



Thank you for our interest in posting positions for students at the **University of Nebraska at Kearney**. Basic steps to help you get started are listed below. Please reach out to the Career Center via the contact information below if you need assistance with Handshake.

## Create or Login to Account

### Step 1: Basic Info

- Create your user account (use your company e-mail address)  
Use the Handshake link provided below:  
<http://www.unk.edu/offices/acs/employer-information.php>

### Step 2: Confirm the Account

- Check spam or junk folder if you cannot find confirmation e-mail
- Add Handshake to your address book to receive future e-mails

### Step 3: Join Company

- Search to find your company and join
- If company was not found, create a new company (option on the right of the page)
- Company will be notified upon approval

### Step 4: Connect with Schools

- Choose schools to post positions with
- Be sure to select UNK!
- Approval is necessary before posting positions can begin

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#### **UNK** COLLEGE OF BUSINESS & TECHNOLOGY CAREER CENTER

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## Post a Position

### Step 1: Create Listing

- Click on “Post a Job” or “Create Job” tab from your home dashboard

### Step 2: Job Basics

- Fill out information based on your company and available position information: title, company information, job type, employment duration, work-study option
- Select where students submit their application – on Handshake or type the URL to direct students to correct page.

### Step 3: Job Details

- Add job description, functions, salary, and location

### Step 4: Job Preference (adding preferences are optional)

- Graduation date range, minimum GPA, majors, configure when and who will receive applicant packages  
*NOTE:* When selecting which majors are qualified, select the category first. All majors within that category are automatically qualified; clicking on a specific major removes them from qualifying.

### Step 5: School Selection

- Add schools using the dropdown menu. If your company has not been approved to post jobs at a school, you will not see that school as an option.
- Application start and expiration date

### Step 6: SAVE

- Done!