

## What is Handshake?

Handshake is The University of Texas Rio Grande Valley Career Center's newest job and event management system. It personalizes career recommendations based on students and alumni interests and connections.

### Handshake offers the ability to:

- Post jobs and internships
- Track applicants
- Schedule on-campus interviews
- Register for career fairs and events

### More recruitment potential includes:

- Search for qualified student and alumni candidates
- Posting of jobs at multiple campuses
- A mobile experience - update your job postings on the go

## Join UTRGV on Handshake

If you are new to Handshake, please use this [sign-up portal](#) to get started:

1. Select **Sign-Up** for an account
2. Click **Employer**
3. After completing employer registration, you will receive a notification when your account is approved.
4. Complete your employer profile. The more information you provide, the greater applicant interest.
5. Start posting opportunities.

If you are already on Handshake, after you sign in:

1. On the left side navigation toolbar, click **Schools**.
2. Click **Add More Schools** or **Search by School Name** to request specific schools.
3. Once you request The University of Texas Rio Grande Valley, we will review your approval request.

## Post a Job or Internship

1. Sign in to your [employer account](#) on Handshake.
2. On the left side navigation toolbar, click **Jobs**, under **Postings**.
3. On the top right, click the blue box labeled **Create Job**, or from your home page select **Post a Job**.
4. Complete the job posting with as much details and description as possible.
5. Add which schools you would like to post the job to from the left navigation bar.
6. Enter application start and expiration dates, then click **Create**.

*Note: You can provide qualifications for positions. Applicants who do not meet your preference will still be able to apply, but Handshake will highlight and filter those out if you choose to do so.*

For more information, trainings and tutorials, or additional resources, please visit Handshake's [Help Center](#).