



## UMBC DEPARTMENTS Instructions for Posting a Staff Position

Handshake is a free online platform (replaces UMBCworks) used to post job opportunities to reach students, new graduates and alumni. Handshake is best utilized for entry level positions seeking upcoming or recent graduates.

This is the best way to have your job posting reach UMBC students and recent graduates. You may also include other participating universities, colleges and technical schools on Handshake to reach a broader audience.

### **Preliminary Steps**

The job requisition must be entered and approved in [PageUp](#).

The job posting must be live (showing) on the [UMBC Jobs website](#).

Handshake must be listed on the job requisition form under "Other Advertising Sources".

Obtain the Handshake URL link from the "Notes" section of the job requisition in [PageUp](#).

## LOGGING ON & ACCESSING YOUR HANDSHAKE ACCOUNT

**Open the link** to navigate to the home page:

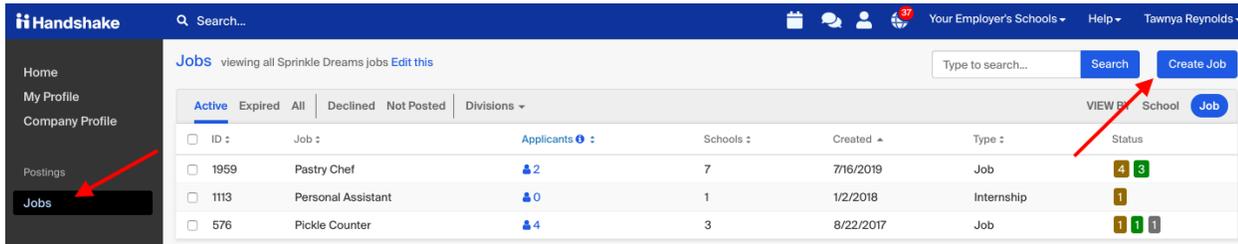
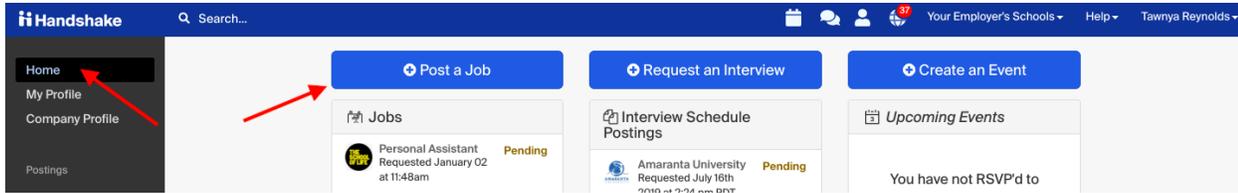
[https://app.joinhandshake.com/employer\\_registrations/new](https://app.joinhandshake.com/employer_registrations/new)

**If you do not have a Handshake account, or are having trouble locating it, please contact Anna Pittinger at [annap5@umbc.edu](mailto:annap5@umbc.edu)** To make this as seamless as possible, we are happy to create your account for you. Please include the UMBC department that you are posting for when you reach out to us, so that we can be sure we have attached you to the correct department. \*Please note: When your account is created an email is sent to your UMBC department account owner for approval. Once approved, there may be a short delay for Handshake to update before you can access your account.

## POST A UMBC STAFF POSITION

Follow the steps below to post a job in Handshake. **Please note, red text signifies the appropriate steps for posting specifically a UMBC staff position.**

Click **“Post a Job”** from your home dashboard, or click **“Jobs”** on the left navigation bar to access the Jobs page, then click the blue button **“Create Job”** in the upper-right corner of the page.



You'll now be required to complete four tabs in the posting. These include the job Basics, Details, Preferences, and Schools you'd like to post the position to. You also have the option to use the **“Preview”** tab to confirm your posting details.

**All fields are required, except those that state **“(Optional)”** next to the field name.**

*Best Practice: the more fields you complete, the more well-defined your job posting will be!*

## **THE BASICS TAB**

- Where should students submit their application?
  - **Apply through external system - Applicants must apply in PageUp to be considered for the position.**
  - **Enter Handshake apply URL**  
 When you indicated Handshake as an advertising source on the job requisition, a **special URL apply link was created for Handshake.**  
 The URL link is located under **“Notes”** at the top of the job requisition.

**ADVERTISING**

Requested advertising for placement by Human Resources:

List all other advertising sources your department will be using. If additional room is needed, you may upload a file in the documents area:

HigherEdJobs.com  
 HERC

UMBC Website

Handshake

Advertise on HANDSHAKE to reach upcoming & recent UMBC graduates and university candidates across institutions. List Handshake in the advertising box above. [See Directions](#)

Add:

Mar 13, 2023, 11:40am  
Handshake Apply URL: <http://facultyjobs.umbc.edu/cwfacuat/en-us/job/493713?ApplicationSubSourceID=11346>

Kimberly Harris

[Edit](#) [Delete](#)

[Next page](#)

- Job Title
  - Enter the Advertising Title from the Job Posting.
- Company Division (optional)
  - **SKIP - UMBC Departments are typically independent and not affiliated with a university division in the platform.**
- Choose a Job Type
  - **Job**
- Choose an Employment Type
  - Full-time
  - Part-time
- Choose a Duration
  - Permanent - **Select for Regular, Regular Grant-funded & Contingent II**
  - Temporary/Seasonal - **Select for Contingent I Job postings**
    - Note: when selecting this option, you'll be required to enter the start and end dates.
- Is this a Work Study Job?
  - **No ALWAYS NO in UMBC Handshake - if you are recruiting for Work Study qualified candidates, please post your position with UMBC Financial Aid and Scholarships**
- Are you open to speaking with interested candidates? (choose Yes or No)
  - Yes, I want interested candidates to reach out to me for a conversation
    - If Yes (check one or both):
      - Message me on Handshake
      - Schedule a virtual info chat based on my availability
        - *Learn more in Availability Calendars for Virtual Info Chats.*
  - No, I'd rather candidates apply without contacting me

**Once you're finished with the Job Basics, click the blue button "Next" located in the lower-middle of the screen, or click the "Details" tab.**

### **THE DETAILS TAB**

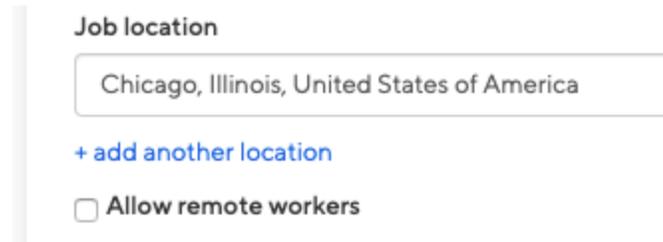
- Add a description for your job
  - You must use the approved content from the job posting (responsibilities, minimum requirements, preferred requirements).

- Navigate to your job posting on the UMBC Jobs website:  
<https://listings.umbc.edu/cw/en-us/listing/> - locate your job listing and click the title to open. You may then copy the entire table or the relevant sections.

<b>Department:</b>	<a href="#">Office of Financial Aid and Scholarships</a>
<b>Position Overview:</b>	Under the leadership of the Associate Director of Scholarships, the Scholarship Coordinator will provide support in the administration of merit scholarships, including institutional, athletic, foundation and private scholarships.
<b>Why Work at UMBC?</b>	UMBC offers competitive compensation. This role starts at \$49,000 and has over 4 weeks of vacation for regular full time roles. Tuition remission is also available.  What is it like to work at UMBC? Check out <a href="#">Classdoor</a> or <a href="#">Indeed</a> . And read about our recent award, <a href="#">UMBC is a 2022 Great College to Work for... In every category</a> .
<b>Telework:</b>	A hybrid telework schedule may be available.
	Responsibilities include promoting, selecting and awarding scholarship recipients; facilitating academic reviews; and responding to inquiries from prospective and current students and parents.  The incumbent will collaborate with other campus partners to plan, implement and

- How many students do you expect to hire for this position?
  - Enter the number of vacancies (position numbers) for this search  
 Type a number in the field, or click the up and down arrows to add a number.
    - Note: this doesn't affect your job in any way, but is used for historical, data, and tracking purposes.
- Estimated Salary
  - Paid
    - **Enter the minimum salary of the approved pay range.**  
 Note: if you choose "Paid", you'll enter a number, not a range. Click the field to the right of the amount to toggle per year.
    - Specifying a salary value is optional.
- Job location
  - **Start typing: 1000 Hilltop Circle**
  - Some suggestions will appear below the text box — **you must select the address** from the options that appear rather than just fully typing the address out
  - **Select: 1000 Hilltop Circle, Catonsville, Maryland 21250, United States**
  - **If the job allows any amount of remote work**, once you've selected your job location, you can click the check box next to **"Allow remote workers"**. This will allow applicants who are interested in any amount of remote work to find your posting using

the Handshake filters. You may clarify the amount of remote work in the job description.



Job location

Chicago, Illinois, United States of America

[+ add another location](#)

Allow remote workers

- Choosing a job location in the United States, will prompt a question: "Does this position require U.S. Work Authorization?"
  - **Yes**
    - Once you choose "Yes", additional fields will appear:
      - Would you sponsor a work visa for the right candidate?
        - **No - Select "No" for most positions**
      - Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for a job/internship under OPT/CPT)
        - Yes
        - No

- Choose any required documents for the job application **Leave Blank**  
**NO documents should be marked as required.**

**Once you're finished with Job Details, click "Next",** or click directly on the "Job Preferences" tab.

## **THE PREFERENCES TAB**

**Note:** All of these preferences are **optional**, and none of the preferences you add to this page will block students from applying for your job. Handshake will state which candidates meet all of your preferences, and those who don't. For more information on this, refer to [Understanding Job and Applicant Preferences](#).

- **SKIP** Add a graduation date range for your job by specifying the earliest and latest graduation date for qualified applicants.
- Choose School Year(s) - **Leave Blank OR Select Appropriate Levels (from bolded options below)**
  - Freshman
  - Sophomore
  - Junior
  - **Senior**
  - **Masters**
  - **Doctorate**
  - **Postdoctoral Studies**
  - **Alumni**
  - **Masters of Business Administration**
  - **First Year Community / Technical College**
  - **Second Year Community / Technical College**
  - **Certificate Program**
- Add a Minimum GPA value - **Leave Blank**

- Choose which Major Categories would make a student qualified for your job. **If you would like to select a specific major, click the link at the bottom of the list [Choose a specific major by school](#).**
  - This will open up a modal to pick the school (UMBC) and desired majors manually. After selecting the school and major(s), click **“Finish”** to save the changes.

**Once you're finished setting up your Job Preferences, click “Next”** or click on the “Schools” tab.

### **THE SCHOOLS TAB**

- Add schools - **Always add UMBC**  
**You may want to consider adding other colleges and universities in the Baltimore Metro area. Remember to include community colleges for positions that do not require a degree or permit substitution.**
- Once you've added schools, you'll have options to manage them:
  - Remove a school - The (-) to the left of each school allows you to remove it from the list
  - Interview on campus? - Do not select - This is for interviewing via the UMBC Career Center
  - Apply start date - Put today's date.
  - Expiration date - Confirm the date that the job will expire at that school (and students will no longer be able to apply).
- **SKIP** Adding a Global apply start date allows you to update the job start date for every school on your list (it will overwrite previously set start dates).
- **SKIP** Adding a Global post expiration allows you to update the post expiration for every school on your list (it will overwrite previously set expiration dates).

New Job Jobs New Job

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**Job postings**

Search your schools to add job postings

Global apply start date  Global expiration date

[Add All Schools](#) [Add Favorite Schools](#) [Find More](#)

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Schools	Interview on campus?	Apply start date	Expiration date
<input checked="" type="checkbox"/> Amaranta University	<input type="checkbox"/>	<input type="text" value="2019-10-24 02:00 pm"/>	<input type="text" value="2020-01-03 11:00 pm"/>
<input checked="" type="checkbox"/> Rivendell University	<input type="checkbox"/>	<input type="text" value="2019-10-24 02:00 pm"/>	<input type="text" value="2020-01-03 11:00 pm"/>
<input checked="" type="checkbox"/> School of Life	<input type="checkbox"/>	<input type="text" value="2019-10-24 02:00 pm"/>	<input type="text" value="2020-01-03 11:00 pm"/>

[Cancel](#) [Basics](#) [Details](#) [Preferences](#) [Schools](#) [Preview](#) [Next >](#) [Save](#)

Once UMBC has been added, click **“Next”** or click on the **“Preview”** tab.

### THE PREVIEW TAB

Check to confirm that all of the information is correct. **If you're happy with the job preview, click **“Save”** in the lower-right corner. Your posting will be sent for review and approval by UMBC Career Center staff.**

### **“EXPIRE” YOUR POSTING**

Once the position is filled or you no longer wish to receive further applications, please **“expire”** the job posting by following the steps below.

Click **Jobs** from the left navigation bar in Handshake, then **click on the title of the job** you'd like to expire.

Handshake  133 Favorites filter off Help Tina Reynolds

**Jobs** only viewing jobs created by you [Edit this](#)  [Search](#) [Create Job](#)

[Active](#) [Expired](#) [All](#) [Declined](#) [Not Posted](#) Divisions VIEW BY School Job

<input type="checkbox"/>	ID	Job	Invite	Applicants	Schools	Created	Type	Status
<input type="checkbox"/>	3684	Cupcake Decorator		0 applicants	1	3/1/2022	Job	1
<input type="checkbox"/>	3570	Employee Experience Coordinator		0 applicants	1	12/21/2021	Job	1
<input type="checkbox"/>	3110	Front Counter Attendant		5 applicants	25	5/18/2021	Job	6 18 1
<input type="checkbox"/>	3138	Kitchen Operations Manager		3 applicants	25	6/2/2021	Job	7 17 1

Click the dropdown menu **“More Actions”** in the upper-right of the page, then click on **“Expire Job”**.

## Kitchen Operations Manager

Job #3138 • Created 6/2/2021 by Tina Reynolds • Expires 9/30/2022

Edit

More Actions ▾

- Duplicate job
- Expire job
- Preview job

A popup will appear prompting you to confirm "You are about to expire this job across every school it is posted to, which will prevent additional students from applying. Are you sure you want to proceed?"

**Click "Confirm"** to proceed.

Once the green confirmation box appears in the lower-right corner of the screen, the posting is expired immediately and is no longer publicly visible on Handshake. However, please note that **it can take a few minutes for the update to be fully reflected throughout the system.**

### ASSISTANCE

For Handshake assistance, please refer to this [Handshake Help Site](#) for the most up-to-date information. You may also contact:

<p><b>Paige Bauder</b> Associate Director Employer Relations &amp; Recruitment Programs <b>UMBC Career Center</b> <a href="mailto:paige2@umbc.edu">paige2@umbc.edu</a> 410-455-6548</p>	<p><b>Anna Pittinger</b> Recruitment Coordinator Employer Relations &amp; Recruitment Programs <b>UMBC Career Center</b> <a href="mailto:annap5@umbc.edu">annap5@umbc.edu</a> 410-455-3906</p>
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