handshake

HANDSHAKE EMPLOYER GUIDE FOR UTHEALTH SPH

Career and Alumni Services

UTHealth®

The University of Texas
Health Science Center at Houston

School of Public Health
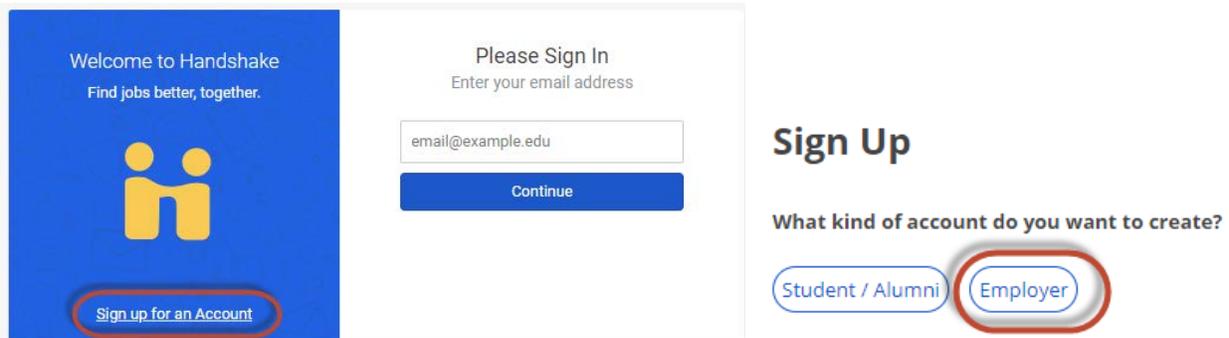
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NEED ADDITIONAL HELP?

You can email UTHealth School of Public Health Career and Alumni Services at SPHCareerServices@uth.tmc.edu. Please indicate your name, company and job posting number (if applicable) in your email so we may better assist you.

For additional Handshake instructions and tutorials, please visit the "**EMPLOYER**" section of the Handshake Help Center: https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer
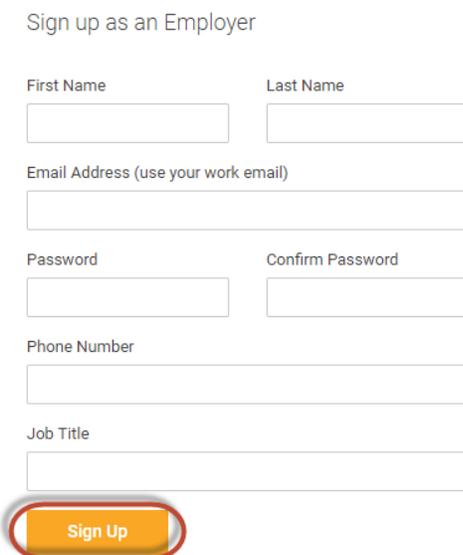
Employer Account Set-Up

The University of Texas Health Science Center at Houston (UTHealth) School of Public Health is partnered with Handshake to connect students and employers. Setting up an employer Handshake account is quick and easy by following the steps below:

1. Connect with UTHealth School of Public Health through this link: http://go.uth.edu/uthsphhandshake4employers

2. Click on "**SIGN UP FOR AN ACCOUNT**" and then click "**EMPLOYER**"

3. Fill in form and click "**SIGN UP**"

4. Enter your recruiting interests and click "**CONTINUE**"

5. Review the *Employer Guidelines, Terms of Service and Privacy Policy* and select "**YES**" if you are a third party recruiter or "**NO**" if not.

6. You will receive a confirmation email to verify your account.

7. Follow the link in the email which will direct you to the page to join your company, click "**JOIN**".

CHANGING COMPANY:	**NEW COMPANY:**
If the pre-filled company is not the correct one, or if it did not show up, use the search bar to find your company.	If this is a new company to Handshake, click "**CREATE NEW COMPANY**" to create the profile.

8. You should be connected to the UTHealth School of Public Health. If that is not the case, you can send your connection request by searching for The University of Texas Health Science Center at Houston (UTHealth) School of Public Health and clicking the ✚ sign.

Creating Job Postings

Follow the steps below to post jobs for UTHealth School of Public Health students:

1. Log into your employer account: https://app.joinhandshake.com/login

2. On the left column, click on "**JOBS**" and then click "**CREATE JOB**"

3. Complete the required information on page 1, click "**NEXT**"
   - Job Title
   - Where should students submit their application?
   - Job Type
   - Employment Type

4. Complete the required information on page 2, click "**NEXT**"
   - Description
   - Job Function
   - How many students do you expect to hire for this position?
   - Job Location
   - Eligibility for international students
   - Temporary work authorization

5. Complete any additional _optional_ information
   - Page 1: *Company Division, Display your contact information to students? Duration, Is this a work study job?*
   - Page 2: *Approximate salary, Required documents*
   - Page 3: *Graduation date range, school years, Minimum GPA, Major Categories, Applicant package recipients*

6. Choose the schools where this job should be posted. Select "**University of Texas Health Science Center at Houston (UTHealth) School of Public Health**" and enter expiration (closing) date of the job posting. Click "**SAVE**" (bottom right)

Viewing, Editing, Expiring, Duplicating Job Postings

Follow the steps below to view, edit, expire or duplicate your job postings:

1. Log into your employer account: https://app.joinhandshake.com/login

2. On the left column, click on "**JOBS**" and use filter options or search bar to find the posting you would like to view, edit, expire or duplicate
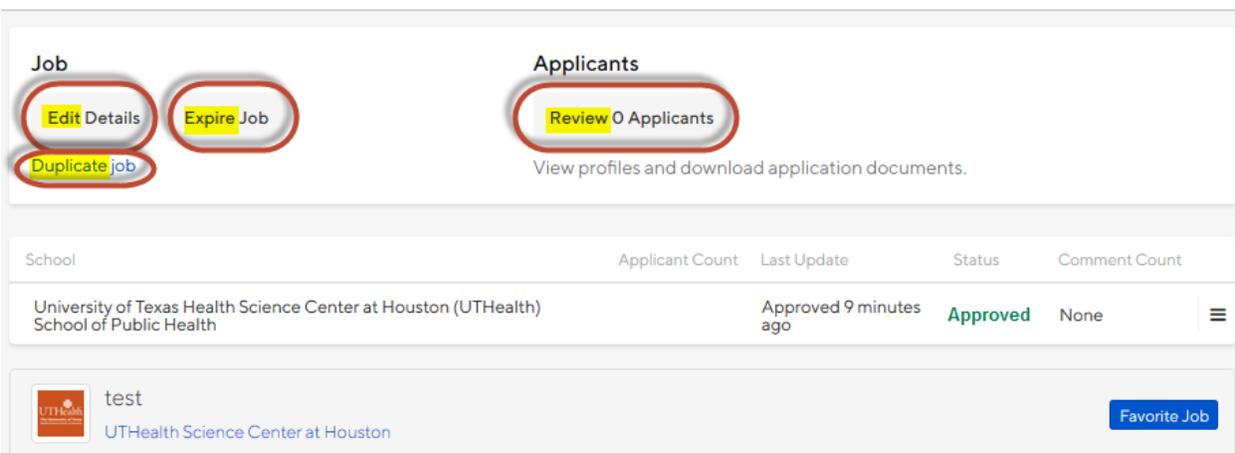

3. Alternatively, you can use the "**EDIT THIS**" option to narrow down your search
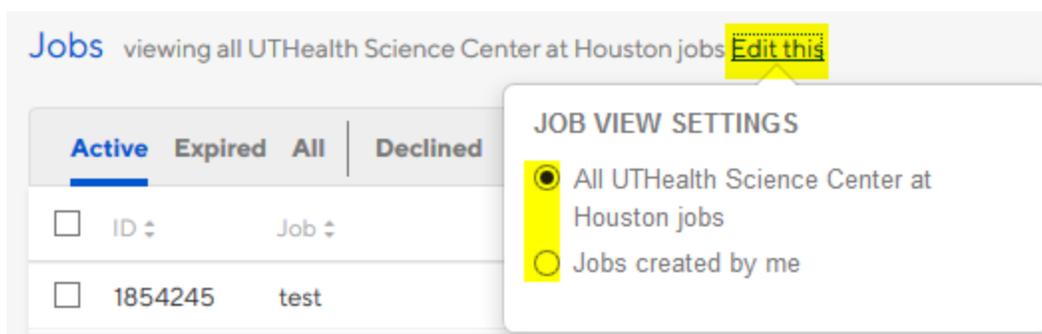
4. Once you find the desired posting, click on the job posting entry to access the options to **review**, **edit**, **expire**, or **duplicate***.

Duplication: please note that this action will create a new job number for that duplicate posting.