

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) <u>https://joinhandshake.com/</u>

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

UNK COLLEGE OF BUSINESS & TECHNOLOGY CAREER CENTER

Dustin Favinger, favingerdd@unk.edu, 308.865.8066, WSTC 117E Brenda Jochum, jochumb@unk.edu, 308.865.8122, WSTC 121E Janice Woods, woodsje@unk.edu, 308.865.8979, WSTC 119E Mandy Sand, sandmm@lopers.unk.edu, 308.865.8876, WSTC 111N



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 <u>removes</u> 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 <u>not</u> 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.

- 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.

ii handshake	Q Search	
Home	Students	
My Profile Company Profile	Filters CLEAR	65 Students Found
	Legword Save Argenting Saved Filters	Kevin Lienemann University of Nebraska at Kearner, Senior '18
Jobs		Industrial Distribution Comp, GP
Relationships Search Students	School	 Zachary Christensen University of Nebraska at Kearney Industrial Distribution Comp
Schools Contacts	✓ Danial Course ✓ University of Nebraska at Kearney (65) View all	Brady Johnson University of Nebraska at Kearney, Senior '19 Industrial Distribution Comp
Campus Events Interviews	School Year	Stephen Worthing University of Nebraska at Kearney Industrial Distribution Comp
Fairs	Freshman (8) View all	Logan Kizer University of Nebraska at Kearney Industrial Distribution Comp
	Major Category 0 🗸 🗸	Carlos Hernandez
	Majors 0	University of Nebraska at Kearney Industrial Distribution Comp
	Business Administration Comp Business Administration Deciding Elementary Education Field K-6	Seth Carbaugh University of Nebraska at Kearney Industrial Distribution Comp
	Industrial Distribution Comp (65)	Sara Sempek University of Nebraska at Kearney Industrial Distribution Comp, GPA: 3.69
	Graduation Date	

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