



THE UNIVERSITY OF VERMONT
CAREER CENTER

Handshake Onboarding Guide for Employers

Thank you for expressing interest in recruiting interns at the University of Vermont. The UVM Career Center utilizes [Handshake](#)- our online job posting and recruiting platform. Handshake is a career management system where employers can post job and internship opportunities, request on-campus interviews, register for events, and engage with students and alumni.

Benefits of using Handshake:

- Handshake allows employers to have a one-stop shop for recruiting efforts.
- Employers can post jobs to multiple institutions using the Multi-School Job Posting Option—for free. You will gain access to Handshake's entire network of over 1200 schools (including 6 in Vermont).
- Utilizing the filter options allows all employers to find the best fit for each position.
- Virtual or in-person events can be hosted by employers and seen by all students and alumni.

To get started in Handshake, use this [link](#). Once you have created an employer account, it will then need to be approved by the UVM Career Center before you can [Post an Internship in Handshake](#).

Tips for creating job/internship postings in Handshake:

- Make sure your company profile is well-developed and that your posting is thorough, descriptive, and compelling. Students want to know not just what you expect of them, but also what you have to offer. Include facts about your company culture and opportunities for training/advancement will help your position stand out.
- [Directly reaching out](#) to students you'd like to see apply is a great way to develop your pipeline.
- Also, don't forget to configure [automated messages to applicants](#) to help keep the conversation flowing once those applications start rolling in.
- [Job Matches](#): a resource that enables employers to discover more candidates that are a match for posted jobs. This resource combines Job Matches and Email Digests.
- Please check out the [Employer Recruiting page](#) on our website for more information on other ways to connect with and recruit UVM students.

A step by step guide (Sourced from Handshake itself) for setting up an employer account is detailed below.

Thank you,

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1. Create a user account- Click “Employers & Career Centers” > “Are you an employer? Register here.”

The screenshot shows the Handshake website interface. On the left is a blue sidebar with the Handshake logo and the text 'Get the job done'. Below this are three menu items: 'Students' (Launch the next step in your career.), 'Employers' (Hire the next generation of talent.), and 'Career Centers' (Bring the best jobs to your students.). At the bottom of the sidebar is a 'Learn More' link. On the right side of the page, there is a 'Sign in' section. It includes a link for 'No account? Sign up here.' and two main sign-in options: 'Students & Alumni (USA)' with a dropdown menu for school selection, and 'Employers & Career Centers (USA)' with an email input field containing 'email@example.edu' and a 'Next' button.

Let's find your next job

Join Handshake's community of job seekers, the best place for students, early career professionals, and career changers to find jobs and internships.

Email address

Using an .edu email will get you quicker access to Handshake.

[Continue](#)

Are you an employer?
[Register here](#)

Already have an account?
[Sign in here](#)

2. Join your existing employer or create a new one.
3. Request to connect with UVM (and other schools of interest.)
4. Customize your profile- we require a logo & branding image, company description, and contact information per UVM Recruiting Guidelines. If you need help with any of these, feel free to email ebucchin@uvm.edu. Erin Bucchin is our Employer Relations & Operations Specialist and can assist with your Handshake quandaries!