

Handshake: Employer Login & Job Posting

1 Review Job Posting Policy

Review Posting Policy to see which majors, colleges, and schools are served by the University Career Center and/or how to contact Business, Engineering, or Law career centers.

Review types of positions posted/not posted. <http://louisville.edu/career/employer-engagement/PostingPolicy>

2 Login

Login to Handshake portal at <https://louisville.joinhandshake.com/login> and click on the link to log in with your email address.

You will NOT log in as a student.



3 Enter Email Address

And click NEXT

UNIVERSITY OF
LOUISVILLE.

University of Louisville

Enter your email (use your .edu email if applicable)

email@example.edu

Next Need help?

4

Click “Log in using your Handshake credentials”

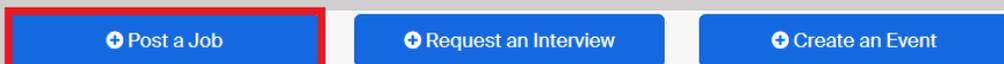
Hello!

Click below to sign in to your account

~~Student Login~~

Or log in using your Handshake credentials

5 On the Home page, select the blue “Post a Job” button



After selecting Post a Job, you will be taken to a “New Job” form. This form consists of five sections which will be covered in the following steps: Basics, Details, Preferences, Schools, and Preview.

5 Basics

Fill out the “Basics” section of New Job form with necessary information pertaining to your job. This includes where the student should apply, job title, job type (internship/job/fellowship/etc.), employment type, and duration.

When finished, click the [Next >](#) button at the bottom of the page.

A. Where should students submit their application?

- Apply in Handshake
- Apply through external system

C. Job Type

- Internship
- Cooperative Education
- Experiential Learning
- On Campus Student Employment
- Fellowship
- Graduate School
- Job
- Volunteer

B. Job title

6 Details

The “Details” section of the form is for specific role-related information. This includes a position description, job role (select options from the drop down menu that students can use to search for certain types of work), number of candidates you will hire, salary information, and job location.

When finished, click [Next >](#) again.

Job role(s)

Accountants (General)

Actors and Models

Actuaries

7 Preferences

The “Preferences” section of the form allows you to specify characteristics of ideal candidates. This includes graduation dates, school years, minimum GPA, and majors. Selected preferences will be displayed on the posting to searching students. You will also need to select who the applications should be sent to.

When finished, click [Next >](#)

Graduation date range (Optional)

Earliest grad date

month year

Latest grad date

month year

8 Schools

The “Schools” section allows you to specify which schools the job should be posted at. First, add schools by typing in the search bar or clicking the drop down menu.

You may also click [Add All Schools](#) to post your job to all schools in Handshake.

Second, set apply start and expiration dates. Dates can be set for each school or a global date can be set that applies to all postings of your job.

When finished, click [Next >](#)

1. Search Schools

Search your schools to add job postings

[Add All Schools](#) [Add Favorite Schools](#) [Find More](#)

2. Set apply start and end dates

Global apply start date ⓘ

Set global start

Global expiration date ⓘ

Set global expiration

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Preview and Save

The last step is to preview how your job posting will look to students before you post it. If you notice any changes need to be made you can go back to any of the previous sections to make edits.

Once job form is completed and ready, click

Save

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Position Review and Approval

After clicking Save, your position goes to the UCC for review. Employers are notified by email and by message within Handshake when a position has been approved or declined.