

FACULTY/STAFF HANDSHAKE ACCESS OPTIONS

1. **Generic Student Account for Faculty/Staff (View Only)** - Provides viewing from the student/alumni perspective:

- Job and Internship Postings Events (When and where employers will be on campus)
- Events (when and where employers will be on campus)

Login Information: <https://uta.joinhandshake.com/login> Username: careers@uta.edu
Password: Arlington17*

Please keep in mind this is a generic account. Students/alumni can customize their profile, so they see job postings related to their major/interests/skillset.

2. **Employer Access** - Provides the following:

- Job and Internship posting capabilities for student workers in your academic department.
- Management of applicants (Review Handshake profiles, resumes, etc.)

Login Information: Visit https://app.joinhandshake.com/employer_registrations/new

1. Select 'Sign up as an Employer' and complete the account information.
2. Once the account is confirmed, request access to your department.
3. Every department is listed as "University of Texas at Arlington 'Department Name'

For further assistance with the job posting process and managing student employment please visit: <https://www.uta.edu/careers/employers/student%20employment/resources.php>

3. **Administrative Account** - Provides the following:

- Refer to the provided MOU for a complete list of capabilities
- Admin account access will only be offered and granted if there is a two-way relationship between the UTA Career Development Center and the College/School – actively promoting and encouraging students and employers to utilize Handshake.

Requirements (needed information):

1. A CDC staff member will create this account on your behalf, please provide the following information:
 - NetID _____
 - First and Last Name _____
 - Email _____
 - Title _____
 - Office Phone Number _____
 - Office Location _____
2. A signed copy the following Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

INVOLVED PARTIES

The UTA Career Development Center, Division of Student Affairs

The University of Texas at Arlington Faculty/Staff

PURPOSE

_____ wants administrative access to Handshake. Handshake is the Career Development Center's online job database through which employers post open full- and part-time positions, internships, and student employment opportunities to identify qualified candidates and manage on campus recruitment activities.

TERMS

- The Career Development Center holds the main contract with Handshake, therefore, is the main point of contact. Faculty/Staff will work through the Career Development Center for system issues (troubleshooting), and training.
- Student and employer information is confidential and should be used for internal purposes only. Employer information cannot be shared with agencies outside of UTA Colleges and departments. This MOU serves as an agreement for reciprocal sharing of employer information between the Career Development Center and the below signatory, college, school or department. This includes having all shared employer information added to Handshake.
- Student and alumni accounts will be reviewed/approved by the Career Development Center.
- The Career Development Center reserves the right to choose a new Enterprise Multi-Office software system. The Center will notify Faculty/Staff in a timely manner should a new system be purchased.
- The Career Development Center reserves the right to modify/remove any of the below permissions.
- The Faculty/Staff Administrator will have access to the following Handshake custom permissions:
 - Students – Access level permission to Applications, Experiences, and Profiles; also, the capability to view/act as a student
 - Access to the Resource Library
 - Access and manage career fairs and events
 - The “Events” role allows staff to post, approve, delete, and edit events. ****Please be sure to include “– hosted by The College/School of XX” in the title. POC with phone or email needs to be listed in the event description text box.**
 - Access and manage job postings and employers
 - Jobs – the “Jobs” role allows school staff to use the features of the “Jobs” tab. This includes the ability to view, approve, decline, edit, and post jobs. Edits to a job only affect the version of the job posted at our University. Employers retain control over the original job, which can be posted to many schools.
 - Employer Approvals – the “Employer Approvals” role allows users to create employers, approve them, and/or edit their roles at our University.
 - Access to interview schedules
 - Access and manage analytics – includes the capability to develop and run reports

SIGNATURES/DATES EXECUTED

The UTA Career Development Center, Division of Student Affairs

The University of Texas at Arlington Faculty/Staff Member

EMPLOYER ACCOUNT APPROVAL AND JOB POSTING

For the protection of our students and to ensure the integrity of the Handshake platform, Career Development Center staff vet and approve all employer accounts and position postings. In order to enhance employer service and to improve turnaround time for postings, we want to empower our academic partners by offering the opportunity approve employer accounts and job/internship postings. Please review and adhere the criteria listed below.

Employer Approval Criteria Checklist

Required Information:

- Physical business address
 - Students are not permitted to work at a residence or home office
- A functional company website
- Employer email (The email domain should redirect/match the company website, or it must be listed on the company website.)
- Company phone number

Job Posting Approval Checklist

Required Information:

- Detailed position description outlining responsibilities and qualifications
- Does not include any upfront costs
- **Special Note:** All Third-Party recruiters must submit a Third-Party Statement of Understanding to the Career Development Center prior to approval regardless of internal/external job classification. View, [CDC Third Party Policy](#).

[Third Party Agreement Form](#)

Internship Posting Approval Checklist

Required Information:

- Detailed job description that includes the following:
 - Clear learning objective/goals related to the student's coursework. Routine work that advances the operations of the employer is not an internship.
 - Evidence of supervision by a professional and routine feedback from an experienced supervisor.
 - Defined beginning and end date for the internship.
 - Intern responsibilities and desired qualifications

[Internship Position Description \(Example\)](#)