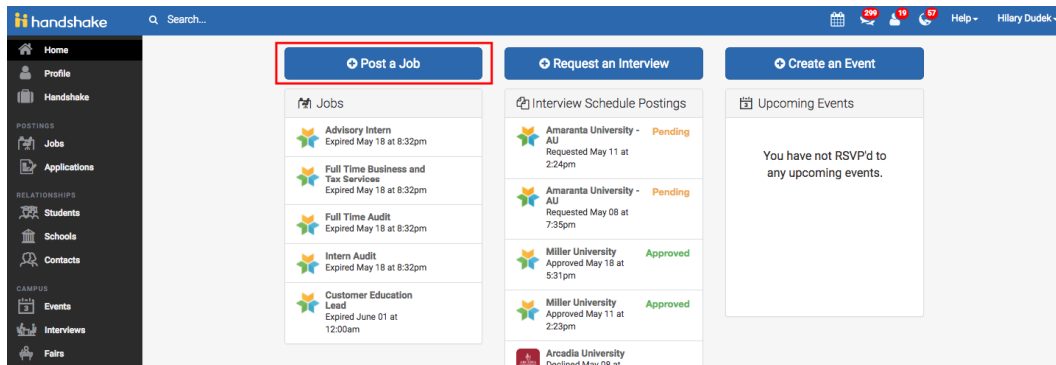# UNCG On-Campus Employer Guide
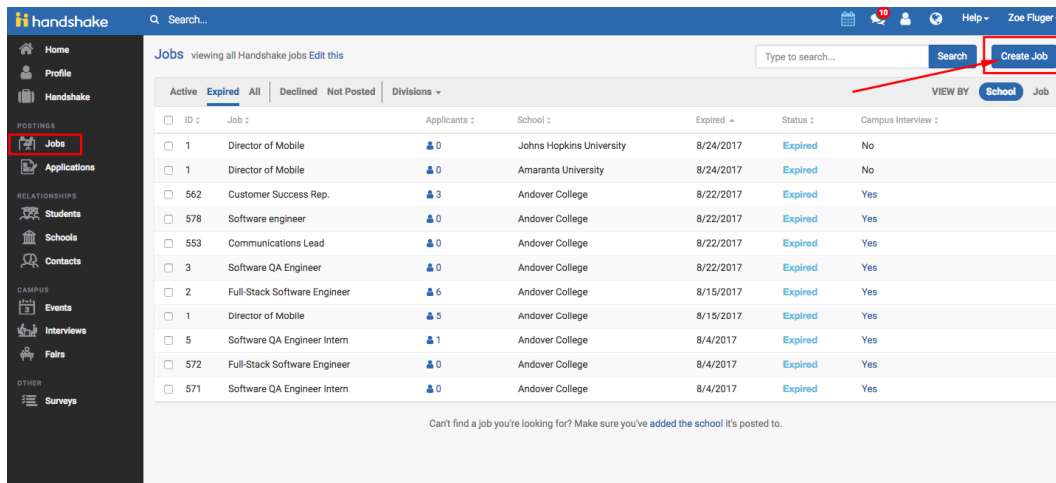## How to Post and Manage Jobs in Handshake

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.

2. 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:**
      i. 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.
      ii. 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.
      iii. 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.
         1. If posting a Federal Work Study job start the Job Title with 'FWS – title'
         2. If posting a Graduate Assistant job, start the Job Title with 'Graduate Assistant – title'

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* Job title

[   ]

+ add an ATS / job code to match against your applicant tracking system (this will not sync applications)

Company Division

[Select a division   ▼]

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

Display your contact information to students?
● Name only   ○ Don't show my info

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

* Employment Type
○ Full-Time
○ Part-Time

Duration
● Permanent
○ Temporary / Seasonal

Is this a work study job?
○ Yes   ● No
Work study jobs are for eligible students only.

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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.

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		Latest grad date	
month ▼	year ▼	month ▼	year ▼

Hiring alumni? You can leave earliest graduation date blank.

School years
☐ Freshman
☐ Sophomore
☐ Junior
☐ Senior
☐ Masters
☐ Doctorate
☐ Postdoctoral Studies
☐ Alumni

Minimum GPA
[   ]

   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 ＋

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.

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

d. **Schools tips**:
   i. 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.
   ii. 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.

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

Manage Applicants

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

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 date to .csv file.
- download their documents.

By selecting the drop down menu under an applicant's status, you can set them to 'hired', 'declined', or reset them back to 'pending'.
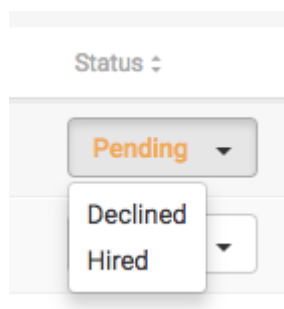
Clicking on their name will bring up a snapshot view of their profile, where you can view details about their education, their email address, and the documents they submitted in a pdf preview.

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

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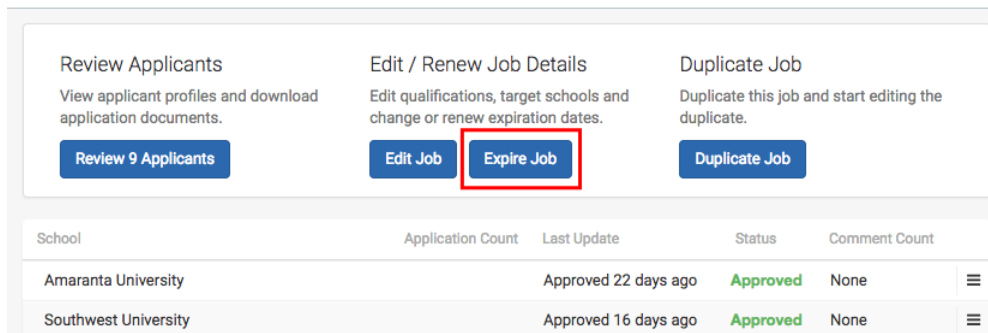
1. To expire your job posting, **select *Jobs*** from the left hand menu, and then click directly on the job title of the job you wish to expire. This will open the job for you.

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

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'.

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*

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)

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* | <u>Underline</u> | ❝ | ☰ | ☷ | ⫤ | ⫣ | ↪ | 🖼 | 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!

UNC GREENSBORO
Career Services Center

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*.

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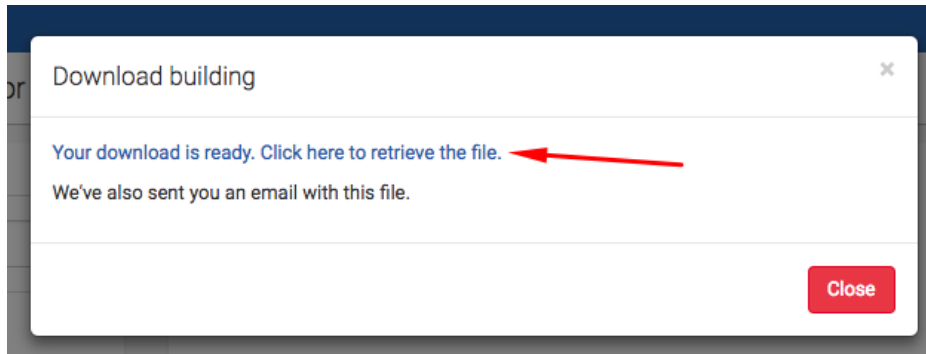   1. Note: All employers, regardless of trust score, can download this information

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

Download building ✕

Your download is ready. Click here to retrieve the file. ←

We've also sent you an email with this file.

Close

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

	A	B	C	D	E	F
1	Application Id	Application D	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