Guide for Practicum Preceptors

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NEED HELP?

Email UTHealth School of Public Health Career and Alumni Services at SPHCareerServices@uth.tmc.edu. Please include 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 has partnered with Handshake to connect students and employers. Setting up an employer Handshake account is quick and easy. Follow 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.”

TIP: Use your professional work email.
4. Enter your recruiting interests and click “CONTINUE.”

TIP:
Most UTH Health School of Public Health majors fall within Health Professions, Civics & Government, and Natural Resources, Sustainability, & Environmental Science

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.”

LISTED COMPANY:
If the pre-filled company name is incorrect or blank, use the search bar to find your company name.
TIP: Search under your organization’s legal name.

NEW COMPANY:
If this is a new company to Handshake, click “CREATE NEW COMPANY” to create a profile.

8. You should be connected to the UTH Health School of Public Health. If not, send a connection request by searching for The University of Texas Health Science Center at Houston (UTHealth) School of Public Health and clicking the + sign.

If you are interested in recruiting from other schools other than UTH Health, you can add those by clicking the + sign by the appropriate school.
Creating Practicum 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? (e.g. within Handshake or within an external site)

- Job Type
  - For a practicum opportunity, select “Internship.”

- Employment Type
  - Select “part-time” for all practicum opportunities.

- Duration
  - Select “temporary/seasonal” for all practicum opportunities.

- Add start and end dates.

- Employment Type
  - Select “part-time” for all practicum opportunities.

- Complete the required information on page 2, click “NEXT.”

- Description
  - Type “PRACTICUM” in the first line.
  - Include all qualifications, tasks, and description of position.

- Job Function
  - Select all functions that fit the description

- How many students do you expect to hire for this position?

- Job Location
For opportunities within a suburb or rural area, please list the town as well as the nearest large geographical city

- Eligibility for international students

- Temporary work authorization

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For most practicums, international students only require CPT or OPT approval. Work visa sponsorship does not apply.

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Complete any additional optional information

Page 3: Graduation date range, school years, Minimum GPA, Major Categories, Applicant package recipients

UTHealth School of Public Health has only graduate-level programs. If recruiting for a practicum, select Masters and/or Doctoral

- Public Health is one option as a category. You can find it listed under “health professions.”

- You are also able to add SPH specific majors. Select the hyperlink below “Social Sciences.”

- On the next screen, select our school.
Next, all programs will populate:

4. Choose the schools where this opportunity should be posted. Select “University of Texas Health Science Center at Houston (UTHealth) School of Public Health” and enter expiration (closing) date of the practicum posting. Click “SAVE” (bottom right).
Viewing, Editing, Expiring, Duplicating Position 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 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*.

*Duplicating Job: please note that selecting this option will create a new job number for the duplicate posting.
Frequently Asked Questions

What are the advantages to using Handshake?

- Handshake allows preceptors and employers to post a variety of student opportunities --- full-time, graduate research assistantships, and practicum (internships). Posting an opportunity one time allows you to reach students at other universities and colleges who use Handshake as their student job board. You can also store applicants’ resumes and other documents in your employer account in Handshake.

What is a practicum?

- A practicum is a hands-on learning experience in a public health setting that is planned, supervised, evaluated, and graded. Practicum experiences allow our students the opportunity to apply classroom education towards a real-world public health problem in a work setting. Each experience varies according to the student’s interests and preceptor’s needs.

How should I post an internship position?

- UTHealth School of Public Health does not have an internship program. Instead, our students complete a practicum, which is similar to an internship in public health. Many internships in health-related fields can be modified for a practicum. In Handshake, “practicum” is not an available job type, so you must select “internship.”

I can’t figure out Handshake. Can you post this practicum opportunity for me?

- Unfortunately, no. Handshake requires each opportunity to be tied to a company and contact within that company. If you need additional assistance, please refer to the Employer section of https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer or email practicum@uth.tmc.edu.

I am always recruiting practicum students for our department and organization! Does Handshake allow me to post my information as a general contact?

- Yes! We are able to post your organization, department, and departmental contact for students. If you wish to post this information, please contact practicum@uth.tmc.edu with your organization, your department, a contact name and email.
Please note, this information will be available to all UTHealth School of Public Health students who access Handshake.

❖ Whom should I contact if I have questions?

➢ If you have questions related to the practicum program or posting an internship/practicum position, please email practicum@uth.tmc.edu. If your questions are related to recruiting for full-time positions, please direct your questions to sphcareerservices@uth.tmc.edu.