The Department of Human Resources has partnered with the UMBC Career Center to utilize Handshake for staff job postings. Reach a natural pipeline of talent of upcoming and recent graduates. Advertise your position for free on Handshake!

**What is Handshake?**

Handshake is a University recruitment platform that the UMBC Career Center and other colleges, universities and schools use for employers to post open positions. Handshake is free of charge for users, and provides the option to post opportunities to more than one participating institution at a time.

**What type of staff opportunities should be posted on Handshake?**

If you currently have an opportunity that would be suitable for a soon-to-be graduate, a recent undergraduate or graduate degree recipient *within the last year*, Handshake can be an additional way to reach potential candidates.

**How do I post a UMBC staff position on Handshake?**

You must first have a job requisition entered and approved in PageUp. The job posting will need to be live on the [UMBC Jobs website](https://jobs.umbc.edu/) before posting on Handshake.

Please list Handshake in the **Other Advertising Sources** field on the job requisition. There is a reminder on the requisition to prompt you to enter Handshake. Human Resources Talent Acquisition creates a specialized URL link for Handshake that will be listed in the Notes section found at the top of the job requisition. It is important that you use this specialized URL as your application link when posting the job on Handshake.



Detailed instructions on how to create a Handshake account and how to post a job opportunity are available [HERE](https://careers2.umbc.edu/employers/handshake/UMBCStaffPositions.pdf).

**Questions?**

For assistance with Handshake account creation, contact UMBC Career Center’s Recruitment Coordinator, Anna Pittinger, at
annap5@umbc.edu

For assistance or questions on where to list Handshake on the job requisition or to locate the apply URL, please contact a member of the Human Resources Talent Acquisition team, at HRTalent@umbc.edu

Please do not hesitate to contact us if we may be of any assistance. We appreciate your support of UMBC!