

# Handshake for Student Employee Supervisors

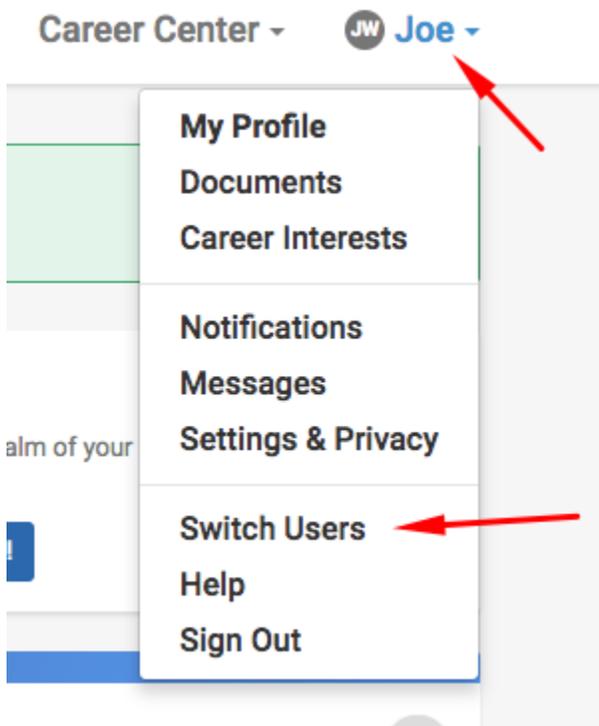
## Contents

Register for an Account.....	2
Set Up Your Account .....	3
Manage Messaging Preferences .....	3
Set Your Jobs List to Your Division .....	3
Post a Job .....	4
Step 1: Job Basics .....	5
Job Title .....	5
Company Division.....	5
Require students to apply through an external website or applicant tracking system? .....	5
Display your contact information to students? .....	5
Add a Job Type .....	5
Employment Type .....	6
Duration .....	6
Work Study Job .....	6
Step 2: Job Details.....	7
Description .....	7
Job Functions .....	7
Salary.....	7
Job Location .....	8
Required Documents .....	8
Step 3: Job Preferences.....	9
Graduation Date Range.....	9
Minimum GPA.....	9
Majors .....	10
Applicant Packages .....	10
Step 4: Schools .....	11
Manage Jobs and Applicants.....	12
General Help .....	14

## Register for an Account

You will need a user account in order to log in and use Handshake. If you've received an invitation from Webster Student Employment, you can follow the link to take you to the account creation process. If you're signing up without an invitation, go to [https://app.joinhandshake.com/employer\\_registrations/new](https://app.joinhandshake.com/employer_registrations/new) to create an employer account. You can view the details of this process, with screenshots, by viewing [How to Create a User Account](#).

**SPECIAL NOTE FOR FACULTY AND STAFF WHO ARE ENROLLED IN CLASSES:** Students are imported into Handshake, so you may already have a student account. If you experience difficulty in registering for an employer account by being redirected to your student account, open an incognito window in your browser or use a different browser to register for your employer account. Once you've registered using your Webster email address, your accounts will link and you should be able to toggle between the two using the drop down menu under your name.



## Set Up Your Account

Your employer user account in Handshake can be customized in a variety of ways. The information in this section outlines account settings that need to be in place before posting a job.

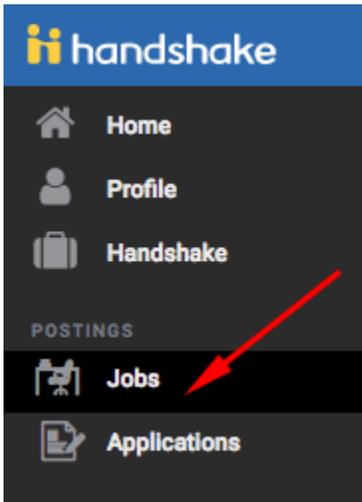
### Manage Messaging Preferences

Customize automated messages to communicate with your applicants during each stage (Pending, Reviewed, Declined, Hired, etc.) throughout the application process. See Handshake's instructions on [Closing the Application Loop: Setting Messaging Preferences](#).

### Set Your Jobs List to Your Division

In Handshake, campus departments are called company divisions. Set your jobs list to show you only jobs posted by your division.

Click **Jobs** from the left hand menu.



Use the **Divisions** filter to see only the jobs posted by your department/division. If you're the first supervisor from your division to use Handshake, your search should produce a list with no results.

The image shows the Handshake Jobs page. At the top, there's a search bar with 'Type to search...' and buttons for 'Search' and 'Create Job'. Below the search bar, there are tabs for 'Active', 'Expired', 'All', 'Declined', and 'Not Posted'. A dropdown menu for '(1) Divisions' is open, showing options for 'Customer Success (5)', 'Support', 'Development', and 'Sales'. The 'Customer Success (5)' option is selected. Below the dropdown, there's a table of jobs with columns for ID, Job, School, Expires, Status, and Campus Interview. The table shows five jobs, all with a status of 'Pending' or 'Approved'. A red arrow points to the 'Divisions' dropdown menu.

ID	Job	School	Expires	Status	Campus Interview
144862	Customer Success Team	Babson College	7/10/2017	Pending	No
144862	Customer Success Team	Amerling University	7/10/2017	Approved	No
144862	Customer Success Team	Amaranta University - AU	7/10/2017	Pending	No
144862	Customer Success Team	Cornell College	7/10/2017	Pending	No
144667	Customer Education Lead	Amaranta University - AU	5/11/2018	Pending	No

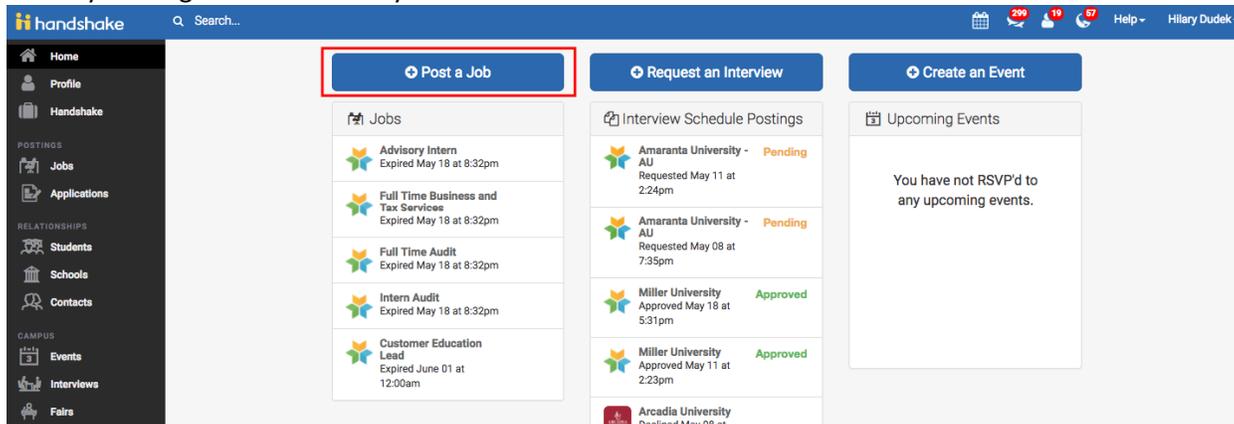
Click on the **Search** button to the right of the search field to save this list view. When you return to the **Jobs** page in the future, you should see your saved search.

The image shows the Handshake Jobs page with a saved search. The search bar contains 'Type to search...' and the 'Search' button is highlighted with a red box. Below the search bar, there are tabs for 'Active', 'Expired', 'All', 'Declined', and 'Not Posted'. A dropdown menu for '(1) Divisions' is open. The table of jobs shows one job: 'TEST - Student Employment Job' with a status of 'Approved' and 'No' for Campus Interview. A red box highlights the 'Search' button.

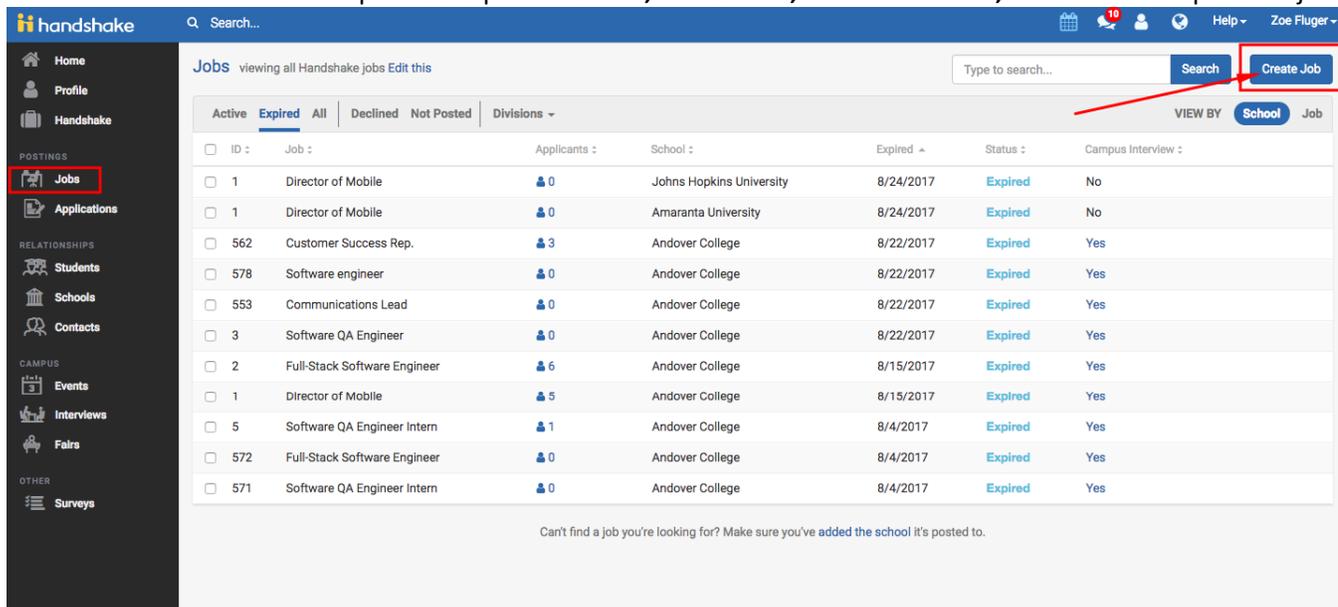
ID	Job	Applicants	School	Expires	Status	Campus Interview
1655286	TEST - Student Employment Job	1	Webster University	6/29/2018	Approved	No

# Post a Job

Start by clicking **Post a Job** from your home dashboard.



You can also click **Jobs** in the left hand navigation bar and then select **Create Job** toward the right hand corner. You will now be asked to complete 4 steps: **Job Basics, Job Details, Job Preferences, and Schools** to post the job.



**IMPORTANT:** While there are many system options for completing the job posting form in Handshake, please adhere to the following instructions, which are specific to Student Employment at Webster University.

## Step 1: Job Basics

New Job

Jobs **New Job**

The screenshot shows a web form for creating a new job. The form is titled 'New Job' and is part of a 'Jobs' section. It contains several sections with radio buttons and a dropdown menu. The sections are: 'Job Title' (with a text input field and a note about adding an ATS/job code), 'Company Division' (with a dropdown menu), 'Require students to also apply through website or applicant tracking system?' (with 'Yes' and 'No' radio buttons), 'Display your contact information to students?' (with 'Name Only', 'Name and Email', and 'Don't show my info' radio buttons), '\* Job Type' (with 'Job', 'Internship', and 'On Campus Student Employment' radio buttons, and a link for 'Show more options'), '\* Employment Type' (with 'Full-Time' and 'Part-Time' radio buttons), 'Duration' (with 'Permanent' and 'Temporary / Seasonal' radio buttons), and 'Work Study Job?' (with 'Yes' and 'No' radio buttons, and a note that work study jobs are for eligible students only).

### Job Title

Input a job title that describes the job function such as “Customer Service Associate” as opposed to a general job title like “Student Worker.” Do not use the ATS / job code function below the Job Title field.

### Company Division

Use the drop down menu to search for your department. If you’re unable to find your department, please contact [Student Employment](#).

### Require students to apply through an external website or applicant tracking system?

If you select “yes” for this option, you'll be able to input a URL that applicants can access. This may be used for any external application forms you may have created. Note: Applicants will still apply through Handshake first, but they will also apply through your own system as a required step.

### Display your contact information to students?

Select “Name Only.” If you would like your contact information to be available to students, you can add it at the bottom of your job posting.

### Add a Job Type

Select “On Campus Student Employment” only.

## Employment Type

Select “Part-Time” only.

## Duration

For most student employment jobs, select “Permanent.” If you’re posting a job with a limited duration, such as summer only, select “Temporary/Seasonal.” If you select “Temporary/Seasonal,” you’ll need to add both the start and end dates.

## Work Study Job

Students with Federal Work Study eligibility will be able to view jobs marked as “Work Study” in Handshake. Students who have not received a Federal Work Study award as part of their Webster Financial Aid package will not be able to view or apply to jobs marked as “Work Study” in Handshake.

Keep in mind that all students will be able to see positions marked as “No” for this question. Please make your selection according to the following guidelines:

- Job posting is open only to students with Federal Work-Study awards: Yes
- Job posting is open to both students paid via institutional funding and with Federal Work-Study awards: No
- Job posting is open only to students paid via institutional funding: No

Once you're finished with **Job Basics**, choose “Next” along the bottom of your screen.

## Step 2: Job Details

**\* Description**

A Normal text ▾ Black ▾ **Bold** *Italic* Underline ☰ ☷ ☹ ☺

☰ ☷ ☹ ☺ ✎ ✏ 🖼

You can copy and paste a description directly from your website - we'll retain all the formatting for you.

**\* Job functions**

Choose a job function...

This will help students interested in specific functions search for your job.

**Salary**

\$  Per year ▾

Unpaid

**\* Job Location**

Enter your address

Allow remote workers?

**Required Documents**

Resume

Cover Letter

Transcript

Other Document (e.g. work sample, course schedule, or other misc. documents)

### Description

Using the [job description tool](#) to get started, please send any new job descriptions to [Student Employment](#) before posting.

In the Description section in Handshake, enter a description of the tasks of your job and your desired candidate qualifications.

### Job Functions

Choose job functions from the drop down menu. You may add more than one. This helps students search for jobs by functional areas that interest them and match their skills.

### Salary

Toggle the drop down menu on the right to “per hour” and enter the pay rate associated with the job. Student employment positions should not be marked as unpaid. If you have questions about pay rates, please contact [Student Employment](#).

### Job Location

Webster's main campus address should populate in this field.

### Required Documents

Choose documents you would like students to submit with their application.

Once you're finished with **Job Details**, choose "Next" along the bottom of your screen.

## Step 3: Job Preferences

Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

**Graduation date range**

Earliest grad date      Latest grad date

month   year      month   year

[Qualify students by school year instead](#) (for example, Freshman, Sophomore, Junior)

**Minimum GPA**

**Majors** *Select a category to choose specific majors*

- Arts and Design** - 0 of 13 majors selected
- Business and Entrepreneurship** - 0 of 18 majors selected
- Civics and Government** - 0 of 9 majors selected
- Communications** - 0 of 7 majors selected
- Computer Science, Information Systems, and Technology** - 0 of 8 majors selected
- Education** - 0 of 8 majors selected
- Engineering** - 0 of 15 majors selected
- Health Professions** - 0 of 14 majors selected
- Humanities and Languages** - 0 of 11 majors selected
- Life Science** - 0 of 10 majors selected
- Math and Physical Sciences** - 0 of 4 majors selected
- Natural Resources, Sustainability and Environmental Science** - 0 of 10 majors selected
- Social Sciences** - 0 of 8 majors selected

These majors consolidate individual majors across every school on Handshake. To choose a specific major by individual school [click here](#).

**Applicant Packages** *Specify who should receive the applicant packages*

 Employer Dolores University

- Email a summary of all applicants once my job expires
- Email every time a new student applies
  - Send all applicants
  - Only send me applicants who match all of my preferences

**Note:** All preferences are completely optional. None of the preferences you add to this page will block students from applying for your job. You will be shown candidates who meet your preferences and those who don't. You can learn more in Handshake's article on [Job Preferences](#).

### Graduation Date Range

If desired, add a graduation date range for your job by specifying the earliest and latest graduation date for qualified applicants. If you prefer to qualify students by school year (Freshman, Sophomore, Junior, etc.), you can select the link below to toggle to that option instead.

### Minimum GPA

Add a minimum GPA if desired.

## Majors

In general, we recommend that you leave your job open to all majors. However, if your job requires specialized coursework or skills obtained through an academic program, you may include preferred majors.

To choose Webster-specific majors, go to the bottom of the list of majors and click in the link in the following statement:

**These majors consolidate individual majors across every school on Handshake. To choose a specific major by individual school [click here](#).**

A search box will open. Type in “Webster University” only and make your selections from the majors that appear.

## Applicant Packages

Configure who should receive Applicant Packages and with what frequency. Your name is listed by default, but you can add coworkers to the list of staff that should receive application packages in the “Add someone else to receive packages” field. If they’re not listed as a contact yet, select “+ ADD NEW CONTACT” at the bottom of the drop down to input their contact information.

Once you're finished with **Job Preferences**, choose “Next” along the bottom of your screen.

## Step 4: Schools

The screenshot shows the 'New Job' page on the Handshake platform. The left sidebar contains navigation options: Home, Profile, Webster University, POSTINGS (Jobs), RELATIONSHIPS (Students, Schools, Contacts), CAMPUS (Events, Interviews, Fairs), and OTHER (Surveys). The main content area is titled 'New Job' and has a 'Jobs' tab and a 'New Job' tab. A search bar labeled 'Search Your Schools' is present. Below it, a section titled 'All schools added' contains a 'Find more schools' button. To the right, there are four input fields: 'Global apply start date', 'Global post expiration', 'Apply start date', and 'Expiration date'. Below these is a table with the following columns: 'School', 'Interview on campus?', 'Apply start date', and 'Expiration date'. The table contains one entry for Webster University, with a minus sign (-) to its left and an unchecked checkbox in the 'Interview on campus?' column. The 'Apply start date' is set to '2018-06-06 01:00 pm' and the 'Expiration date' is 'Set expiration date'. At the bottom, there are navigation buttons: 'Cancel', '< Previous', 'Basics', 'Details', 'Preferences', 'Schools', 'Next >', and 'Create'.

Select Webster University from the left side of the screen. If you don't see any schools listed, type in "Webster University" **only** in the Search Your Schools field on the left side of the page and select it. **DO NOT** add any other schools to the job posting. If you accidentally do this, remove the unwanted school by selecting the minus (-) to the left of the school you'd like to remove.

Leave the "Global apply start date" or "Global post expiration" fields blank.

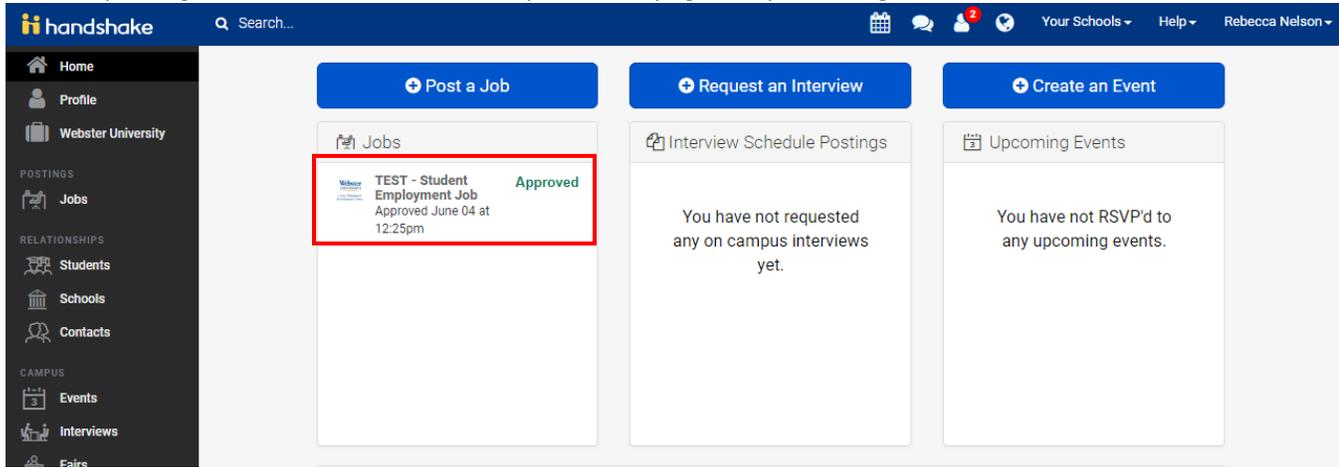
Leave the "Interview on campus?" box unchecked. This is a feature for external employers who would like the Career Planning & Development Center to create an on-campus interviewing schedule on their behalf.

Add an "Apply start date" and "Expiration date"

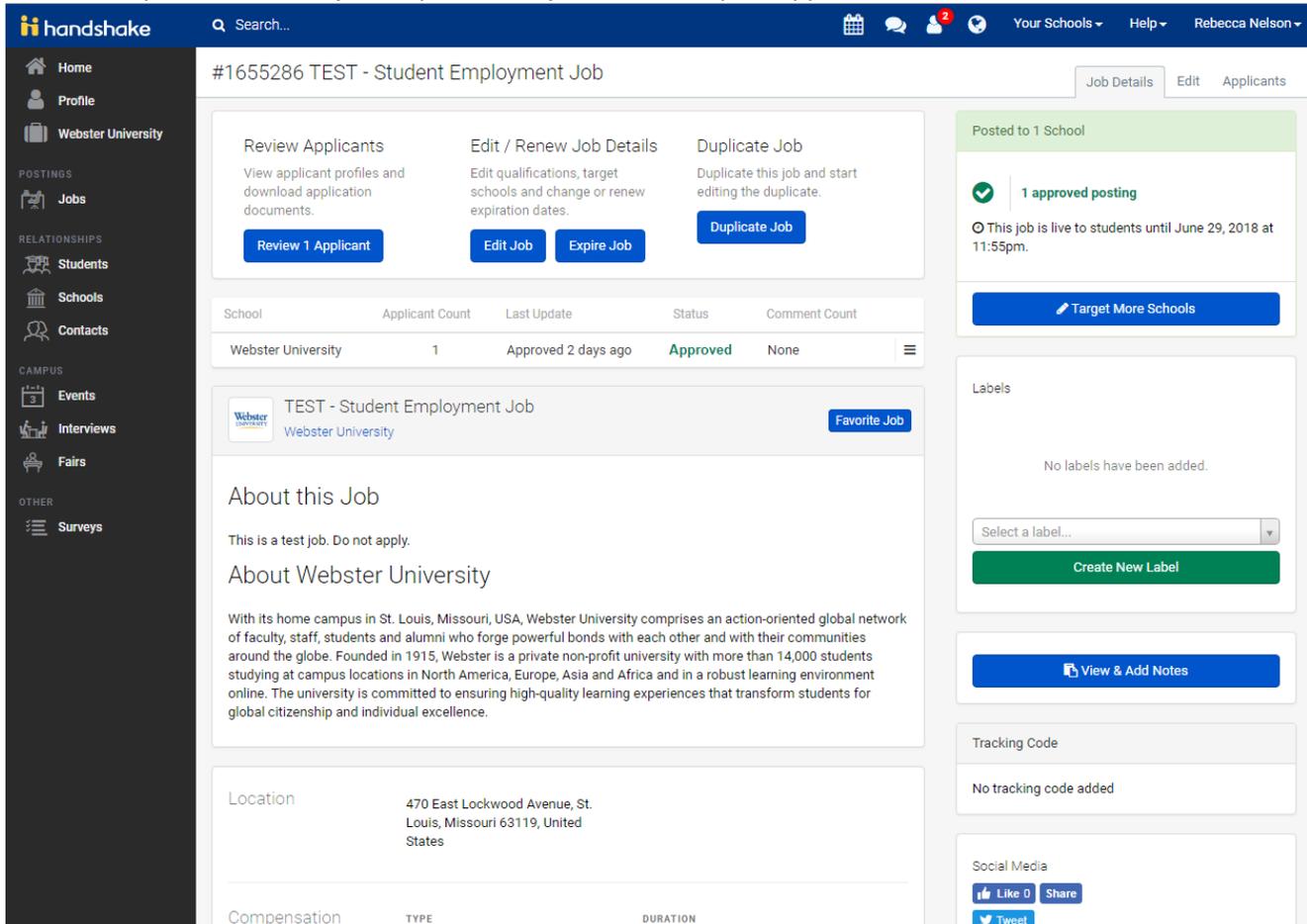
Click "Create" at the bottom of your screen to finalize the position. A Student Employment staff member will review and approve your position.

# Manage Jobs and Applicants

Select a posting either from the **Jobs** list on your homepage or by selecting **Jobs** in the left hand menu.



From here, you can edit the job, duplicate the job, or review your applicants.



**IMPORTANT:** We recommend that you keep applicants informed by changing their application status throughout the application process, which will trigger the automated status messages you previously created. Additionally, we recommend that you expire your

**job posting when the position has been filled to signal to the Webster community that your search process is complete.**

Please see the following Handshake articles about managing jobs:

- [How to Change Applicant Status](#)
- [How to Contact Applicants](#)
- [How to Expire a Job Posting](#)
- [How to Edit a Job Posting](#)
- [How to Duplicate a Job Posting](#)

## General Help

**Handshake Help Center:** The Help Center is your first line of defense. If you need assistance, first check the articles and videos in the Employer section of Handshake's Help Center at [support.joinhandshake.com](https://support.joinhandshake.com). You can also access the Help Center from your Handshake account by selecting the **Help** drop down list in the top right corner of your screen.

**Student Employment:** Contact a [Student Employment](#) staff member for Webster-specific workflows, tips, or policies.

**Handshake Support:** After checking Help Center articles, contact Support if you need further assistance with reporting or troubleshooting an issue or sharing product feedback. From the **Help** drop down list in the top right corner of your Handshake account, select **Contact Support**.