



Career Services

UNIVERSITY OF CENTRAL FLORIDA

Employer Handshake Instructions

Through a [Handshake](#) account, you can:

- Create and review job postings
- Request Information Sessions
- Register for Career Fairs
- Request an Interview Schedule
 - Review applicants

Connecting with Us on Handshake

1. If you already have a [Handshake](#) account, please follow these steps:

- Login to your [Handshake](#)
- On your **Home** page click on **Schools** on the left hand menu
- Click on + **Add More Schools**
- Search for University of Central Florida
 - Click the + button next to our school picture and name
 - If you receive a message which says Handshake cannot find University of Central Florida, that means your company is already connected with us
- After your company information has been received it will be **researched**
 - You may receive a request for more information and/or to accept our terms and conditions via a comment in Handshake
- Your account will then be **approved or declined** by a member of our team within 3 to 5 business days

2. If you are new to [Handshake](#), please follow these steps:

- Go to www.career.ucf.edu
- Click on the **Employer** tab
- Scroll down and click on the [Handshake](#) button
- Once you are on the [Handshake](#) page, click on **Employers** at the top of the page
- Scroll down and click on the [Sign Up for Handshake](#)
- Fill out the form that loads and click **Sign Up**
 - Make sure you use your corporate email address
 - Handshake will then connect you with your company's account if one already exists
- After your company information has been received it will be **researched**
 - You may receive a request for more information and/or to accept our terms and conditions via a comment in Handshake
- Your account will then be **approved or declined** by a member of our team within 3 to 5 business days

3. Questions about setting up your Handshake account? Please view their [Getting Started Video](#)

Create a Job Posting

- Login and click on **Post a Job**
- Fill out each page of the form
 - Required fields are denoted with asterisks (*)
- Click **Create**
- The job posting will be reviewed by the recruiting team and accepted or declined within 1-3 business days
- Need help creating a job in [Handshake](#)? Please watch this [video](#)

PLEASE NOTE: If you wish to conduct on campus interviews for the position you are posting, you must **first** request an interview schedule. To do so, please see instructions below.

Create an On Campus Interview Schedule

- Login and click on **Interviews**
- Click on **Request Interview Schedule**
- Fill out each page of the form
 - Required fields are denoted with asterisks (*)
- Click **Request**
- The request will be reviewed by our team, accepted or declined based on availability within 1-2 business days, and an automated email confirmation will be sent. Space is limited and available on a first come, first served basis; it is recommended employers make interview request well in advance of interview date.
- Helpful Information about creating an on campus interview request
 - **Time Line Types:**

Schedule Type	Required lead time	Job Posting Attached	Schedule Management
Preselect Continuous	5 weeks	Yes	Through Handshake
Preselect to Alternate	5 weeks	Yes	Through Handshake
Open	3 weeks	Yes	Through Handshake
Room Reservation Only	N/A	No	Managed on your own

- **Interview Slot Template:** refers to whether you would prefer to have the interviews all day, only in the morning (from 8 a.m. to noon), or only in the afternoon (1:00 pm to 4:30 pm)
- The **Number of Rooms:** how many rooms you would like to reserve.
- If you have any additional information you would like to share about your interview schedule request, please comment on the interview in the comment box
- Questions about requesting interviews in Handshake? Please visit their [Interview Training Section](#)

Making Decisions on Applicants

- Login and click on **Jobs**
- Click on the **Job** you would like to review
- Click on the **Review Applicants** button
- There are 3 “buckets” of applicants

- **All Applicants** – this list includes all applicants
- **Matches All Preferences** – this list includes **only applicants who match all** of your preferences
- **Does Not Match All Preferences** – this list includes **only applicants who do not match** all of your preferences
- After reviewing an applicant, you can designate them **Hired** or **Declined** by clicking on the 3 bars all the way to the right of the screen

Request an Information Session

- Login and click on **Events**.
- Click on **Request Event**
- Fill out each page of the form
 - Required fields are denoted with asterisks (*)
- Click **Request Event**
- **Employers must abide by the time scheduled for information sessions**
 - Information sessions held at **Career Services in rooms 115 or 121 will need to end by 6.00pm**. Organizations wanting to hold information sessions outside this time frame will be assisted in finding an alternate location on campus.
- When your session has been reviewed and approved, you will receive an automated confirmation email with general information about your session, as well as information about ordering refreshments. Later, you will also be emailed a confirmation with location information, a campus map, and parking information.

Register for Career Fairs

- Login and click on **Fairs**
- Type University of Central Florida in the **Search** box
- Click on the Career Fair you would like to register for
- Click on **+Register**
- Enter information as prompted and click **Submit**.
- When your information has been reviewed and approved or declined, you will receive a confirmation email

UCF Career Services and Experiential Learning Terms and Conditions

UCF Career Services and Experiential Learning terms and conditions are preconditions for recruiting at UCF, with the sole consequence for noncompliance being revocation of permission to recruit at UCF.

The University of Central Florida (UCF) strives for open access and connections between students and employers. However, UCF reserves the rights to accept or deny any positions or recruiting organizations (Employer) based upon internal criteria. Additionally, UCF may deny or remove access rights for organizations that do not meet the criteria listed below.

UCF Career Services (CS) and UCF Experiential Learning (EL) offer Employers the opportunity to post openings for internship and jobs, to manage On-Campus Recruiting, and to register for Career Services events and Experiential Learning events via the Handshake System. Prior to receiving full access to Handshake, or other programs and services offered through CS and EL, you must indicate that you have read, understood, and agree to terms and conditions of the agreement outlined below:

1. UCF Career Services and Experiential Learning reserve the right to deny access and participation to any recruiter, vendor, employer, school, or organization from participating in any event or activity. This includes, but is not limited to:
 - On-campus or off-campus recruiting events
 - Career expos, internship/job fairs
 - Informational sessions
 - Access to Handshake or other position posting platforms
2. Employers and vendors are not allowed to take photos of UCF-sponsored events without prior, proper written consent.
3. All internship/job opportunities are posted at the discretion of UCF Career Services and/or Experiential Learning leadership. The following positions will not be posted:
 - Positions that appear to discriminate against applicants on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, and veteran status.
 - Positions that require any form of monetary commitment from students prior to employment.
 - Positions that involve employment in a private home. (Babysitting, in-home tutoring, lawn care, etc.)
 - Positions that are compensated only by commission.
 - Positions within the adult entertainment industry.
 - Positions that do not comply with Equal Employment Opportunity (EEO) standards.
4. Employers will reasonably address complaints regarding workplace conditions made by students.

- An Employer will provide information to CS or EL regarding student complaints. In turn, CS or EL will provide reasonable assistance to the Employer in addressing such complaints.
5. Employers will reasonably address concerns with a student's behavior or performance with the student.
 - The Employer should provide information regarding its concerns with student behavior or performance to CS or EL, In turn, CS or EL will provide reasonable assistance to Employer in addressing such concerns.
 6. An Employer will not look to UCF for any costs associated with a student position or the Employer's participation in UCF programs. This includes any expenses associated with a workplace injury, claims against the Employer due to the actions of the student, or with regard to any claims, actions or damages arising out of the conduct of Employer or Employer's agents, employees, or representatives.

UCF Experiential Learning, serves to refer eligible students to available opportunities in the labor market for the purpose of gaining practical experience by applying theory to real-world work environments and pursuing academic learning outcomes. Any company or organization (Employer) that wishes to participate in UCF Experiential Learning Programs hereby agrees to the following:

- Employer will notify EL when a UCF student is selected for such an Experiential Learning opportunity.
- Employer will provide proper supervision to co-op and internship students. Employer will provide students an orientation both to the work environment and Employer policies and procedures.
- Employer will offer co-op and internship students meaningful and responsible work assignments related to their major fields of study.
- Employer will, whether the student position is paid or unpaid, abide by the Fair Labor Standards Act.
- Employer will support the student's commitment to fulfill the academic requirements of the co-op or internship course in which they are registered each work term (i.e. written learning objectives, semester reports, student evaluations, visits with Experiential Learning Faculty Coordinators).
- Employer will furnish EL with a supervisory evaluation of co-op and/or internship students toward the end of each work period.
- Employer will refrain from offering permanent employment to co-op or internship students that would inhibit the student from completing their current degree requirements.

The University of Central Florida Career Services and Experiential Learning departments abide by the National Association of Colleges and Employers (NACE) Principles for Professional Practice. By participating in UCF events/services, an Employers agree that they will adhere to applicable federal and state EEO laws, regulations, standards and guidelines as well as the appropriate principles set forth by NACE. <http://www.nacweb.org/principles>