

WELCOME TO HANDSHAKE

*It Just Got Easier for **Hospitality Rebels** to Get Hired*

Step 1: Activate Your Employer Account

If you do not have an existing employer account on Handshake, please visit the registration page at https://unlv.joinhandshake.com/employer_registrations/new to set up your account.

Step 2: Complete Your Profile

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

Step 3: Connect with UNLV and the Harrah College of Hospitality Boughner Career Center

- To add UNLV as one of your recruiting interests, click the tab on the left side of your Handshake homepage that says “Schools.”
- From that page, you’ll see 3 choices: favorites, your employer’s schools, and 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 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
- **TIP:** To post your position to College of Hospitality students, follow the “Choose a Specific Major by School” dropdown under the Major Categories section when setting up your posting
- Make sure to include UNLV in the school settings so that our students & alumni will see your listing

Step 5: Request On-Campus Activities

Handshake is your access-point for all types of programming at the Harrah College of Hospitality. On your Handshake homepage, you will see a feed of events being hosted by your campus partners.

- To request to host an employer event (ex: information session, networking event, or workshop), click on the tab on the left 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. **You can submit your request directly to our College of Hospitality Boughner Center via Handshake using the Center dropdown, or please feel welcome to contact our center directly at 702-895-5554.**
- To request to host on-campus interviews (including virtual interviews), click on the tab on the left that says “interviews” and then the button that says “request interview schedule.” Please choose “College of Hospitality” from the Center dropdown tab.
- To participate in career fairs (including virtual career fairs), click on the tab on the left that says “fairs.” You will see a list of upcoming career fairs.

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FAQs

1. ***Do I need a new Handshake account for each school my company recruits with?*** 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.
2. ***What does my trust score mean?*** 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.
3. ***Why do I have to wait for approval to connect with some campuses while others approve my connection instantly?*** 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.
4. ***Where can I see the jobs my company has posted?*** From your employer homepage, click the tab on the left side that says “Jobs.” The jobs page will show all active, expired, declined, and not posted positions for your company.

For more information about Handshake or general questions, please contact:

BoughnerCareerServices@unlv.edu or 702-895-5554