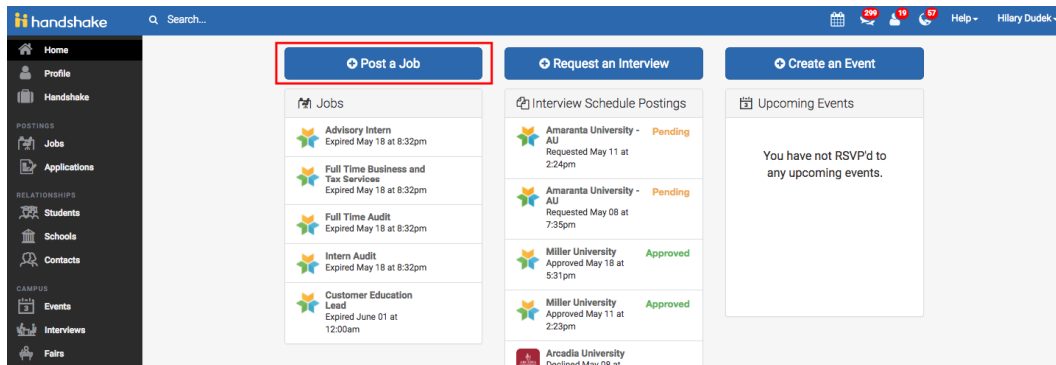


# UNCG On-Campus Employer Guide

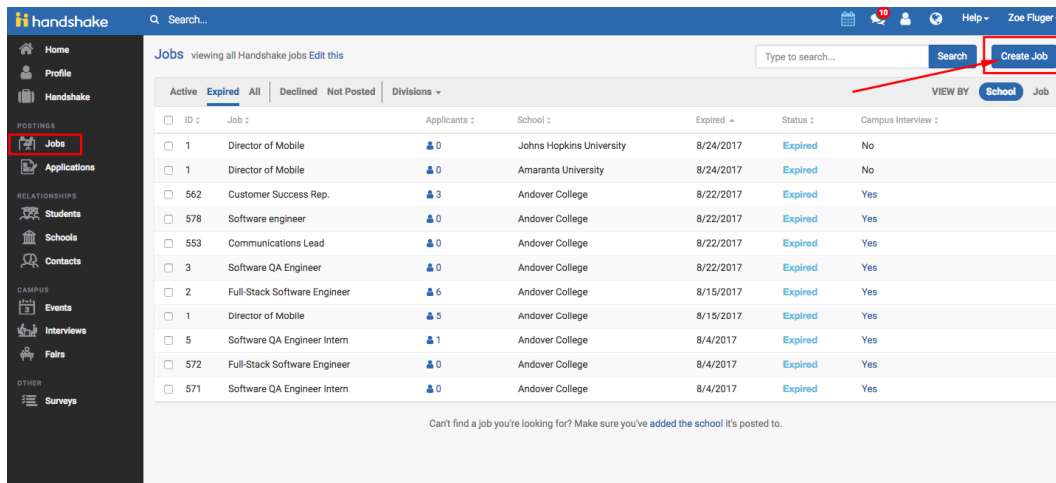
## How to Post and Manage Jobs in Handshake

### Post a New Job

1. 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.



# UNCG On-Campus Employer Guide

## How to Post and Manage Jobs in Handshake

- You will now be asked to complete 4 steps: Job Basics, Details, Preferences, and Schools to post the job to. You don't have to fill out every field to create your job - required inputs will be identified with an asterisk (\*).

**Helpful Tip:** *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).*

### a. Job Basics tips:

- If your company has **Divisions** set up, you'll see that drop down menu appear right below job title. Make sure to select which division within your company you're hiring for.
- If you'd like students to see your name select that option. Otherwise you can always choose "Don't show my info". Students can find your department's contact information on your employer profile page.
- Work Study Job: Work Study feature is not active on our campus for students, so please select No. Financial Aid information is private and not synced to Handshake. You will need to include clear FWS details in the individual postings, including writing FWS in both the position's title and description.
  - If posting a Federal Work Study job start the Job Title with 'FWS – title'
  - If posting a Graduate Assistant job, start the Job Title with 'Graduate Assistant – title'

The screenshot displays the 'Job Basics' section of a job posting form. It includes the following fields and options:

- \* Job title:** A text input field with a blue link below it: "+ add an ATS / job code to match against your applicant tracking system (this will not sync applications)".
- Company Division:** A dropdown menu with the text "Select a division".
- \* Where should students submit their application?:** Two radio button options: "Apply in Handshake" (selected) and "Apply through external system".
- Display your contact information to students?:** Two radio button options: "Name only" (selected) and "Don't show my info".
- \* Job Type:** A list of radio button options: Job, Internship, Cooperative Education, Experiential Learning, On Campus Student Employment, Fellowship, Graduate School, and Volunteer.
- \* Employment Type:** Two radio button options: Full-Time and Part-Time.
- Duration:** Two radio button options: Permanent (selected) and Temporary / Seasonal.
- Is this a work study job?:** Two radio button options: Yes and No (selected).
- A note at the bottom: "Work study jobs are for eligible students only."










# UNCG On-Campus Employer Guide

## How to Post and Manage Jobs in Handshake

### b. Job Details tips:

- i. Add how many students you plan on hiring for this position.
  1. This does not affect your job in any way, but rather is used for historical, data, and tracking purposes.
- ii. **Job Salary:** We strongly encourage all employers to disclose this information. If you hire in a range, please post the low end number in the box, and include the range in the job description (example: \$8-12/hour based upon experience).
- iii. **Location:** Will be an exact address (cannot add UNCG building name). If your office's address does not populate, please use the University's address (1400 Spring Garden Street).
  1. Choosing a job location in the United States will open up an "Eligibility for international students" section. Select No for both questions.

**\* Description**

Heading 1 **B I U A**         

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

**\* Job function**

Choose a job function...

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

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

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

**Approximate salary**

Paid  Unpaid

\$  Per hour

Enter a number, not a range.

**\* Job location**

Search

[+ add another location](#)

Allow remote workers

**Required documents**

Resume

Cover Letter

Transcript

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

# UNCG On-Campus Employer Guide

## How to Post and Manage Jobs in Handshake

Eligibility for international students (non-US citizens or permanent residents)

\* Would you sponsor a **work visa** for the right candidate?

Yes  No

\* Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for an internship under **OPT/CPT**)

Yes  No

### c. Job Preferences tips:

- i. All of these preferences are optional
- ii. Add a Graduation date range for your job by specifying the earliest and latest graduation date for qualified applicants
  1. Prefer to qualify students by School Year? You can select from below to use that option instead.

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: month [dropdown], year [dropdown]

Latest grad date: month [dropdown], year [dropdown]

Hiring alumni? You can leave earliest graduation date blank.

School years

- Freshman
- Sophomore
- Junior
- Senior
- Masters
- Doctorate
- Postdoctoral Studies
- Alumni

Minimum GPA: [input field]

- iii. Majors: categories listed map to UNCG's majors. All majors in a category will be selected by default, but you can remove individual ones.

**Computer Science, Information Systems, and Technology** - 5 of 8 majors selected

Cyber Security ✓ Data Mining ✓ Library Sciences + Software Design ✓

User Experience/Social Computing + Computer Programming ✓ Computer Science ✓

Information Systems Management +

# UNCG On-Campus Employer Guide

## How to Post and Manage Jobs in Handshake

- iv. If you know of a very specific major you would like to choose instead, click the link at the bottom to open a modal to pick the major manually.

The screenshot shows a list of major categories on the left, each with a checkbox and a count of selected majors. A red arrow points to the bottom of this list, which contains the text: "These consolidate individual majors across every school on Handshake. [Choose a specific major by school.](#)"

On the right, a modal titled "Select Individual Majors" is open. It features a search bar with "Dolores University" entered and a "Search" button. Below the search bar is a list of major categories with checkboxes, including Accounting, Advertising, Animal Science, Anthropology, and another partially visible one.

- v. Applicant packages: configure who should receive applications and with what frequency.
1. Email a summary - you'll receive one email once your job expires
  2. Email every time - you'll get emails each time a new student applies. If you choose this option, you can then specify whether you want every student who applies, or only students who match all of your preferences

The screenshot shows the "Applicant package recipients" section. It includes a dropdown menu labeled "Choose recipient" and a link: "Not seeing the recipient you're looking for? [Create a new contact](#)".

Below this, there is a section for "Lindsey Martin" with two radio button options:
 

- 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

### d. Schools tips:

- Only post the position at UNC Greensboro**
  1. UNC Greensboro should be automatically selected.
  2. Your department should not request to access any other schools, so do not add any other schools.
- Dates:**
  1. Global dates will not apply to UNCG departments because you'll only be posting to 1 school (UNCG)
  2. Enter an Apply Start Date and Expiration date for UNC Greensboro. The expiration date should be no more than 1 year in the future.

The screenshot shows the "Front Office Assistant" job details page. On the left, there is a "Search Your Schools" search bar and a list of schools with checkboxes. "UNC Greensboro" is selected.

On the right, there are two date pickers: "Global apply start date" and "Global post expiration". Below these is a table with columns for School, Status, Interview on campus?, Apply start date, and Expiration date. The row for "UNC Greensboro" shows "Approved" status, "Interview on campus?" as a checkbox, "Apply start date" as "2018 05 18 09:00 am", and "Expiration date" as "2018 08 03 05:00 pm". A red arrow points to the expiration date field.

# UNCG On-Campus Employer Guide

## How to Post and Manage Jobs in Handshake

**Note:** none of the preferences you add to this page will block students from applying for your job, you will be shown candidates that meet all of your preferences, and those who don't.

### Posting a Job Again

Duplicate your jobs instead of re-posting. This makes reporting and tracking individual jobs much easier!

Steps:

1. Click Jobs
2. Click on the job you wish to duplicate
3. Click the blue Duplicate Jobs button

The screenshot shows the Handshake interface. The left sidebar has a 'Jobs' link highlighted with a red arrow labeled '1'. The main content area displays a table of jobs. The first row is for job ID 1620361, titled 'Front Office Assistant', with 0 applicants, at UNC Greensboro, expiring 8/3/2018, and with a status of 'Approved'. A red arrow labeled '2' points to this job listing.

ID	Job	Applicants	School	Expires	Status	Campus Interview
1620361	Front Office Assistant	0	UNC Greensboro	8/3/2018	Approved	No

The screenshot shows the job details page for '#1620361 Front Office Assistant'. In the 'Edit / Renew Job Details' section, there are three buttons: 'Review 0 Applicants', 'Edit Job', and 'Duplicate Job'. A red arrow labeled '3' points to the 'Duplicate Job' button. The page also shows a table of schools with 1 applicant from UNC Greensboro, a 'Posted to 1 School' notification, and a 'Labels' section.

School	Applicant Count	Last Update	Status	Comment Count
UNC Greensboro	1	Approved 5 days ago	Approved	None

# UNCG On-Campus Employer Guide

## How to Post and Manage Jobs in Handshake

### Manage Applicants

1. **Select Jobs** from the left hand menu
2. **Select *x applied*** under **Applicants** on the job you wish to manage

ID	Job	Invite	Applicants	School	Expires	Status	Campus Interview
743	Customer Support Specialist I		<a href="#">2 applied</a>	Rivendell University	11/18/2017	Approved	<a href="#">View Interview</a>
744	Fraudulent Employer Expert I		2 applied	Rivendell University	11/18/2017	Approved	Yes
641	Full-Stack Software Engineer		0 applied	Andover College	12/4/2017	Pending	No
642	Director of Mobile		0 applied	Andover College	12/4/2017	Pending	No
757	QA Engineer		0 applied	Andover College	12/5/2017	Approved	Yes
647	Director of Marketing		1 applied	Rivendell University	12/10/2017	Approved	No
647	Director of Marketing		0 applied	Andover College	12/10/2017	Pending	No
587	Support Contractor		0 applied	Rivendell University	12/17/2017	Approved	No
2	Full-Stack Software Engineer		1 applied	Clark University	12/18/2017	Approved	No
745	University Lead		0 applied	Andover College	12/21/2017	Approved	Yes
747	QA Engineer		0 applied	Andover College	12/21/2017	Approved	Yes
748	Documentation Specialist		0 applied	Andover College	12/21/2017	Approved	Yes

You will be taken to the applicants page for that job. You can:

- filter your candidates in a variety of ways, such as their applicant status.
- check boxes to exclude students that do not match all or some of your job preferences.
- export all your applicant data to .csv file.
- download their documents.

Showing Applicants That Match All Preferences at Your Schools

Exclude Students That Do Not Match

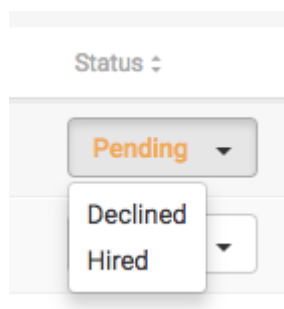
- School Year or Graduation Date
- Minimum GPA
- Major
- Work Authorization Status

Export CSV

Export Documents

First	Last	School	Preferences	Status	Date
Student	University of Kansas	University of Kansas		Pending	10/04/17
Charlene	Chapman	Marietta College		Pending	10/03/17
Chester	Webb	University of Cincinnati - Demo		Pending	10/01/17
Tracey	Fields	University of Cincinnati - Demo		Pending	09/29/17

By selecting the drop down menu under an applicant's status, you can set them to 'hired', 'declined', or reset them back to 'pending'.



# UNCG On-Campus Employer Guide

## How to Post and Manage Jobs in Handshake

Clicking on their name will bring up a snapshot view of their profile, where you can view details about their education, their email address, and the documents they submitted in a pdf preview.

Rosa Fuller

NAME  
Rosa Fuller

EMAIL ADDRESS

SCHOOL YEAR  
Freshman

MAJORS  
Environmental Engineering

Applied To	Status	Application Date	Created By	Preferences
Full-Stack Software Engineer Intern	Pending	September 13th 2017		

Profile Documents (0) Notes (0)

**Caudill Demo University** Primary Education  
College of Business and Economics  
Postdoctoral Studies  
September 2015 to September 2019  
Majors: Environmental Engineering

Work Experience

**Grinnell College Student Employment**  
Information Technology Intern  
June 2016 to September 2016  
Experiential Learning - Seasonal Mountain View, CA, USA  
Planned and executed a new product for our younger customers. Analyzed industry trends and experimented with product prototypes. Identified key performance indicators and success factors.

## Manage Job Postings

### Viewing Expired Jobs

If you would like to review applicants on expired positions you can follow these instructions.

1. Click Jobs on the left navigation bar
2. Click the Expired filter at the top of the screen

handshake Search... 299 10 57 Help - Hilary Dudek -

How would you rate our new job management experience? [thumbs up] [thumbs down]

Jobs viewing all Handshake jobs Edit this

Type to search... Search Create Job

Active **Expired** All Declined Not Posted Divisions - VIEW BY School Job

ID	Job	Applicants	School	Expired	Status	Campus Interview
144567	Customer Education Lead	13	Miller University	6/1/2017	Expired	No
144822	Software Engineer	0	Adelphi University	5/31/2017	Pending	No
144822	Software Engineer	0	Barry University	5/31/2017	Pending	No
144822	Software Engineer	0	Boston University	5/31/2017	Pending	No
144822	Software Engineer	0	Butler University	5/31/2017	Pending	No
144822	Software Engineer	0	Carroll College	5/31/2017	Pending	No
144822	Software Engineer	0	Asbury University	5/31/2017	Pending	No
144873	Intern Audit	2	Miller University	5/18/2017	Expired	Yes
144875	Advisory Intern	1	Miller University	5/18/2017	Expired	Yes



# UNCG On-Campus Employer Guide

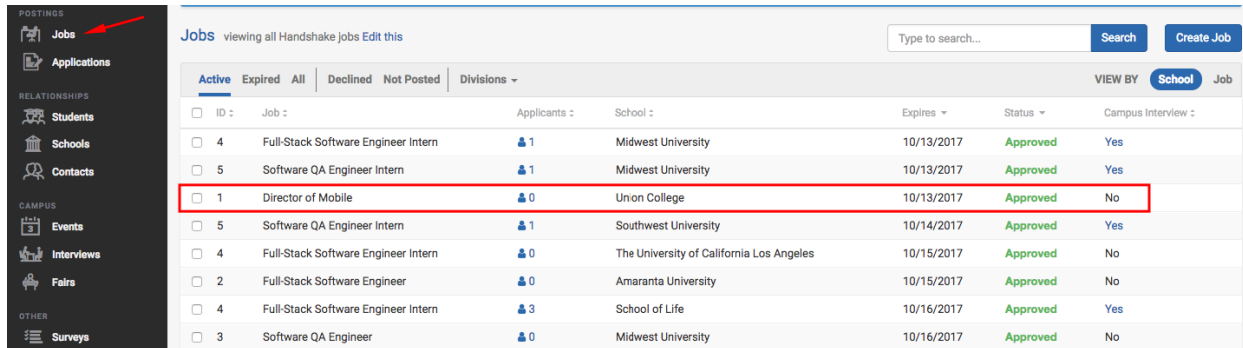
## How to Post and Manage Jobs in Handshake

### Expiring a Job Posting

Rather than deleting job postings, we ask that employers expire job postings instead. Deleting a job will remove it from the platform entirely, including all applicant data.

There are a few cases where it makes sense to delete the job posting altogether. One such case would be if you created a job posting but never posted it to any schools.

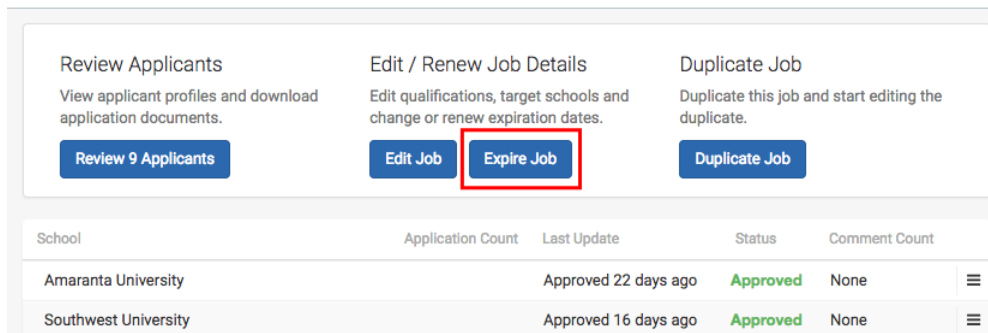
1. To expire your job posting, **select Jobs** from the left hand menu, and then click directly on the job title of the job you wish to expire. This will open the job for you.



Active	Expired	All	Declined	Not Posted	Divisions	VIEW BY	School	Job
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

2. Once you click on the job you wish to expire, this will open the job's overview page. From here, select **Expire Job**

#1 Director of Mobile



Review Applicants  
View applicant profiles and download application documents.  
[Review 9 Applicants](#)

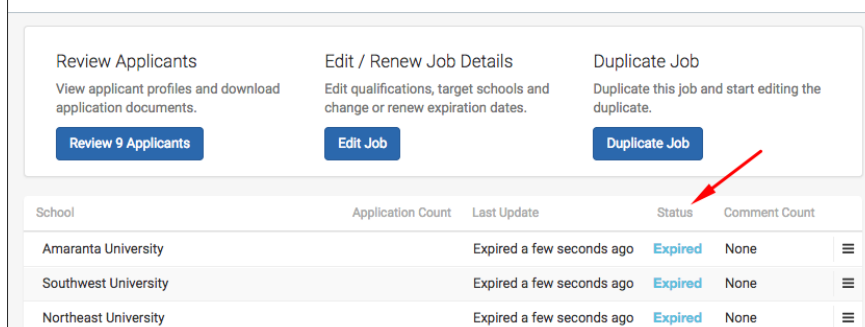
Edit / Renew Job Details  
Edit qualifications, target schools and change or renew expiration dates.  
[Edit Job](#) [Expire Job](#)

Duplicate Job  
Duplicate this job and start editing the duplicate.  
[Duplicate Job](#)

School	Application Count	Last Update	Status	Comment Count
Amaranta University		Approved 22 days ago	Approved	None
Southwest University		Approved 16 days ago	Approved	None

3. You will then receive a warning message confirming that you wish to expire the posting. Click Confirm. The posting for this job will now show as 'expired'.

#1 Director of Mobile



Review Applicants  
View applicant profiles and download application documents.  
[Review 9 Applicants](#)

Edit / Renew Job Details  
Edit qualifications, target schools and change or renew expiration dates.  
[Edit Job](#)

Duplicate Job  
Duplicate this job and start editing the duplicate.  
[Duplicate Job](#)

School	Application Count	Last Update	Status	Comment Count
Amaranta University		Expired a few seconds ago	Expired	None
Southwest University		Expired a few seconds ago	Expired	None
Northeast University		Expired a few seconds ago	Expired	None

# UNCG On-Campus Employer Guide

## How to Post and Manage Jobs in Handshake

### Messaging Preferences

Handshake allows you to create custom messages that can be automatically sent to applicants based on their application status.

1. Click on **your name** in the right hand corner
2. Click on **User Settings**
3. Click on **Messaging Preferences**

The screenshot displays the Handshake user interface. At the top right, the user's name 'Zoe Fluger' is visible. A dropdown menu is open, showing 'User Settings' highlighted in red. Below this, the 'Status Messaging Preferences' section is highlighted in red. The main content area shows settings for various application statuses: Pending (Application Received), Reviewed, Primary/Alternate, Declined, and Hired. Each status has a dropdown menu to select a message template. The 'Pending Message' tab is active, showing a subject line 'Thank you for applying to Handshake!' and a rich text editor for the message content.

### Status Messaging Behaviors

1. **Pending:**
  1. Automatically send default message // Do not send a message
2. **Reviewed:**
  1. Automatically send default message // Do not send a message
3. **Declined:**
  1. Do not send a message // Automatically send declined message // Ask to review/edit before sending
4. **Hired:**
  1. No message will be sent automatically
    1. Note: see next section about messaging applicants
5. **Primary/Alternate:**
  1. Used for On Campus Interviews only
  2. Handshake will email students to choose an interview slot (based on interview settings)

# UNCG On-Campus Employer Guide

## How to Post and Manage Jobs in Handshake

**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

### Creating Default Messages

1. Use the blue tabs towards the top of the message box to create each custom message for the individual status change (Pending, Reviewed, Declined)
2. Enter your Subject line and create your message in the body section of the message box.
3. **Tip:** Click on **Insert Variable** to have the student's name/job title automatically filled in the email that is sent.
4. **Click on *Save Default Messages*** to save all three custom messages

**Pending Message**   Reviewed Message   Declined Message

**Subject**

Your application to Handshake - Mountain View has been received

**Message**

A Normal text ▼   Black ▼   **Bold**   *Italic*   Underline   “ ”   ☰ ☷ ☹ ☺   📎   🖼️   Insert Variable ▼

☰ ☷ ☹ ☺

Hi {{student\_first\_name}},

Thank you for applying to {{job\_title}} at Handshake - Mountain View! We will be in touch with next steps after we have reviewed your application.

Best,  
Molly  
Handshake - Mountain View

**Save Default Messages**   Cancel

\*We recommend using the default templates that Handshake provided; they're great!\*

# UNCG On-Campus Employer Guide

## How to Post and Manage Jobs in Handshake

### Messaging Applicants

To contact, email, or message applicants to your job, first choose the particular Job or Interview you're interested in to access the direct list of students that have applied.

1. You can select checkboxes next to the candidates you'd like to contact, or select the topmost check box to highlight all applicants. Once you have done this, you will have the option to Message Applicants, Download Applicant Packages or Download Applicants Data to CSV. (There is also an option to Download Applicant Data into a Zip file in the More Actions section).

**Important Note:** New or existing employers with a Trust Score of N/A or lower than 80 will not have the ability to directly message students in-app. This is to ensure that students are contacted by trusted employers via Handshake.

Improving any of the following areas will help to increase your Trust Score on Handshake:

- Activity level on the platform.
- How long the employer has been on the platform.
- Profile completeness.
- Whether or not the employer has a valid web address.
- Whether or not the employees associated with the company on Handshake have an email address that matches the company domain name.

Note: Students cannot see employer trust scores.

2. You can message your applicants all at once by **clicking** on **Message Applicants**.

The screenshot shows the Handshake interface for a job titled "#4 Full-Stack Software Engineer Intern". The interface includes a sidebar with navigation options, a search bar, and a list of applicants. The "Message Applicants" button is highlighted in a pink box.

Selected	Name	School	Status	Date
<input checked="" type="checkbox"/>	Robert Payne	Calumet College	Pending	11/15/17
<input checked="" type="checkbox"/>	Marvin Kim	Alexander University	Pending	11/09/17
<input checked="" type="checkbox"/>	Dave Hughes	Minnesota State University Moorhead	Pending	10/23/17
<input checked="" type="checkbox"/>	Ruby Payne	St. Cloud State University	Declined	10/21/17
<input checked="" type="checkbox"/>	Sara Mason	Trinity College	Pending	10/18/17
<input checked="" type="checkbox"/>	Clinton Elliott	Washburn University	Pending	10/18/17

# UNCG On-Campus Employer Guide

## How to Post and Manage Jobs in Handshake

The screenshot shows the Handshake interface for job #4 Full-Stack Software Engineer Intern. The left sidebar contains navigation options like Home, Profile, Handshake, Postings, Relationships, and Campus. The main area shows filters and a list of applicants. The 'Export CSV' button is highlighted in a red box. A modal window is open for sending a message to 25 selected applicants.

3. Clicking on **Export CSV** will allow you to download a spreadsheet of the Applicants information.
1. Note: All employers, regardless of trust score, can download this information

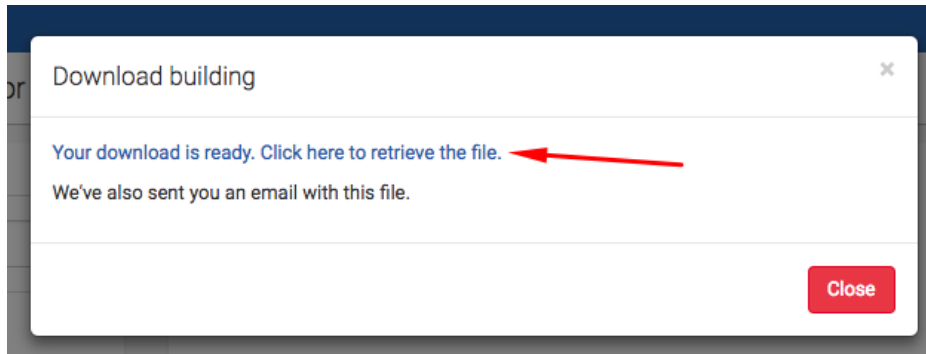
*Tip: not selecting any of the applicants will download all of the applicants' information from that job into the CSV*

The screenshot shows the Handshake interface for job #587 Support Contractor. The left sidebar contains navigation options. The main area shows filters and a list of applicants. The 'More Actions' dropdown menu is open, showing options like 'Add Label', 'Remove Label', 'Download Applicant Packages', 'Download Applicant Data to CSV', 'Mark Applications as Hired', and 'Mark Applications As Declined'.

The screenshot shows the Handshake interface for job #587 Support Contractor. The left sidebar contains navigation options. The main area shows filters and a list of applicants. The 'Export CSV' button is highlighted in a red box.

# UNCG On-Campus Employer Guide

## How to Post and Manage Jobs in Handshake



From here, you can copy the applicant contact information and email them.

	A	B	C	D	F	F
1	Application Id	Application [	Status	Student First	Student Last	Student Email
2	1598	2015-09-21	pending	Andree	Crayys	andree_crays@hudson.edu
3	1600	2015-09-21	pending	Leta	Robinson	leta@amaranta.edu