer.

**Tip**

Another way to connect with top Husker talent is to communicate with student via the Handshake Messaging tool. You can message the student directly from their profile. If an employer needs access to more than the standard messaging limits, they can contact Handshake directly and learn about other solutions.
**New Recruiters – Recruiting History**
Wondering what the previous person in your role has completed in the past using your current company profile? Under the Events, Interviews, Jobs, and Fairs tabs, you may search for past registrations and postings.

**Jobs**
View all jobs posted, including expired, active, and declined. Can be a great way to see which positions have been shared and to which schools.

**Make Your Job Posting Stand Out**
The more details you can include in your job description, the better! Here are things to include in a job description:

- Brief description of the organization
- Knowledge skills, and abilities
- Preferred class level, major and/or background
- Excepted hours

Descriptions may include:

- If international students are welcome to apply
- What documents and procedures are required for the application process
- Benefits and incentives included

*Be sure to utilize the formatting tools as a tool!*
Special Note: Job Functions Feature
Handshake uses machine learning, like how Amazon and Facebook do for ads – but for jobs. This means that the time you spend constructing your job posting goes to good use! All the keywords that you enter are used to help surface your posting to the right students, based on what they’ve shown an interest in before, and how their skills and experiences align.

The Job Functions feature works in a similar way; by choosing the appropriate job functions for your posting, you'll be helping Handshake get your post in front of the right candidates.

Students Sourcing Features & Messaging
Within Handshake, you may search for students at schools your organization is connected with, if you meet certain criteria*. Searches will only return results for students who have chosen to make their profile and data public. You can select a number of built-in filters, or use the public resume download button, messaging tool, or search bar to search for specific keywords, like “Python” or “sales.”

Criteria for Sourcing:
-Only companies who have a trust score above 80% may source students
-Companies can contact up to 100 students per recruiting season
-There are two recruiting seasons every year: the first is January 1 - June 30; the second is July 1 - December 31

Events & Fairs Tab
Companies have the option to share events with schools. Events that may be shared with the University can be on your organization’s campus, on the school’s campus, or can be done virtually.

Using the fairs tab you may search for fairs and other opportunities to explore in detail.

Company Branding/Banner Image
Try to pick an image that shows off who’s there, where you are, or what you do. This should be a branding-type image that correlates with your company’s values, incentives, culture, or other aspects that make your company unique. An ideal example can be found below and dimensions can be found on Page # of this Guide.