

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).

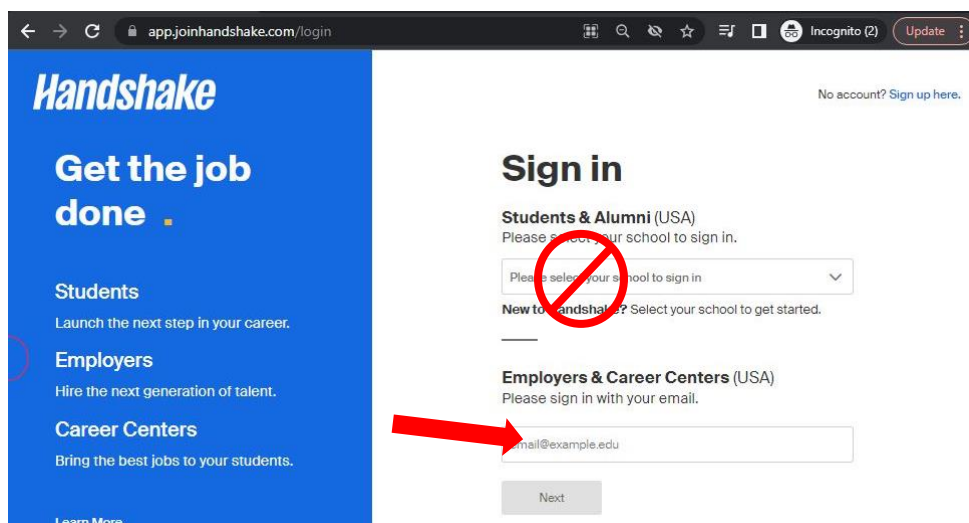
Contact the Snow College Career Center at 435-283-7648 or career.services@snow.edu for help in using Badger Handshake. Use for <https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer> further Employer Resources on Handshake.

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.

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.

The screenshot shows the Handshake interface. On the left is a dark sidebar with a menu including 'Home', 'My profile', 'Company profile', 'Postings', and 'Jobs'. The 'Jobs' menu item is highlighted with a red arrow. The main content area shows a search bar at the top, followed by a 'Jobs' header with a filter for 'Expired' selected. Below this is a table of job listings. A second red arrow points to the 'Expired' filter button. The table lists two jobs: 'Student Office Assistant -Test' (ID 2093830) and 'Career Services Office Assistant' (ID 2167447).

- 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.

The screenshot shows the Handshake interface for a specific job listing titled 'Career Services Office Assistant' (Job #2167447). The job is marked as 'Expired 1/2/2019'. The 'More Actions' dropdown menu is open, showing options: 'Duplicate job', 'Expire job', and 'Preview job'. A red arrow points to the 'Duplicate job' option. Below the job listing, there is a section titled 'This job is expired' with a warning icon. It states: 'No students can apply to this job currently. It has expired at all schools it was posted to.' Below this, there are two sections: 'View your applicants' with a 'View applicants' button, and 'Renew this job' with a 'Renew job' button that is circled in red with a diagonal slash through it, indicating it is not recommended.

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

The screenshot shows the Handshake home dashboard. On the left is a dark sidebar with navigation options: Home, My profile, Company profile, Postings (Jobs), Relationships (Talent, Schools, Contacts), Meet (Events, Meetings). The main content area has a search bar at the top and three main action buttons: '+ Post a Job', '+ Request an Interview', and '+ Create an Event'. Below these are three panels: 'Jobs' (with a job listing for 'Student Promotions Assistant'), 'Interviews' (with a message: 'You have not requested any on campus interviews yet.'), and 'Upcoming Events' (with a message: 'You have not RSVP'd to any upcoming events.'). At the bottom is a section for 'Upcoming Career Fairs'. A red arrow points to the '+ Post a Job' button.

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.

The screenshot shows the Handshake Jobs page. The sidebar is the same as in the previous screenshot. The main content area has a search bar and a 'Create Job' button. Below is a table of job listings. A red arrow points to the 'Create Job' button.

ID	Job	Applicants	School	Expired	Status	On-campus Interview
2093830	Student Office Assistant--Test	0	Snow College	10/25/2018	Expired	No
2167447	Career Services Office Assistant	42	Snow College	1/2/2019	Expired	No

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.

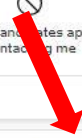
Yes
 No

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~~ ☰ ☰ ☰ 🗑️ 📎 *Ix*

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

[+ 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 ▾
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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 >

Next page >>>

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 and 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.

i 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 (Optional)

Earliest grad date **Latest grad date**

Hiring alumni? You can leave earliest graduation date blank.

School years (Optional)

Freshman
 Sophomore
 Junior
 Senior
 Masters
 Doctorate
 Alumni
 Postdoctoral Studies
 Masters of Business Administration
 First Year Community / Technical College
 Second Year Community / Technical College
 Certificate Program

Minimum GPA (Optional)

Major categories (Optional)

Agriculture, Food & Horticulture - 0 of 9 majors selected
 Arts & Design - 0 of 19 majors selected
 Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
 Civics & Government - 0 of 10 majors selected
 Communications - 0 of 7 majors selected
 Computer Science, Information Systems & Technology - 0 of 10 majors selected
 Education - 0 of 10 majors selected
 Engineering - 0 of 19 majors selected
 General Studies - 0 of 3 majors selected
 Health Professions - 0 of 19 majors selected
 Humanities & Languages - 0 of 13 majors selected

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.

Computer Science, Information Systems & Technology - 10 of 10 majors selected

- Computer Programming
- Computer Science
- Computer Systems Networking & Telecommunications
- Cyber Security
- Data Mining
- Data Science
- Information Systems Management
- Library Sciences
- Software Design
- User Experience/Social Computing

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

Next page >>>

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
<div style="display: flex; align-items: center;"> X Snow College </div>	<input type="checkbox"/>	2023/08/27 01:00 PM	<input style="width: 100%;" type="text" value="yyyy/mm/dd"/>

Next page >>>

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>.

— Jobs

Career Center Office Assistant

Job #5316180 • Created 9/8/2021 by Jessica Lund • expired 9/17/2021

Edit More Actions

Overview Schools Matches Applicants (19) Details

Search

Type a keyword

Engagement

Invited to apply to this job

Status

+ Add Status

Declined (18)

Hired (1)

Labels

+ Add Labels

Not Labels

19 Applicants

Download all

View only those who match my qualifications for

Graduation Date / School Years GPA Majors Work Authorization [Select All](#)

Name	School	Status	Qualifications	Date	
<input type="checkbox"/> [REDACTED]	Snow College	Pending	1 of 1	9/17/21	
<input type="checkbox"/> [REDACTED]	Snow College	Declined	1 of 1	9/17/21	
<input type="checkbox"/> [REDACTED]	Snow College	Declined	1 of 1	9/17/21	
<input type="checkbox"/> [REDACTED]	Snow College	Declined	1 of 1	9/16/21	
<input type="checkbox"/> [REDACTED]	Snow College	Declined	1 of 1	9/15/21	
<input type="checkbox"/> [REDACTED]	Snow College	Declined	1 of 1	9/15/21	

- 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](https://snow.edu/offices/hr/DocumentFiles/pafs_packets/Fillable%20Student%20Packet%20Jan%202023%20v1.pdf)

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

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](https://www.naceweb.org/career-readiness-competencies)



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Are you a new supervisor?

Create your Handshake account & complete your profile:

1. Create Your Account

- 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.
- 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.

The screenshot shows the Handshake website's sign-up interface for employers. At the top, there is a blue navigation bar with the Handshake logo on the left and a 'Log In' button on the right, preceded by the text 'Already have an account?'. The main content area is divided into two columns. The left column is titled 'Sign up as an Employer' and contains a form with the following fields: 'Email Address (use your work email)' with a text input box, 'Password' with a text input box, and 'Confirm Password' with a text input box. Below these fields is a blue 'Sign Up' button. The right column is titled 'One Trusted, Integrated Network' and features the text 'Recruit top students from over 2,000 colleges, universities, and community colleges.' Below this text is a grid of 16 university logos, including RICE, RUTGERS, OSU, and others. At the bottom of the grid are three small dots, with the second dot from the left being filled, indicating the current slide in a sequence.

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.

Handshake Already have an account? [Log In](#)

Step 1 of 3 - User Information [Save and continue](#)

Welcome to Handshake
Before continuing, we need a bit more info

First Name Last Name

Phone Number

Job Title

Country

Tell us the types of candidates you would like to find
Don't worry if you can't find all the categories you need. You'll be able to add more later.

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civics & Government
- Communications
- Computer Science, Information Systems & Technology

Add your Alma Mater

School Name Grad Year

My school is not listed, let me type my own

[Add another Alma Mater](#)

[Save and continue](#)

Rich, Validated Data
Find the right fit across 8.5 million verified student profiles

- 300k biology students
- 175k chemistry students
- 285k political science students
- 165k mechanical eng students

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>**.

Step 2 of 3 - Employer Guidelines Save and continue

Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):

- Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available. If your opportunities require upfront costs, disclose that in your company description and job postings.
- Be Fair:** Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.
- Keep Your Commitments:** When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.
- Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NAACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of another company? Yes No

I agree to the [Terms of Service and Privacy Policy](#)

I agree to receive marketing messages including promotions and special offers from Handshake.

Save and continue

*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

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

cancel the registration at any time.'"/>

Handshake

Confirm your email address on Handshake

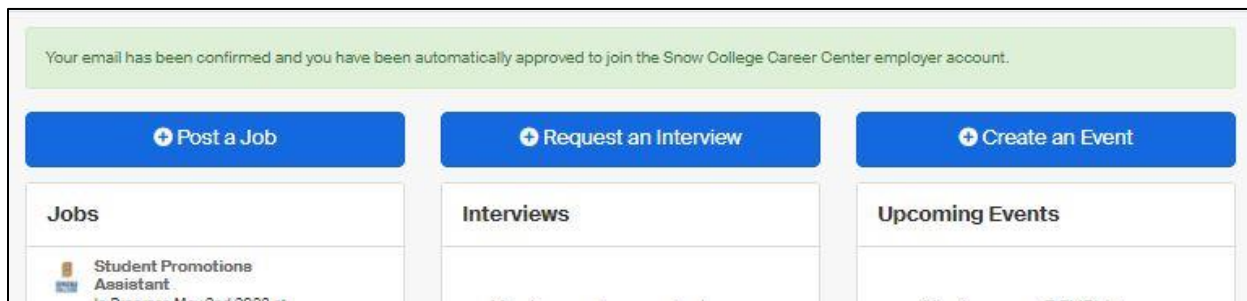
Hi Jessica,

Welcome to Handshake! Please confirm your email address to get started:

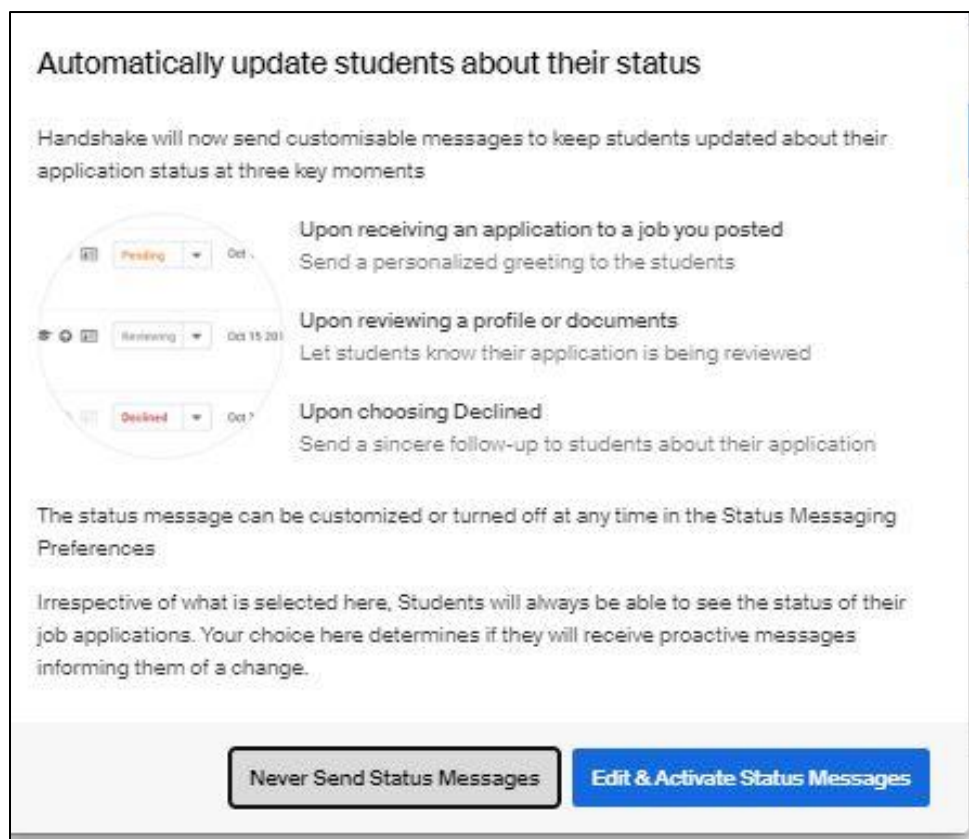
Confirm Email

If this is a mistake, you can [cancel the registration](#) at any time.

- Once you confirm your email, you should be automatically approved to join your department's employer account.



- 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.



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.

Home

My profile

Company profile

Postings

Jobs

Relationships

Talent

Schools

Contacts

Meet

Events

Meetings

Interviews

Fairs

Talent Engagement

→ Branding

→ Segments

→ Campaigns

→ Analytics

Learn more

Account Information

Notification Preferences

Status Messaging Preferences

Bulk Messaging Preferences

Create Notes from Email

Calendar Sync

✓ Automatic messages are being sent to students

Status Messaging

Pending (Application Received)

Automatically send Pending message

Reviewed

Automatically send Reviewed message

Primary/Alternate

Handshake will email students to choose an interview slot (based on interview settings)

Declined

Ask to review/edit Declined message before sending

Hired

No message will be sent automatically

Pending Message Reviewed Message Declined Message

Subject

Thank you for applying!

Message

Normal text Black Bold Italic Underline

Insert Variable

Hi {{student_first_name}},

Thank you for applying! We have received your application and will be reviewing it shortly.

Best.

Save Default Messages Cancel