

1

Create or Re-engage with your Handshake Account

Sign up as an Employer

Email Address (use your work email)

Password

Confirm Password

Sign Up

The most trusted recruiting platform for early talent

Access 13M+ early talent professionals—the largest, most active and diverse network in the US.

UCSB



ASU



Go to https://app.joinhandshake.com/employer_registrations/new to set up your personal Handshake account and link it to your company or create a new company profile. You will be asked to access your email to confirm your email address. If you are setting up a new company profile, know that you will additionally need to wait for the company to be viewed/validated by UC before posting your position(s). If you are a new contact within an existing company, your account administrator will have to approve you.

For more details, view:

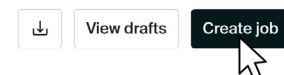
[Create an Employer User Account, Join a Company, and Connect with Schools Who is the Owner of my Company's Profile?](#)

2

Post your Positions

Once you are logged into Handshake, click **JOBS** from the left navigation bar, then click the black button **CREATE JOB** in the upper-right corner of the page

Jobs 



Directives in red highlight represent a UC-specific best practice for mandatory co-op programs in DAAP, CEAS, CECH. Following these guidelines increases clarity and will lead to a larger, more relevant pool of UC applicants.

You'll be asked to enter the following:

- **JOB DESCRIPTION**

Describe student responsibilities in a clear, compelling manner. A relevant description helps to ensure that your job will be seen by the right student groups.

- **JOB TITLE**

For UC co-op, please use this format: "Spring 2025 Industrial Design Co-op"

(It is very important to include the semester in which the student will be working in the job title)

Job title

Spring 2025 Industrial Design Co-op

- **POSITION TYPE**

Select **Cooperative Education** if you are posting a full-time, paid position that aligns with UC semesters.

Position type

- Job
- Internship
- Cooperative Education
- Other

Work-Study program

- **LOCATION REQUIREMENTS**

All options (Onsite, Remote, Hybrid) are valid for UC Co-op.

- **TIME REQUIREMENTS**

For UC Co-op, select **Full-time** and **Temporary or seasonal**.

Enter estimated start and end date, ideally aligned with **UC Academic Calendar**.

Time requirements

How much should candidates expect to work?

<input checked="" type="radio"/> Full time 30 hours per week or more	<input type="radio"/> Part time Less than 30 hours per week
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Employment duration

- Permanent
- Temporary or seasonal

- **COMPENSATION AND BENEFITS**

Please enter expected pay and anything additional your company may offer. Please know that benefits are not typically offered with co-op employment. **UC co-op roles with for-profit organizations must be paid.** Consult the [UC Co-op Salary Survey](#) for typical pay rates by major.

Expected pay

[Don't show pay](#)

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

Range Custom range Exact amount Unpaid

Rate Amount Currency

Per hour USD

- **CATEGORIZE YOUR JOB**

Add **Job Roles** or **Job Role Groups** to help students more easily find your position. Handshake will automatically match your position with Job Roles, but feel free to change to select 3 that best meet your needs.

Job role groups

Search by job role or job role group. Add up to 3 groups. [Learn more or request a new job role group.](#)

e.g., Accountants, Electricians, Marketing Managers

Brand Ambassadors, Product Promoters, and Demonstrators

- **CANDIDATE QUALIFICATIONS**

Skills — Add up to 7

Work Authorization — Indicate whether you can employ students authorized to work via Curricular Practical Training (CPT/OPT). All UC international students in mandatory co-op programs can work in a co-op role with no additional requirements for the employer.

School Year — Select all school years you are willing to review for this position. Students at all levels are ready to contribute to your organization.

Major Groups — Select a Major Group for your position or click “Choose majors by school” to choose individual majors from UC. Choosing the most appropriate majors or major groups will ensure that qualified students view the job on their feed or through Collections curated by UC.

Minimum GPA — Enter if this is relevant for your position.

- **CHOOSE SCHOOLS:**

Select **Post to Specific Schools** and search for **University of Cincinnati**

Choose schools

Where would you like to post your job?

Post to full network

Get your job in front of all schools on Handshake

Post to specific schools

Reach specific candidates by choosing schools or school lists.

- **APPLICATION PROCESS:**

For UC co-op roles, it is best to have a new position posted for each semester to keep applications and reviews clean and organized.

Application Open Date — Defaults to today, change as needed

Application Close Date — Defaults to 6 months from Open Date, can be maximum of 12 months.

Application process

What's the application window and process?

Application open date

2024-06-28 06:00 AM GMT-4
📅

Application close date

2024-12-28 06:00 AM GMT-5
📅

For mandatory co-op in the Colleges of DAAP (Art and Design), CEAS (Engineering), and CECH (IT)* UC recommends the following posting ranges for positions:

Co-op Term	Co-op Term Dates	Ideal timing for largest applicant pool:	All students will apply by:
FALL	Late August – Mid December	Open by April 1 Close by Sept 1	Mid-June
SPRING	Early January – Late April	Open by August 1 Close by January 1	Early October
SUMMER	Early May – Mid August	Open by Dec 1 Close by May 1	Mid-February

** Please note that students outside of these colleges (including College of Arts & Sciences and Lindner College of Business) have more flexibility in the timing of their co-op experiences*

Number of Hires — Not visible to candidates

How will candidates submit applications? — Select On Handshake (preferred) or On a separate website

Additional Required Documents — Handshake profile is selected by default. We additionally suggest you select **Resume**. Based on cyclical and intensive co-op search processes, we recommend you do not select Cover Letter. For applicable student groups, website portfolios will be accessible via resumes and Handshake profile, no need to select Other for this component.

Additional required documents on Handshake

- Handshake profile
- Resume
- Cover letter
- Transcript
- Other

- **REVIEW + POST YOUR JOB!**

3

Review Employer Agreement

Once position is approved, you will receive an email from our Partnership Development team. This will include our Employer Agreement, an outline of the policies you agree to by hiring a UC student.

4

Promote Positions + Review and Hire Applicants

You can Promote Your Positions to Students but know that our teams of program-specific faculty are working closely with students to ensure that your opportunities garner relevant applicants. If you work closely with a specific college (ex. DAAP) you will receive communications that remind you to post positions, review applicants, etc. The faculty and staff you currently partner with are here to support you.

Looking for a deeper dive? Explore these options:

1 **Review** [UC's Handshake Transition FAQs for Employer Partners](#)

2 **Plan to attend** a monthly [Handshake Onboarding Session](#) with CCPS Partnership Development team members.

3 **For more details on the processes outlined in this document, go to:**

[How to Post a Job](#)

[Create an Employer User Account, Join a Company, and Connect with Schools](#)

[About Job Roles and Job Role Groups](#)

[Who is the Owner of my Company's Profile?](#)

[Confirming Your Job is Posted Successfully](#)

[Understanding Job Posting Approvals](#)

4 **More comfortable connecting with a person one-on-one? Please reach out!**

Handshake specifics:

HandshakeTransition@uc.edu

513.558.4473

Co-op procedures:

Partnerships@uc.edu

Major-specific questions:

[View CCPS Faculty + Staff](#)