

Creating Supervisor Handshake Profile

To be able to search for students and temporary employees in Handshake, every hiring official needs to create a profile. Before creating a profile, a user account must be created by the Student Employment Office. Most supervisors already have a user account which allows them to access Handshake. However, any supervisor can access Handshake by logging in to <https://my.utrgv.edu/>. For user account setup assistance or troubleshooting, supervisor must contact Student Employment Office at studentemployment@utrgv.edu.

Tip: If you are a new faculty or staff employee and need access to Handshake, creating your own user account will not grant you access as your user account must be created and approved by the Student Employment Office.

Once the supervisor user account has been created and/or is properly working, the hiring official will be able to create the profile and/or update it, if changes are needed. The following steps provide a guide for how to create and/or change your name or other information shown on your profile.

Logging in to Handshake

There are two ways for logging in to Handshake:

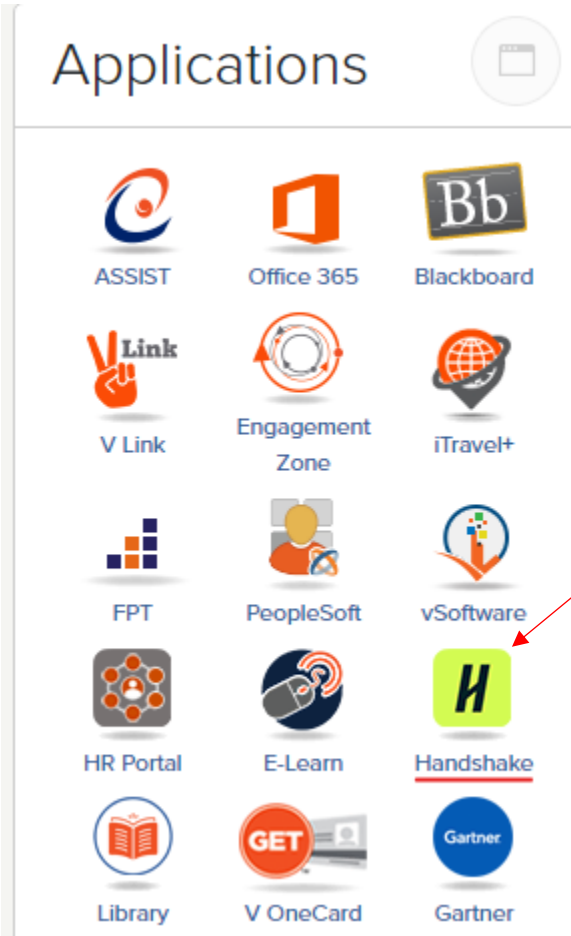
1. Single Sign On <https://my.utrgv.edu/>
2. Handshake link <https://utrgv.joinhandshake.com>

Log in to <https://my.utrgv.edu/home> , click “**Sign In**” and enter your UTRGV credentials (username/password).

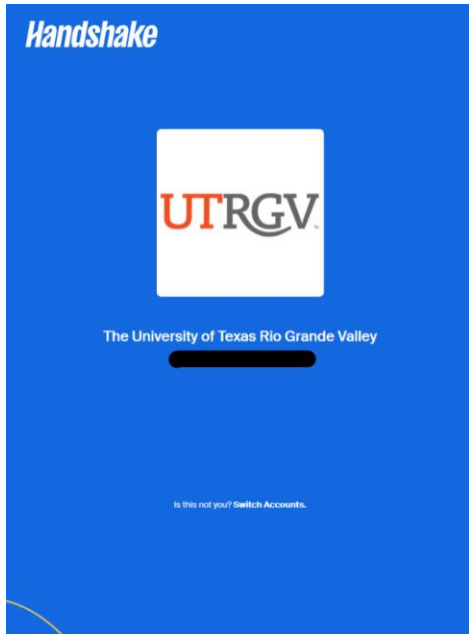


Under **Applications** click on “**Handshake**”.

Tip: Handshake works best if using Chrome.



*Tip: If you become inactive while logged in to Handshake, a **Hello** page will appear. This will mean that you are logged out and will have to re-enter your UTRGV credentials.*



Hello!

Click below to sign in to your account

The University of Texas Rio Grande Valley
Sign On

Or log in using your Handshake credentials

Creating a Handshake Profile

To create or update your profile, click on your name at the top right-hand corner of the page and click on "User settings".

Calendar, Print, 2 Favorites filter off, Help, [User Name]

Post a Job, Request an Interview, Create an Event

Jobs	Interviews	Upcoming Events
<p>UTRGV Parking Office Student Assistant Edinburg (10059) Approved Approved September 20th 2023 at 3:33 pm</p> <p>UTRGV WS CAMP Outreach Assistant Approved Approved September 25th 2023 at 1:04 pm</p>	<p>UTRGV The University of Texas Rio Grande Valley Pending Requested September 16th 2020 at 10:28 am</p>	<p>You have not RSVP'd to any upcoming events.</p>

- Your profile
- User settings
- Teammates
- Surveys
- Switch users
- Sign out

You will be re-directed to your **Account Information**. Under the **Account Information**, you can update your first/last name, title, and e-mail address.

Profile **Account** Calendar

Account Information

Notification Preferences

Status Messaging Preferences

Bulk Messaging Preferences

Create Notes from Email

Calendar Sync

All fields marked * are required

* First name

* Last name

Title

Email Address

Visible on Company Profile
Checking this box will allow students to see your contact information and have the ability to message you on your company's profile page.

* Phone Number
Format: 15556667777

Mobile Phone Number
Format: 15556667777

Bio

Alma mater

Click on **“Update User”** at the bottom of the page, to save the changes.

Calendar Export

Add your Handshake events, appointments, and more to your calendar by using the following URL. Your calendar will automatically be updated when Handshake is updated. You can also [download a static \(not automatically updated\) iCalendar file](#) if you'd like.

Photo

To edit your photo, check out our in-place editor on your [profile page](#)

Leave Employer

Is [The University Of Texas Rio Grande Valley](#) not your employer? You can [leave them and connect with a different employer account](#).

Notification Preferences

The Notification Preferences allow the hiring official to select certain notifications from Handshake when various activities occur. Check off which activity you want to be notified about, via email and/or notification.

Notification Preferences Profile Account Calendar

Account Information

Notification Preferences

Status Messaging Preferences

Bulk Messaging Preferences

Create Notes from Email

Calendar Sync

Instructions

Handshake allows you to receive notifications when various activities occur that you are interested in knowing about. Choose what and how you want to be notified for the various activities below.

General	Email	Notification
Marketing messages including promotions and special offers from Handshake	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Events	Email	Notification
An event is created by a coworker at one of the schools I recruit at	<input type="checkbox"/>	<input type="checkbox"/>
An event that I joined is updated	<input type="checkbox"/>	<input type="checkbox"/>
An event posting that I created is approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An event posting that I created is declined	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Upcoming events I've joined	<input type="checkbox"/>	<input type="checkbox"/>
Someone comments on an event that I organize	<input type="checkbox"/>	<input type="checkbox"/>

Interview Schedules	Email	Notification
An interview schedule I created is updated	<input type="checkbox"/>	<input type="checkbox"/>
A student checks into an interview slot I am assigned to	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
An interview schedule I created is approved	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
An interview schedule I created is declined	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A student takes an interview slot I am assigned to	<input type="checkbox"/>	<input type="checkbox"/>
A student leaves an interview slot I am assigned to	<input type="checkbox"/>	<input type="checkbox"/>

*Tip: Most commonly, hiring officials select **Jobs** and **Applications** categories to receive notifications. Notifications will not be sent if the item is unchecked.*

Jobs	Email	Notification
Your job is about to expire	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A coworker posts a job to a school I recruit at	<input type="checkbox"/>	<input type="checkbox"/>
A school declines my job posting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Someone comments on one of my postings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A school approves my job posting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A student saved one of my jobs as favorite	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Applications	Email	Notification
A student applies for one of my jobs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Once you have provided this information and your profile is established, you are ready to start searching for students.