

How to Post Jobs to

UMassAmherst

Stockbridge School of Agriculture

FIRST GET AN EMPLOYER ACCOUNT ON HANDSHAKE

Step 1: Create an employer account. Just click on [this link](https://app.joinhandshake.com/employer_registrations/new) (https://app.joinhandshake.com/employer_registrations/new) and follow the instructions. Use a business email address if you have one, as this will expedite the approval process for new employers.

Step 2: Request to join your existing company profile on Handshake, or start a new company profile, which Handshake will review and approve.

Note: If joining an existing company profile, you may be added automatically or may need to be approved by the person who owns your company's account, depending on the company profile settings.

Step 3: Once your account and company profile are approved, you can customize your profile and start posting jobs to "University of Massachusetts Amherst."

HOW TO POST A JOB ON HANDSHAKE

Step 1: Go to <https://umass.joinhandshake.com> and sign-in to your employer home dashboard. At the top right, click "Post a Job."


Step 2: Complete each step prompted:

- Add a job description
- Add a job title and position type (job or internship)
- Indicate whether the job is onsite (in-person), remote or hybrid and then add the location for any onsite jobs
- Indicate whether it is full or part time, permanent or temporary/seasonal
- Add salary and benefits (recommended)
- Add any majors you want to target. Click [Choose Majors By School](#) to find specific UMass majors like **Sustainable Horticulture, Arboriculture, Landscape Contracting, Turfgrass Management, Sustainable Food & Farming, or Applied Plant and Soil Sciences.**


- **Very Important:** Choose UMass Amherst. The screenshot below shows how. Select **Post to Specific Schools**, and then type “University of Massachusetts Amherst” into the search box. Once you *click on* **University of Massachusetts Amherst**, and you see what is shown below, that means you’ve added us.

Choose schools

Where would you like to post your job?





Post to all approved
Maximize visibility by posting to all schools where you're approved.



Post to specific schools
Reach specific candidates by choosing schools or school lists.

Post to specific schools

 Lists ▾



Step 3:

- Set application dates, number of hires and how students should apply
- Add detail to the hiring team page
- Handshake will then show a page where you can review everything before you post. Click on **Post Job** to submit the job.
- Once you’ve completed all steps and posted the job, your job will be visible to UMass students.

Need Help?

Please feel free to contact me directly. Email is fastest. I’ve been using the platform for years and can often help with questions.

Sean Burke (he/him/his)

seanburke@umass.edu (413)-545-1509