Posting Positions at UVU

Utah Valley University | Career Development Center

On-Campus Recruiting & Virtual Recruiting

2021 - 2022

UVU CAREER DEVELOPMENT CENTER
UTAH VALLEY UNIVERSITY

POSTING POSITIONS
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Make students aware of opportunities with your organization by posting positions on Handshake. Posting positions is easy and will save time because Handshake allows you to make each position you create available to over 1,000 schools (after approval) with just one posting.

1. **Instructions.** To post your position(s), access Handshake, then click "Jobs" on the black bar on the left side of your screen and follow the prompts provided.

2. **Approval**. You are welcome to post full-time career opportunities, part-time student jobs, and internships. Volunteer and unpaid jobs are not approved.

3. **Tips.**
   - If you have created your job postings prior to being approved by UVU, you will need to go back to those positions and select UVU while in "edit" mode in order for our students to view them.
   - As you create your posting, be sure to select specific majors you wish to target. Do not select all majors.
   - Under "Preferences" and "Applicant Packages," select "email every time a new student applies" to be notified as students apply.
   - Please contact Alessandra Diaz, Employer Relations Assistant, so she can:
     o Answer questions and provide assistance in using Handshake.
     o Expedite your Company Account approval process for you.
     o Expedite approval of your Job Posting(s).
   - Contact Jeffrey Mullis, Employer Relations Assistant, so he can:
     o "Pin" appropriate degree-related jobs to student dashboards on Handshake (upon request only).
     o Notify our communications network across campus of degree-related opportunities that can be shared with students.

   - Learn the benefits of managing applicants on Handshake by reviewing the Help Articles found on the Handshake Help Center found here: https://support.joinhandshake.com/hc/en-us.