**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) 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](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](https://umass.joinhandshake.com/) 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.

  Search by school name or location

  University of Massachusetts Amherst

  Back

  Continue

**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.

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