

## 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](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 Markinst"

# STUDENT EMPLOYEE SUPERVISOR: QUICK START GUIDE