Badger Handshake
On-Campus Employer User Guide

Welcome to Badger Handshake your online system for posting jobs, internships, and career positions. Badger Handshake offers many great features such as:

- Managing all your posting positions in one place.
- Managing all of your applications and even job interviews in one place.
- Engaging with students and recent alumni in the Badger Handshake Community (think "Facebook" for jobs).

Contact the Snow College Career Center at 435-283-7648 or career.services@snow.edu for help in using Badger Handshake. Use for https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer further Employer Resources on Handshake.

New supervisors – Jump to page 11 to learn how to create your employer account.

Pro Tip on instructions: <bolded words> indicate a specific tab or function on Handshake.

How to post a job to your Badger Handshake account:

1. First, you will need to log into your Handshake account at https://app.joinhandshake.com/login. If you have previously posted a position with the Snow College Career Center, your account is waiting for you. Simply log in by using your first.last@snow.edu email address and the password that you chose when you logged in for the first time. If you can't remember your password, please use the **forgot password** option.
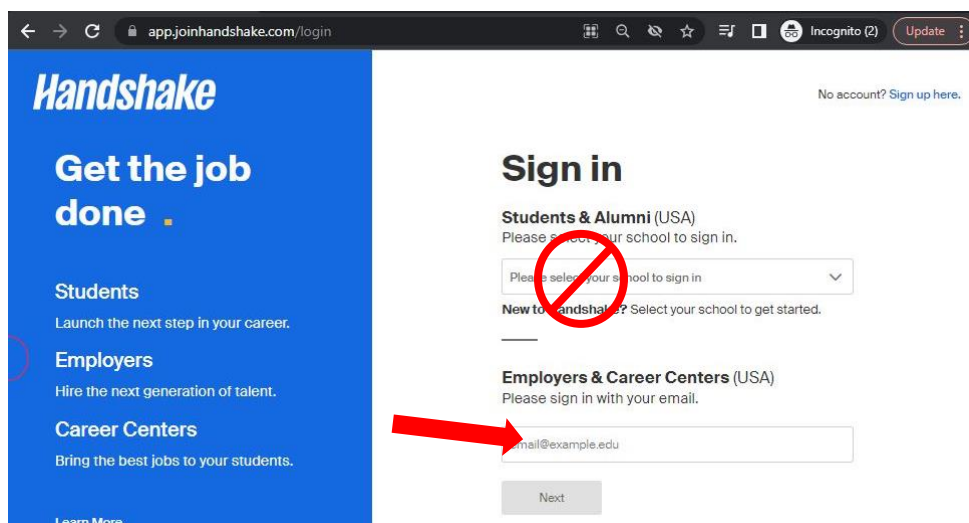
You don't need to type in Snow College. If you do, Handshake will try to log you in as a student. You will only use the **<Employers & Career Centers>** box.

Please call if you have questions! 435-283-7648

2. **If you are posting a position that you have hired for in the past, there is a shortcut!**

- Click the word **<Jobs>** on the left-hand menu to bring up a list of your previous jobs. You will click the **<Expired>** button and click on the **<Job Name>** that you want to post again.

- Once in the job listing, click the **<More Actions>** drop-down menu to choose **<Duplicate Job>** to enter new open and closed dates and any updated requirements. These steps will allow you to repost your job.

- **WARNING:** If you click the **<Renew Job>** button, you will renew the previous posting and it will contain **all** of your previous applicants.

- To start with '0' applicants you must **duplicate** the listing.

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3. To post a **NEW job,** start by clicking **<Post a Job>** from your home dashboard.

You will now be asked to complete 4 steps:
- Job Basics
- Job Details
- Job Preferences
- Schools to post the job

Note: the more fields you complete, the more well-defined your job posting will be (and the more likely you'll be to attract well-qualified candidates).

On-campus positions are required to be posted for 3 days OR until 3 applications are received.

4. To post a new job, click **<Create Job>** from the **<Jobs>** page.

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5. Now you will complete the job **<Basics>**. (Menu is at the bottom of the page)

- Select **Apply in Handshake**

- Add a **Job Title**

- Add a **On Campus Student Employment** as the **Job Type**

- Add an **Employment Type** and **Duration** – For on campus jobs, you will choose **<Part-Time>** and **<Temporary>**

- Select **<Yes>** or **<No>** if your positions are work-study funded. If you mark yes, only students who qualify for work-study will be able to see your job listing.

Note: Remember that work-study federally funded and is different from Work-to-Learn jobs.

- Now you can pick whether you would like applicants to have your contact information.

All fields required unless otherwise indicated

Where should students submit their application?
- ○ Apply in Handshake
- ○ Apply through external system

Job title

Job Type
- ○ Internship
- ○ Cooperative Education
- ○ Experiential Learning
- ○ On Campus Student Employment
- ○ Fellowship
- ○ Graduate School
- ○ Job
- ○ Volunteer

Employment Type
- ○ Full-Time
- ○ Part-Time

Duration
- ◉ Permanent
- ○ Temporary / Seasonal

Is this a Work Study job?
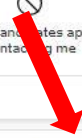Work study jobs are for eligible students only.
- ◉ Yes
- ○ No

Are you open to speaking with interested candidates?

| 💬 Yes, I want interested candidates to reach out to me for a conversation | 🚫 No, I'd rather candidates apply without contacting me |

[Basics] [Details] [Preferences] [Schools] [Preview] [Next >]

6. Once you're finished with job **Basics**, choose **<Next>** along the bottom of your screen and add in your job **<Details>.**

- Add a **Description** for your job. Your description should **include 2 or more of the skills-based competencies linked on page 10**. Students like to know what they will learn and develop on the job.

- If you copy and paste a description, the formatting will be retained.

- Add **how many students** you expect to hire.

- Add **Ephraim** or **Richfield** as the job location

- Mark the job as **Paid** and add the hourly amount.

  Note: Work Study and Work-to-Learn are funded for **$10.00 per hour**. Posting a higher wage is permitted, but **the difference will be paid from your departmental budget**.

- Add the **Documents** that you would like students to submit as part of the application.

  We recommend requiring at least a resume and cover letter. It may also be helpful for students to submit a copy of their class schedule.

All fields required unless otherwise indicated

Description

| Heading 1 ‡ | B | I | U | A | A | ☰ | ☰ | ☰ | % | 🖾 | I_x |

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

How many students do you expect to hire for this position?

This number can be approximate and will not be displayed to students.

Job location

Search

+ add another location

☐ Allow remote workers

Paid or unpaid?
◉ Paid ○ Unpaid

Estimated pay

Jobs located in California, Colorado, New York, and Washington states (including jobs performed remotely from these states) must include an estimated pay range. Estimated pay ranges for jobs in other states are encouraged. Opt out of estimated pay.

Show pay by	Amount	Rate
Range ∨	$ Select range USD ∨	Per hour ∨

Required documents (Optional)
☑ Resume
☐ Cover Letter
☐ Transcript
☐ Other Document (e.g. work sample, course schedule, or other misc documents)

| < | Basics | **Details** | Preferences | Schools | Preview | Next > |

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7. Once you're finished with job **<Details>**, choose **<Next>** along the bottom of your screen and complete the job **<Preferences>**.

Note: none of the preferences you add to this page will block students from applying for your job, but it will allow Handshake to show you candidates that meet all of your preferences <u>and</u> those who don't. All of these preferences are completely optional.

- Add a **Graduation Date Range** for your job by specifying the earliest and latest graduation date for qualified applicants**.**

- Select the **School Year** for qualified students (Freshman, Sophomore, etc.). It is **not** a required field.

- Add a **Minimum GPA** value if the job requires it. We recommend skipping this step if your job does not require it because it will tag new freshmen without a GPA as unqualified.

- Choose which **Majors** would make a student qualified for your job. This step is discussed in more detail below**.**

Setting up your Major Preferences
- These majors are mapped across every school on Handshake.
- Once you select a category (click on the checkbox next to it), that category will expand to show the majors within it.
- All majors within a category will be selected by default. But you can remove them by simply clicking on the major you'd like to remove.

Finally, configure **who** should receive Applicant Packages, and with what frequency.

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You can select one of the two options below:

- Email a **summary**
  - You'll receive one email **once your job expires**.

- Email **every** time a new student applies
  - You'll get emails **each time** a new student applies. If you choose this option, you can then specify whether you want an email for every student who applies, or only students who match all of your preferences (Eligibility for international students, grad date/year, GPA, and Major).

- You'll see your name listed first.

- You can also add other teammates to receive packages by choosing from the dropdown. If you haven't added them as a contact yet click **<create new contact>** at the bottom of the dropdown.

Applicant package recipients (Optional)

Choose recipient

Not seeing the recipient you're looking for? Create a new contact

X Jessica Lund, Snow College Career Center
☑ Email a summary of all applicants once my job expires
☐ Email every time a new student applies
  ○ Send all applicants
  ○ Only send applicants who match all preferences

X Lisa Laird, Snow College Career Center
☑ Email a summary of all applicants once my job expires
☐ Email every time a new student applies
  ○ Send all applicants
  ○ Only send applicants who match all preferences

8. Once you're finished with job **<Preferences>**, choose **<Next>** along the bottom of your screen to move onto the **<Schools>.**

    As this is an on-campus position, be sure to select **ONLY** Snow College.

- **<Apply start date>** - you can choose if you'd like to block students from applying to your job until a specific date.
  - **All fall jobs post on August 1**.

- **<Expiration date>** - you can update the date that the job will expire (and students will no longer be able to apply).
  - On-campus positions are required to be posted for 3 days OR until 3 applications are received.

Schools	Interview on campus?	Apply start date	Expiration date
X Snow College	☐	2023/06/27 01:00 PM	yyyy/mm/dd

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9. Click **<Next>** to **<Preview>** your posting and check for errors.

   • You're all set! Choose **<Save>** to create and review your job. The Career Center will review your posting and approve it for students to view.

10. Once your job expires, you can click on the listing from the **<Jobs>** page to see your **<applicants>.**

    • Your applicant list will show each student as **Pending.** As you review applications, make sure to change the status to **<Reviewed>.**
    • When you pick an applicant(s) to hire, mark them **<Hired>.** Change the status of each student that you are NOT hiring to **<Declined>.**

- When marking an applicant **Declined,** a box should pop up so that you can automatically send the student an email thanking them for their time and declining their application.

- Once you have marked your student **Hired,** you will complete a student PAF and have them complete the new hire paperwork and return everything to the HR office on the 2nd floor (East side) of the Noyes building.
  - https://snow.edu/offices/hr/index.html
  - Phone: 435-283-7044
  - Email: hr@snow.edu
  - Link to Student New Hire Packet: https://snow.edu/offices/hr/DocumentFiles/pafs_packets/Fillable%20Student%20Packet_Jan%202023%20v1.pdf

Next page for competencies to add to your job description >>>

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These 8 career-ready competencies are the product of national focus groups of employers. They are the skills that employers are looking for when they hire. **Please include at least 2 competencies in your job description.**

- Using them will help you to receive a more qualified applicant pool.
- It will also help students to develop an understanding of how your on-campus position will help them prepare for the future.
- To see sample behaviors of these competencies, please visit https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/

CAREER READINESS

Competencies for a Career-Ready Workforce

Career & Self Development
Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

Communication
Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Critical Thinking
Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Equity & Inclusion
Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

Leadership
Recognize and capitalize on personal and team strengths to achieve organizational goals.

Professionalism
Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Teamwork
Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Technology
Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

What Is Career Readiness?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

naceweb.org/career-readiness-competencies

NACE
NATIONAL ASSOCIATION OF COLLEGES AND EMPLOYERS

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Are you a new supervisor?
Create your Handshake account & complete your profile:

1. **Create** Your Account

   o If you are a new supervisor, you will need to create a new account. Reach out to staff at 435-283-7648. The Career Center can send you an invitation message from Handshake and invite you to join.

   o Follow the link and enter your snow.edu email address and the password of your choice. If you forget this password, you will need to reset it through Handshake.

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2. Fill in the Welcome to Handshake page and click **<Save and Continue>.**

   o Choosing which type of students you wish to recruit and adding your Alma Mater will help you to better understand how you can use Badger Handshake.

3. Review the Employer guidelines. You are not a third-party recruiter, so select **<No>.** Agree to the **Terms of Service** and **Privacy Policy** and click **<Save and continue>.**

4. Handshake will send you an email. **Confirm** your email address.

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5. Once you confirm your email, you should be automatically approved to join your department's employer account.
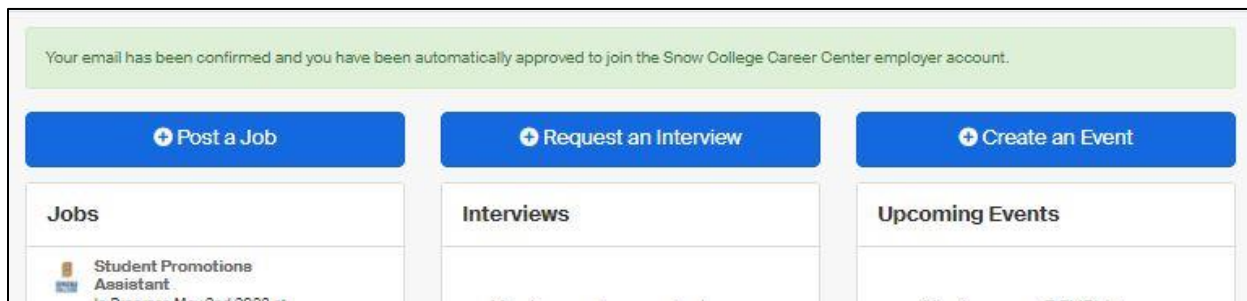
6. A message about automatically updating students about their application status will pop up when you log in. You will want to click the **<Edit and Activate Status Messages>** button.

Next page >>>
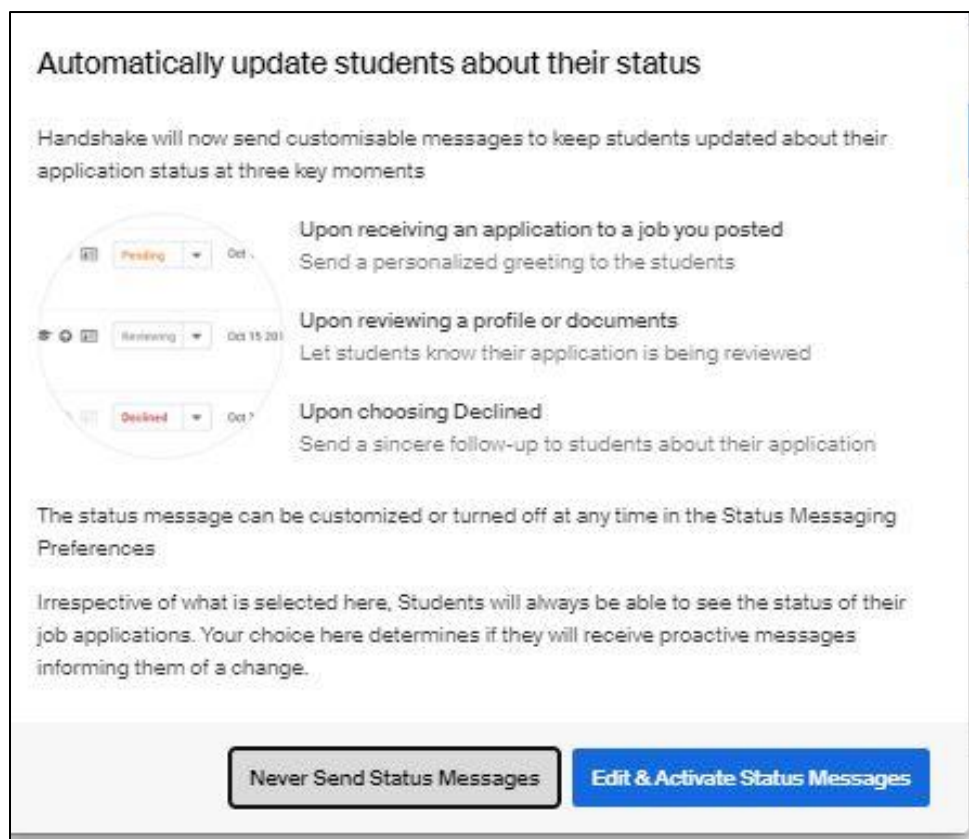
7. These messages are helpful for students because they are sent automatically when the status of their application changes. Read through the **pending, reviewed**, and **declined** messages and adjust them to your liking. Click **<Save Default Messages>.**
   o You can always change them later under the **<Status Messaging Preferences>** tab.
8. You can now begin posting your jobs using the steps above.