handshake

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)
https://app.joinhandshake.com/login

More information can be found here: 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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Post a Position

Here's a video how to create a job posting: https://use.vg/Eztu3L

Here's a video how to search for ID students: https://use.vg/BJzwo3

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.
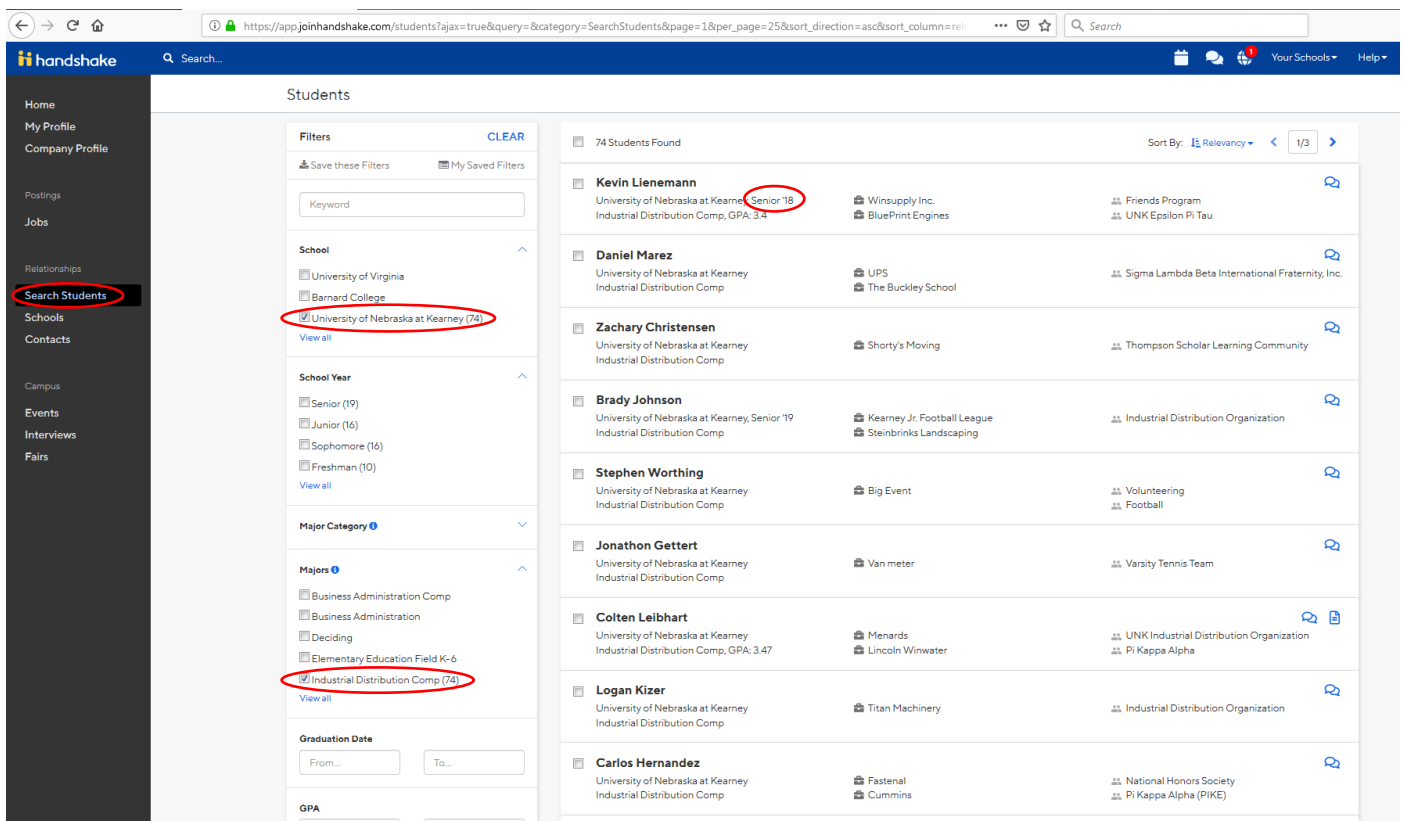- Application start and expiration date

Step 6: SAVE
- Done!

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Once you're approved to access UNK student profiles, log into Handshake.

Here's a video how to search for students: https://use.vg/BJzwo3

1. Click on "Search Students" on the left.
2. Select "University of Nebraska at Kearney"
3. Select the major you're looking for.
4. All students / alumni will populate. In this example, "Senior '18" by Kevin Lienemann's name means that he graduated in 2018.

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