UNLV | LEE BUSINESS SCHOOL

partners with

ii Handshake

[**LAUNCHING JULY 01**]

UNLV is excited to announce that it is partnering with Handshake, the largest early talent recruiting platform connecting employers, talent, and colleges in one place. Through this partnership, you will have access to UNLV students from all colleges, majors, and schools. Handshake will also allow you to recruit from universities and colleges nationwide as a one-stop portal for all of your talent needs.

UNLV's partnership with Handshake will make it easier for you to recruit students from across our entire campus, and Lee Business School's Career & Professional Development Office will continue to serve as your primary resource for specifically recruiting business students. Please contact LEE's Career & Professional Development Office at recruitlee@unlv.edu to learn more about recruiting business students.

Register

Step 1: Create an Employer Account

If you do not have an existing employer account on Handshake, click here to set up your account.

Step 2: Complete Your Profile

Having complete and robust employer and company profiles is essential to being successful on Handshake.

Step 3: Connect with UNLV

- To add UNLV as one of your recruiting interests, click the tab on the left-hand side of your Handshake homepage that says "Schools."
- From that page, you'll see 3 choices: favorites, your employer's schools, & more schools on Handshake.
- To connect with UNLV, click the option to search more schools on Handshake. Search for us using our full name: University of Nevada, Las Vegas.
- Once the connection has been approved, you'll see us in your list under "your employer's schools."

Step 4: Post Jobs

- To post a job on Handshake, click the tab on the left-hand side of your Handshake homepage that says "Jobs."
- From the "Jobs" page, click on the blue button that says "Create Job." The Handshake job builder will lead you through the process to complete your job posting.

Take care to ensure that you fill in all required fields and that the correct options are selected. When you are setting up your job posting, make sure to include UNLV in the school settings so that our students & alumni will see your listing.

Step 5: Explore Available Campus Programming Options

Handshake is your access-point for all types of programming at UNLV. On your Handshake homepage, you will see a feed of events being hosted by the campuses your employer has connected with.

- To request to host an employer event (like an information session, networking event, or workshop), click on the tab on the left side of your screen that says "events" and then the button that says, "request event." You'll notice that virtual events are an option, as well as traditional in-person events.
- To request to host on-campus interviews (including virtual interviews), click on the tab on the left side of your screen that says "interviews" and then the button that says, "request interview schedule."
- To participate in career fairs (including virtual career fairs), click on the tab on the left side of your screen that says "fairs." You will see a full listing of all upcoming career fair events being hosted by all campuses you have connected with.

Q: Do I need a new Handshake account for each school my company recruits with?

A: No! The beauty of Handshake is that it is a networked system. One account is all you need in order to be able to recruit at multiple campuses.

Q: What does my trust score mean?

A: Your company profile will display an employer trust score. Your trust score helps to signify to both schools and students that your company is trustworthy. You can increase your trust score by being more active on Handshake and having a fully completed profile.

Q: Why do I have to wait for approval to connect with some campuses while others approve my connection instantly?

A: Individual campuses have the option to create settings to auto-approve employers based on their trust score. That setting may impact how rapidly your company connection is set up.

Q: Where can I see the jobs my company has posted?

A: From your employer homepage, click the tab on the left-hand side that says "Jobs." The jobs page will show all active, expired, declined, and not posted positions for your company.

Need More Help with Your Account?

Check the Handshake Employer Help Center.

For more information about Handshake or general questions, please contact Career Services at careerservices@unlv.edu.

For more information and questions about recruiting business students from Lee Business School, please contact LEE's Career & Professional Development Office at recruitlee@unlv.edu.

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