

Employers

Discover How Our Students Are Raising the Bar of Excellence

Are you looking for an intern, entry-level employee, or a person that has years of experience? Whether you have one position or a hundred, we have men and women who have what you are looking for.

We invite you to join Handshake at no cost. This is a powerful, modern platform that enables employers to search for top talent at universities, post jobs /internships, and schedule an on-campus recruiting table or interviews.



**log into
handshake**

Create an Account

- If your organization does not have an account, create an employer profile in our internship/job posting system, [Handshake](#). After you complete the profile (the more information you provide, the better) you will receive an email from Handshake with approval (within 2-3 business days).
- If your organization has an account in Handshake, but you are not a contact in the system, just follow [these instructions](#). It may be a good idea to check with your Human Resources department to see if there are any approvals needed within your organization to post to jobs/internships.

Post a Job or Internship

- All jobs will be automatically approved if you have an existing account. If you just created an account, you will need to wait until your organization is approved (2-3 business days) before you are able to post a job/internship.
- [Job renewals and expiration](#)
- See instructions on how to [post a job or internship](#).

Paid vs. Non-Paid Internships

- If your organization is a for-profit business, compensation is expected and virtually mandated by federal regulations. [Read FLSA Fact Sheet #71 from the U.S. Dept. of Labor](#).
- If your organization is unable to offer a regular wage, consider helping the student with a stipend or internship-related expenses such as parking fees, mileage, meals, etc.
- Unpaid student employment will not violate the U.S. Department of Labor's Fair Labor Standards Act if it is a training program which meets criteria found in the [FLSA Fact Sheet #71 from the U.S. Dept. of Labor](#).
- Many employers ask how much they should pay students. The wage range for 2018-19 was \$10.50-\$32.00 per hour. The median wage rate is \$13.50 per hour. Check out this infographic - [The Case for Paying Interns](#)

On-Campus Recruiting

- Schedule an on-campus recruiting table and/or interview through Handshake by "Request Event" in the upper right-hand corner of your Handshake profile.
- Please select Employer on-campus, when requesting take visit then click the green Event Request button
- Please give Career Development 1-2 business days to review your request. Approval is based on our space availability and alignment with our mission.
- All requests must be received 1 week prior to your requested visit date.
- For sample instructions, [click here](#). Email career@unwsp.edu if you have additional questions.

Help and Support

For assistance with setting up your account, Handshake has a great Help Center to answer your frequently asked questions. If you still need assistance, please email us at career@unwsp.edu.

- [Handshake Help Center](#)

Highlight a Student Intern or Employee

- We would love to promote you by posting pictures of our students working in your organization on our [Instagram account](#). Please, email your approved logo, student photos, quotes to Judy Axelson at jmaxelson@unwsp.edu.

Resources

- [Helpful Checklist of "TO-DO's"](#)
- [Tips for Setting up an Internship Program](#)
- Download the [Handshake mobile app](#) to make it easy for updating information regarding a posting, view applicants, and more, on-the-go!