



HANDSHAKE EMPLOYER GUIDE FOR UTHEALTH SPH

Career and Alumni Services



TABLE OF CONTENT

Employer Account Set-Up.....	2
Creating Job Postings.....	4
Viewing, Editing, Expiring, Duplicating Job Postings.....	5

NEED ADDITIONAL HELP?

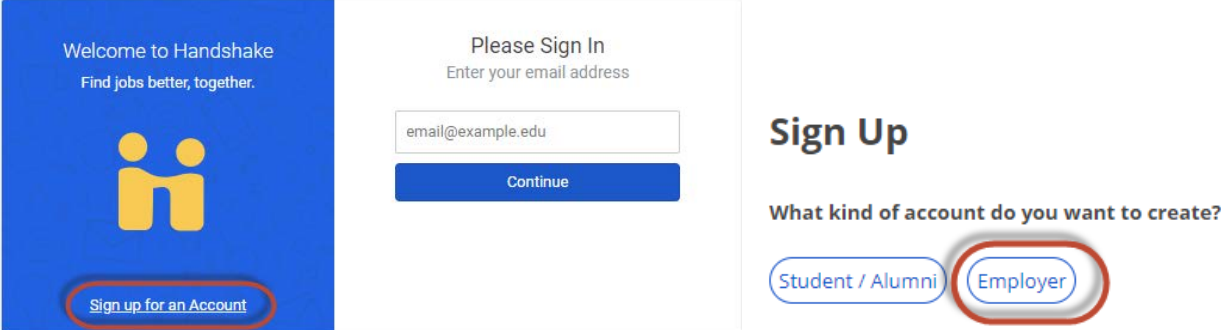
You can email UTHealth School of Public Health Career and Alumni Services at SPHCareerServices@uth.tmc.edu. Please indicate your name, company and job posting number (if applicable) in your email so we may better assist you.

For additional Handshake instructions and tutorials, please visit the “EMPLOYER” section of the Handshake Help Center:
<https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer>

Employer Account Set-Up

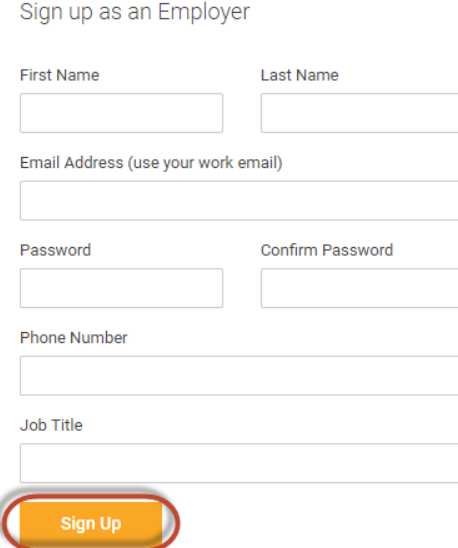
The University of Texas Health Science Center at Houston (UTHealth) School of Public Health is partnered with Handshake to connect students and employers. Setting up an employer Handshake account is quick and easy by following the steps below:

1. Connect with UTHealth School of Public Health through this link:
<http://go.uth.edu/uthsphhandshake4employers>
2. Click on “SIGN UP FOR AN ACCOUNT” and then click “EMPLOYER”



The image shows a composite of three parts of the Handshake sign-up process. On the left is a blue banner with the text 'Welcome to Handshake Find jobs better, together.' and a yellow icon of two people. A red circle highlights the 'Sign up for an Account' link. In the center is a 'Please Sign In' form with the prompt 'Enter your email address', a text box containing 'email@example.edu', and a blue 'Continue' button. On the right is a 'Sign Up' section with the question 'What kind of account do you want to create?' and two buttons: 'Student / Alumni' and 'Employer', with the 'Employer' button circled in red.

3. Fill in form and click “SIGN UP”



The image shows a 'Sign up as an Employer' form. It includes fields for 'First Name', 'Last Name', 'Email Address (use your work email)', 'Password', 'Confirm Password', 'Phone Number', and 'Job Title'. A red circle highlights the 'Sign Up' button at the bottom.



4. Enter your recruiting interests and click “CONTINUE”
5. Review the *Employer Guidelines, Terms of Service and Privacy Policy* and select “YES” if you are a third party recruiter or “NO” if not.

6. You will receive a confirmation email to verify your account.
7. Follow the link in the email which will direct you to the page to join your company, click **“JOIN”**.

CHANGING COMPANY:

If the pre-filled company is not the correct one, or if it did not show up, use the search bar to find your company.

NEW COMPANY:

If this is a new company to Handshake, click **“CREATE NEW COMPANY”** to create the profile.


8. You should be connected to the UTHealth School of Public Health. If that is not the case, you can send your connection request by searching for The University of Texas Health Science Center at Houston (UTHealth) School of Public Health and clicking the **+** sign.

Creating Job Postings

Follow the steps below to post jobs for UTHHealth School of Public Health students:

1. Log into your employer account: <https://app.joinhandshake.com/login>
2. On the left column, click on “**JOBS**” and then click “**CREATE JOB**”
3. Complete the required information on page 1, click “**NEXT**”
 - Job Title
 - Where should students submit their application?
 - Job Type
 - Employment Type
4. Complete the required information on page 2, click “**NEXT**”
 - Description
 - Job Function
 - How many students do you expect to hire for this position?
 - Job Location
 - Eligibility for international students
 - Temporary work authorization
5. Complete any additional *optional* information
 - Page 1: *Company Division, Display your contact information to students? Duration, Is this a work study job?*
 - Page 2: *Approximate salary, Required documents*
 - Page 3: *Graduation date range, school years, Minimum GPA, Major Categories, Applicant package recipients*
6. Choose the schools where this job should be posted. Select “**University of Texas Health Science Center at Houston (UTHealth) School of Public Health**” and enter expiration (closing) date of the job posting. Click “**SAVE**” (bottom right)

The screenshot shows a web interface for creating a job posting. At the top, there is a search bar with 'UTHealth|' entered, and a dropdown menu showing 'University of Texas Health Science Center at Houston (UTHealth) School of Public Health' selected. To the right, there are two date pickers: 'Global apply start date' and 'Global expiration date', both with 'Set global start' and 'Set global expiration' buttons. Below this, there is a table with columns: 'Schools', 'Interview on campus?', 'Apply start date', and 'Expiration date'. The table contains one row for the selected school, with a checkbox for 'Interview on campus?' and date pickers for 'Apply start date' (2018-08-15 09:00 am) and 'Expiration date' (yyyy-mm-dd).

Schools	Interview on campus?	Apply start date	Expiration date
 University of Texas Health Science Center at Houston (UTHealth) School of Public Health	<input type="checkbox"/>	2018-08-15 09:00 am	yyyy-mm-dd

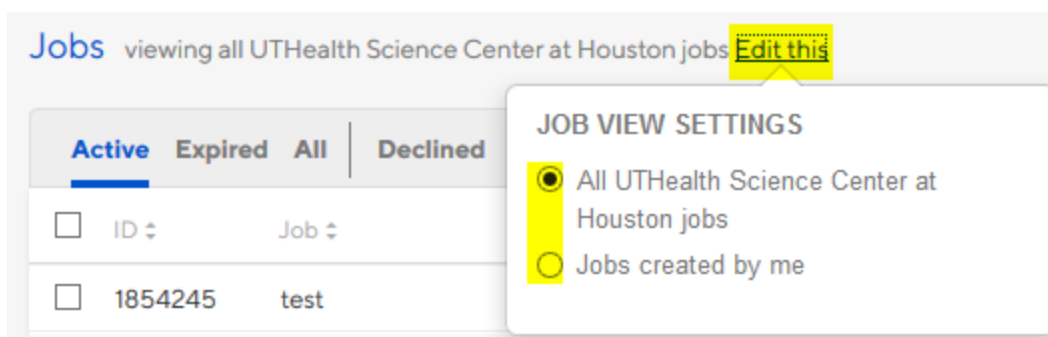
Viewing, Editing, Expiring, Duplicating Job Postings

Follow the steps below to view, edit, expire or duplicate your job postings:

1. Log into your employer account: <https://app.joinhandshake.com/login>
2. On the left column, click on “JOBS” and use filter options or search bar to find the posting you would like to view, edit, expire or duplicate



3. Alternatively, you can use the “EDIT THIS” option to narrow down your search



4. Once you find the desired posting, click on the job posting entry to access the options to **review, edit, expire, or duplicate** *.

#1854245 test

A screenshot of the job details page for "#1854245 test". The page is divided into two main sections: "Job" and "Applicants". In the "Job" section, there are three buttons: "Edit Details", "Expire Job", and "Duplicate job", all of which are circled in red. In the "Applicants" section, there is a button labeled "Review 0 Applicants", also circled in red. Below these sections is a table with columns for "School", "Applicant Count", "Last Update", "Status", and "Comment Count". The table has one row with the following data: "University of Texas Health Science Center at Houston (UTHealth) School of Public Health", "Approved 9 minutes ago", "Approved", and "None". At the bottom of the page, there is a "Favorite Job" button.

**Duplication: please note that this action will create a new job number for that duplicate posting.*