

UNE STUDENT EMPLOYEE SUPERVISOR: QUICK START GUIDE: GETTING STARTED WITH HANDSHAKE

Step 1: Create your account

- Click on the following to create your account:
- https://app.joinhandshake.com/employer_registrations/new?employer_invite_token=qqONoAR7JUqxG1YIn8jNSdYM1xUrCUnk
- You will be joining Handshake as an employer looking to hire students
- Log in with your UNE email, create a password (5 character at least 1 capital letter & 1 number)
- Complete information requested, leave the alma mater & type of candidates information blank; select not a third party recruiter

Step 2: Confirm your account & log in

- Go to your UNE email to confirm your account and log in
- Select "On Campus Employment University of New England" as your employer, and select "University of New England" as the school you want to connect with.
- Log in

Step 3: Post jobs

- Select the *Post Job* link
- Add the information regarding your position, your position is on-campus, part time, temporary, work study.
- Start and end dates for the position and the job posting are required as well as a complete job description, including all duties which will be performed and expectations for the position.
- All jobs should have an accurate title to define the position, such as "Student Financial Services Office Assistant," "Biology Research Assistant" "Career Services Marking Assistant."
- Make sure at the end you have selected "University of New England" as your school, select SAVE

Congratulations! Your position is now in que to be reviewed by Student Financial Services. Please

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