



Posting Experiential Learning Opportunities for ULN Students

Thank you for your interest in recruiting a [University Leadership Network](#) student for your experiential learning opportunity. We wanted to update you on an exciting new way to post positions that you are hosting for ULN students and share how to get connected. All ULN positions will now be posted on [HireUTexas Powered by Handshake](#). Please follow this guide to post positions for ULN students.

GETTING STARTED

First, we encourage you to schedule a 30-minute conversation with Texas Career Engagement by emailing recruitUT@austin.utexas.edu to learn more about [our program](#) and our [recruiting guidelines](#) contact uln@austin.utexas.edu. Our students complete experiential learning opportunities during the Fall, Spring, and Summer semesters – to see the current recruitment timeline, please visit our [website](#) for up-to-date information on dates and timelines.

CREATING A HANDSHAKE ACCOUNT

Handshake offers very helpful tutorials to help you create your account. Please follow the links below to create a new account:

- [How do I create a user account?](#)
- [How do I create a company profile?](#)

POSTING A ULN POSITION

Handshake offers [helpful tutorials](#) to learn how to post a position on Handshake. If your position is for ULN students only, you MUST follow this naming convention in your job title: "ULN EL: Your Job Title."

If your position is open to all students, please include the following sentence in your job description so ULN students can easily locate the opportunity: "ULN students are highly encouraged to apply."

QUESTIONS?

You are always welcome to contact the Texas Career Engagement team at 512-471-2425 or hireutexas@austin.utexas.edu if you need assistance with HireUTexas powered by Handshake.

POSTING APPROVAL

Please remember ULN's [recruiting policies](#) and our [program guidelines](#). The Texas Career Engagement team will review and approve each job posting as they are submitted and guarantee review within two business days. They will be in contact if your position does not meet ULN's criteria for high-impact unpaid experiential learning opportunities to share suggestions for re-submission.

RECRUITING ULN STUDENTS USING HANDSHAKE

One important change from the Hire-A-Longhorn platform to Handshake is that we cannot limit any of our positions to ULN students only.

Instead, we ask that you please give ULN students first preference for your positions. This will ensure that ULN students are given first priority for these positions, while also allowing a wider audience to apply for and help fill our positions in a timely manner.

All of our ULN students will include their ULN membership on their resume and/or cover letter. If you are not sure if a student is a member of ULN, please email the ULN program manager at uln@austin.utexas.edu.

You will be able to access the resumes and cover letters of all students who apply to your positions using Handshake.