EMORY UNIVERSITY | The Career Center

handshake

Instructions for Emory University Faculty/Staff

Handshake is Emory's student job posting database. Emory departments are able to post and recruit part-time student positions for most student populations. **The Emory Career Center primarily serves:**

⇒ Undergraduate students in the College and Goizueta Business School

⇒ Graduate students from Laney Graduate School

⇒ Graduate students from The Candler School of Theology

Full-Time positions must be posted through Emory's Human Resources department. The Career Center will not approve Full-Time listings for our students and recent alumni.

Your employer Handshake account with "Emory University Part-Time Jobs" allows to you to post Federal Work Study positions, part-time on-campus positions for your department, and/or private part-time positions for your personal work-life balance interchangeably. This user guide will give you instructions on how to post each position in the approved manner through the Handshake system. An Emory email address is required for each contact.

- The Career Center is responsible for approving on-campus part-time positions and Employer-Student Job Network positions within 2 business days.

- The Office of Financial Aid is responsible for approving and maintaining all federal work study positions.

Questions?

Federal Work Study
Please contact Delicia Lucky, Candace Rivera, or Whitney Tucker Jenkins at 404-727-6039.

On-Campus Part-time Positions (non-Federal Work Study)
- For questions on People Soft, hiring a student, documents needed to hire... please reach out to your department's contact in **Emory University's Human Resources**.
- For questions on posting in Handshake, please contact Tricia Herold, The Career Center at **tricia.herold@emory.edu**. **Please send your questions via email**.

Emory Student Job Network (babysitter, tutor)
- For questions on the Emory Student Job Network please reach out to Aaronnette Jackson from Emory's WorkLife office at **ATMCFAR@emory.edu**.
- For questions on posting in Handshake, please contact Tricia Herold, The Career Center at **tricia.herold@emory.edu**. **Please send your questions via email**.

ROLLINS REAL PROGRAM
Departments seeking information on how to post to the Rollins Earn And Learn (REAL) Program, please contact https://www.sph.emory.edu/rollins-life/community-engaged-learning/real/employers/index.html for more information
PLEASE NOTE that REAL positions are not accepted through the account and will be declined

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Where to Start:

On-Campus Department - FEDERAL WORK STUDY (FWS)

(e.g., Office Assistant, Research Assistant)

1. Confirm with the Office of Financial Aid that you are approved to post FWS positions. You are required to take a training course to receive approval.
2. Complete the Handshake Request Form.
3. Follow the steps in your confirmation email.
4. Wait for account approval from The Career Center.
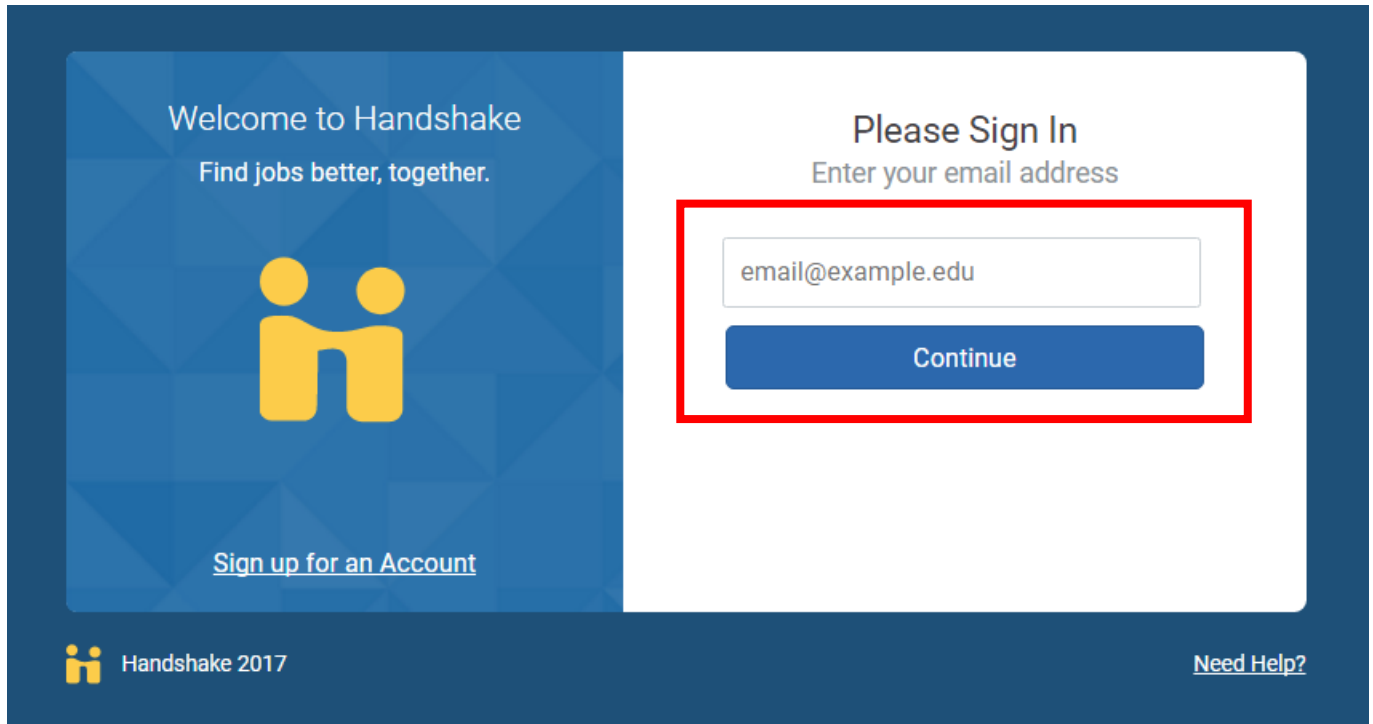5. Start posting jobs by following the instructions below.

Notes:

1. Each and every FWS job at Emory must be posted in Handshake.
2. Through Handshake, you will be able to recruit employees and maintain and archive your department's federal work study positions to be compliant with federal FWS regulations.
3. If you still have questions about FWS jobs and policies, contact the Office of Financial Aid.

On-Campus Department - PART-TIME

(e.g., Office Assistant, Research Assistant)

4. Make sure your position is approved and processed through Human Resources and your department.
5. Complete the Handshake Request Form.
6. Follow the steps in your confirmation email.
7. Wait for account approval from The Career Center.
8. Start posting jobs by following the instructions below.

Notes:

- The Career Center only advertises part-time jobs. You must contact Human Resources and your department to approve and process your position.

Emory Employee STUDENT JOB NETWORK (ESJN)

(e.g., Babysitter, Tutor, Pet Sitter)

1. Review the policies on The Emory Employee-Student Job Network website to see if you qualify.
2. Complete the Handshake Request Form.
3. Follow the steps in your confirmation email.
4. Wait for account approval from The Career Center.
5. Start posting jobs by following the instructions below.

Notes:

- For more questions about The Emory Employee-Student Job Network, contact the Emory WorkLife Resource Center.

Additional Info

- Visit the Handshake Knowledge Center to view a full list of user guides and videos

- If you still have questions regarding Handshake, contact The Career Center by email at recruiting@emory.edu

LOGGING IN

1. Login by visiting https://emory.joinhandshake.com/login and entering the email address you used to register.

CREATING JOBS

Posting a NEW Job (See pg. to Copy or Repost a previous listing)

After logging in, you are taken to your Handshake homepage. At the top of the first column, click on the blue box "+Post a Job". This will open a blank job posting form, Basics tab (see next page).

Basics Tab (see bottom of Job Form for blue progression bar)

New Job

Search...   Help ▾   Tricia Herold ▾

New Job   Jobs   New Job

* Job Title   **Job Title:** REQUIRED* Enter a descriptive job title, such as Lab Assistant, Evening Sitter...
               Federal Work Study contacts MUST PLACE "**FWS:**" before your job title

+ add an ATS / job code to match against your applicant tracking system   **Tracking Code:** If your department requires you to submit a job code or requisition number, click on the link to "**+ add at ATS / job code**" and a blank field will open for you to submit your number. (OPTIONAL)

Company Division

Choose a division...   **Company Division:** REQUIRED* (see chart below)

| Part-Time – **FWS** and **Department** Type keywords for your department and select from the drop down menu. If your office does not show, contact The Career Center. **Do NOT USE** "**The Emory Employee Student Job Network**" division for a departmental position. | **Emory-Employee Student Network** You **MUST** select "** The Emory Employee Student Job Network **" for personal positions |

Require students to also apply through website or applicant tracking system

◯ Yes ⦿ No   **Require students to apply through website or applicant tracking system?** Default NO. Click YES if you require students to apply through an external URL

Display your contact information to students?

⦿ Name Only ◯ Name and Email ◯ Don't show my info   **Display your contact information to students?** OPTIONAL

* Job Type   **Job Type:** REQUIRED* (see chart below)

◯ Job
◯ Internship
◯ On Campus Student Employment
   Show more options

| Part-Time – **FWS** and **Department** Select "On Campus Student Employment" | **Emory-Employee Student Network** Select "Job" |

* Employment Type   **Employment Type:** REQUIRED* Select "Part-time"

◯ Full-Time
◯ Part-Time

Duration   **Duration:** Select "Temporary / Seasonal"

◯ Permanent
⦿ Temporary / Seasonal

Work Study Job?   **Work Study Job?** REQUIRED* (see chart below)

◯ Yes ⦿ No

Work study jobs are for eligible students only

| Part-Time – **Federal Work Study ONLY** You must select "Yes" | Part-Time—**Department** AND **Emory-Employee Student Network** You must select "No" |

< Previous   Basics   Details   Preferences   Schools   Next >

At the bottom of Job Form, click the blue box labeled NEXT in the progression bar

Q Search...   All Schools ▾   Help ▾   Tricia Herold ▾

New Job

* Description

Heading 1 ⬍   B I U   A A̅   ⠿ ⠿ ⠿   ⠿ ⠿   ⬡ ◩ I̶ₓ

Description: REQUIRED* Job descriptions are a crucial part of hiring and managing your employees. A good job description will ensure your applicants and employees understand their roles and what they need to do to be held accountable. It should be practical, clear and accurate, and typically includes a job objective or purpose, a summary of the nature of the job, a list of duties or tasks, and qualifications needed for the job

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.

Job functions: REQUIRED* Select up to 4 desired fields. Any job posting that list more than 4 job functions may be deactivated from the system. Make sure your choices reflect the actual job description

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

[   ] ⬍   **How many students do you expect to hire...** Enter 1. This is not visible to students.

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

Approximate salary

⦿ Paid   ○ Unpaid

Approximate Salary: Select "Paid" and enter the amount PER HOUR using the chart below

Federal Work Study	**Part-Time—Department AND Emory-Employee Student Network**
List your rate per HOUR, between "$7.50-9.00". You cannot enter a range. Select PER HOUR.	List your rate per HOUR. You cannot enter a range.

$ [   ]   Per hour   ⌄

Enter a number, not a range.

* Job location

Atlanta, Georgia, United States   **Job Location:** Insert physical location address

+ add another location

☐ Allow remote workers   **Allow remote workers:** Leave empty

Required documents

☐ Resume

☐ Cover Letter

☐ Transcript

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

Required Documents:
This section allows you to select the required documents students will need to use to apply for your position. (Default: Resume only)

[<] [Basics] [**Details**] [Preferences] [Schools] [Next >]

At the bottom of Job Form, click the blue box labeled NEXT in the progression bar

New Job

Search...   Help▾   Tricia Herold▾

New Job   Jobs   New Job

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 *Hiring alumni? You can leave earliest grad date b...*

Earliest grad date   Latest grad date

month   month

year   year

School years

☐ Freshman   ☐ Sophomore

☐ Junior   ☐ Senior

☐ Masters   ☐ Doctorate

☐ Postdoctoral Studies   ☐ Alumni

Minimum GPA

Majors *Select a category to choose specific majors*

☐ Agriculture, Food & Horticulture - 0 of 9 majors selected

☐ Arts & Design - 0 of 17 majors selected

☐ Business, Entrepreneurship & Human Resources - 0 of 24 majors...

☐ Civics & Government - 0 of 9 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 17 majors selected

☐ Humanities & Languages - 0 of 12 majors selected

☐ Life Science - 0 of 14 majors selected

☐ Math & Physical Sciences - 0 of 4 majors selected

☐ Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected

☐ Social Sciences - 0 of 9 majors selected

These majors consolidate individual majors across every school on Handshake... individual school click here.

Applicant Packages *Specify who should receive the applicant packages*

👤 Tricia Herold ✕

☑ 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

Add someone else to receive packages

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

Graduation date range: REQUIRED* Enter Leave this section empty and instead use the section below titled "School years"

School Years: Check your desired applicants' class level – Freshman, Sophomore, Junior, or Senior (THIS IS NOT REQUIRED)
NOTE: The Career Center mainly works with Emory's undergraduate population in the College and Goizueta Business School. While students within the Laney Graduate School and Candler School of Theology do access our system, student interaction is limited. **Staff seeking students within the Rollins School of Public Health, School of Nursing, School of Law, School of Medicine can reach out to those respective departments on ways to connect with their student population directly**

Minimum GPA: May enter a number. To encourage all applicants, including first-year students, enter "0"

Majors: Leave unchecked
Note: Should you decide to select preferences, students will not be blocked from applying to your job. Upon reviewing your applicants through the Applicants tab on Handshake, you will be shown all of the candidates that meet your preferences, and those that do not. You can learn more about this feature through Handshake's support article on Job Preferences

FWS CONTACTS NOTE: Only those students with a financial aid award letter from the Office of Financial Aid will be able to view and apply to the Federal Work Study postings. Handshake will not allow students who do not qualify for the Federal Work Study program to view and apply to Federal Work Study positions.

**Applicant Packages:** This field allows you to set up the contact to receive the applications

1. **You will see your name first.** This allows you to receive all applications

2. **Federal Work Study contacts can also add other teammates or supervisors to receive the application** by choosing the dropdown menu. Begin typing their name to populate. If they are not in the Handshake system, contact the Office of Financial Aid to assist you in adding them as a contact. REMINDER: Notify the contact before they added in to the Handshake system, and instruct them to add the following email to their safe senders list: handshake@notifications.joinhandshake.com

3. **How to receive the resumes:**
   Email a summary: You will receive one email bundle of applicants once your job expires
   Email every time: You will be sent an email each time a student applies

At the bottom of Job Form, click the blue box labeled NEXT in the progression bar

School: Will confirm your selection of "Emory University"

Interview on campus?: Do not check

Apply start date: Will automatically populate to current date. You can change this date by selecting the calendar icon

Expiration date: Set to expire within 30–60 days. Postings set to run for over 3 months will be declined. You can change this date by selecting the calendar icon

NOTE: For positions that have already been filled, SET THE POSTING TO RUN FOR 2 DAYS

Click the blue SAVE button

You are able to view your position as it will appear to students.

To make changes, hit the Edit tab, next to the Job Details tab in the top right corner of the screen.

VIEWING YOUR JOBS

1. From your home page, click on the link for "Jobs" under the Postings section in the black column
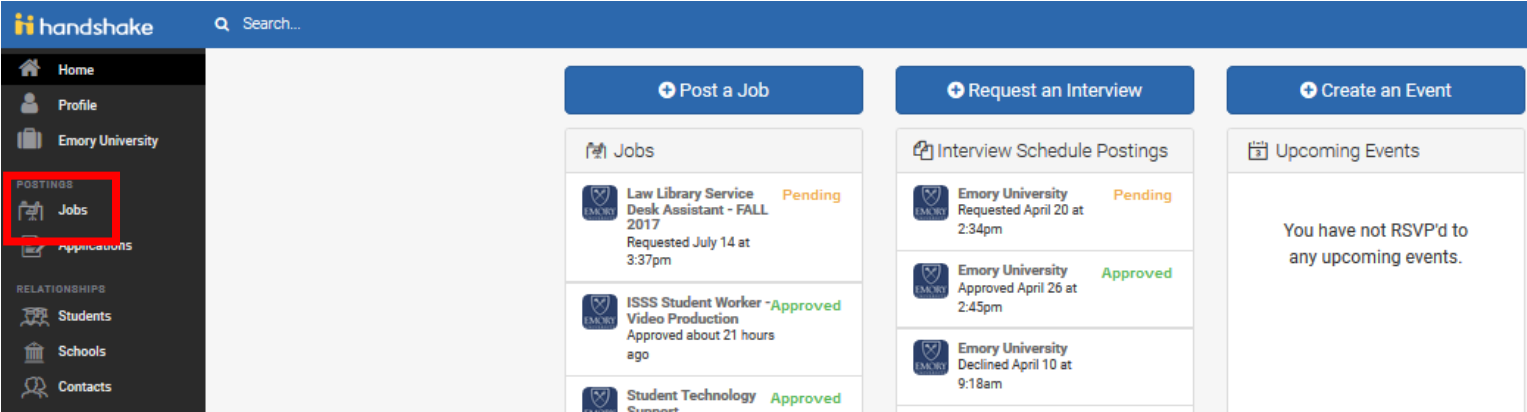
2. You are viewing a full list of all of the positions currently running on the Emory University account. To view your position(s), click on the "Edit this" link at the top of the screen at the blue Jobs section and select "Jobs created by me" from the drop-down menu. This will populate only your ACTIVE postings.
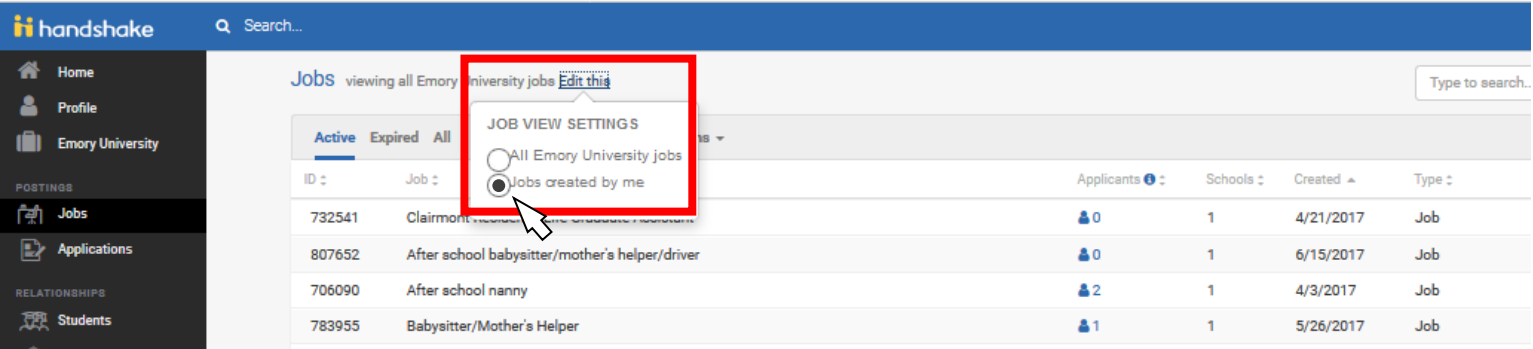
3. Select Expired or Declined to view positions that are no longer running.
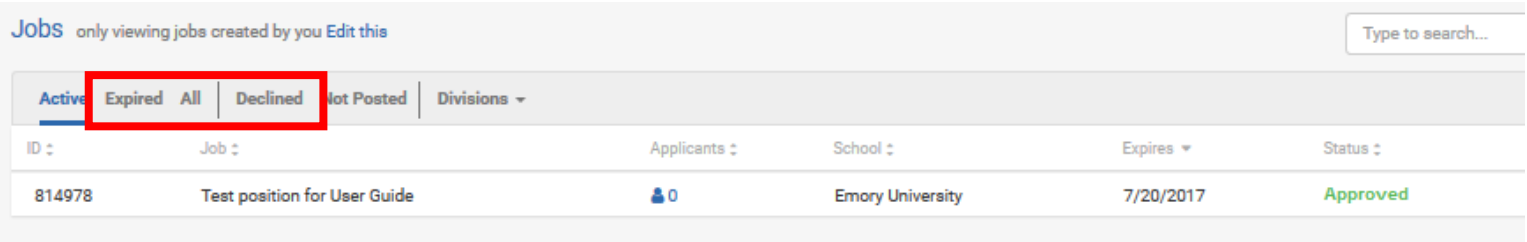
VIEWING YOUR APPLICANTS

1. From your Jobs section, click on the blue hyperlinked number listed under the Applicants column for your job posting

2. Make sure you are on your All Applicants tab and click the blue button Download Packages to export a full bundle of all the applicant's application documents.

    NOTE: To download ALL applicants, do NOT click on any of the boxes before the applicants name. If you would only like to download specific students, click the button before their name before hitting the Download Packages button.

3. Select the application documents you would like included in your application download and click NEXT
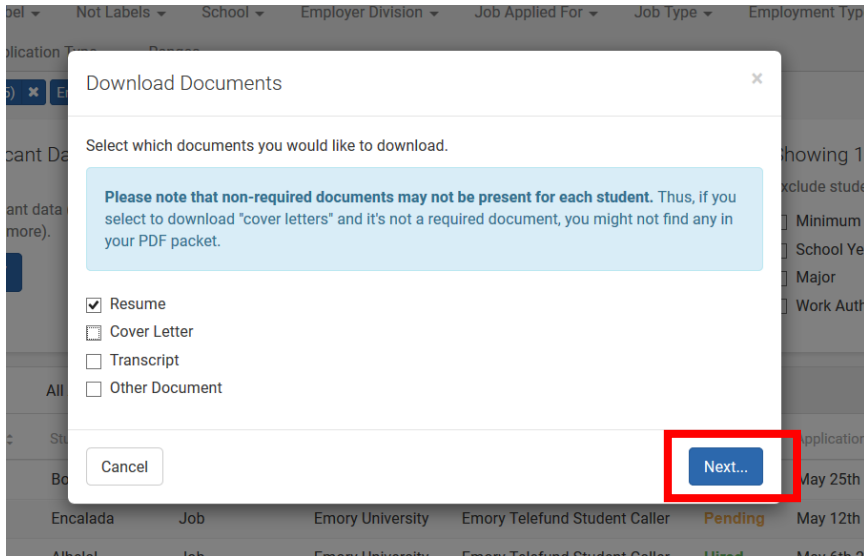
4. Click the green Confirm button to approve your download request
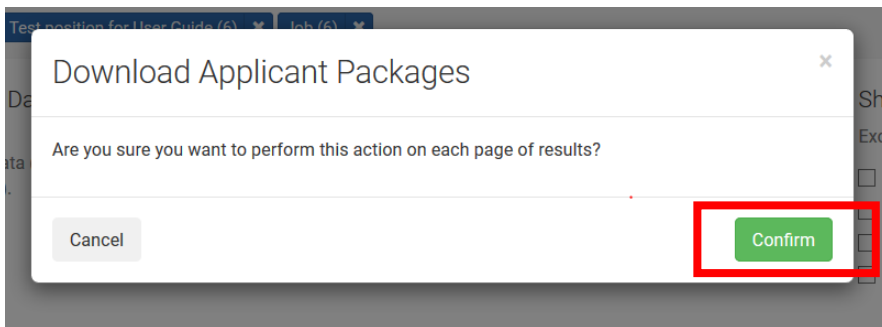
5. Allow the **Download building** box to run until you receive a blue link that says "*Your download is ready. Click here to retrieve the file.*" Click this link. An excel spreadsheet will download to your computer. Click the Close button. You will also receive an email with your download if you prefer to download later.
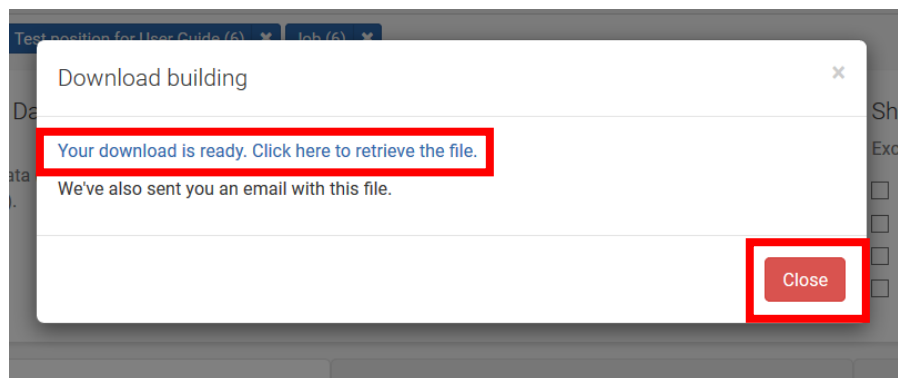
6. To view and download applicants individually, click on the name

7. This will open a snapshot of the student's profile to review

8. To view the applicant's application documents, click on the blue Documents tab
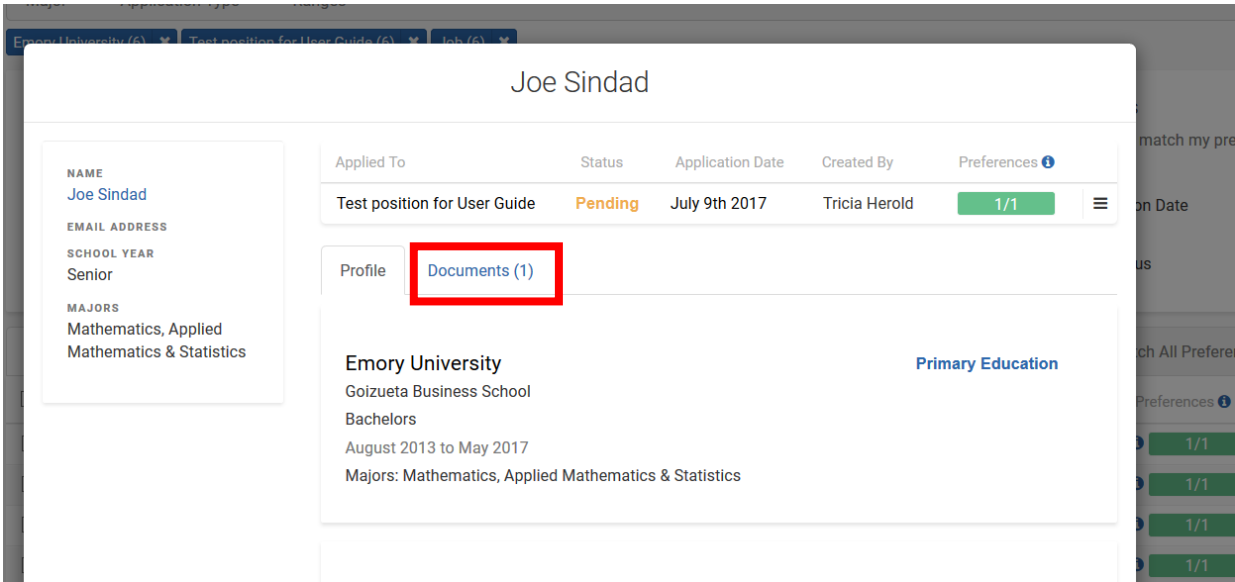
9. You can review the applicant's document from the window and/or click the blue Download Document button to download the original document to your computer.
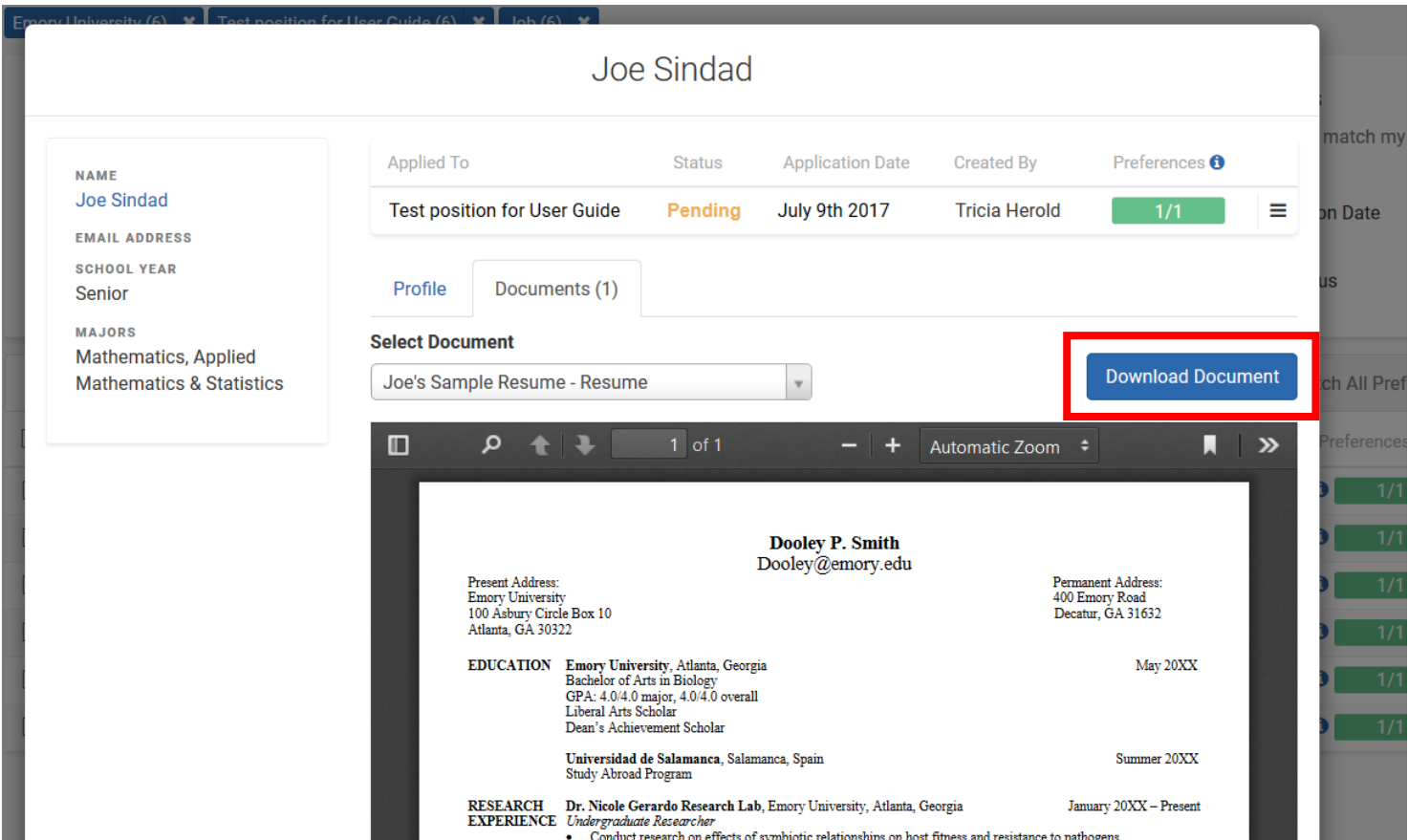
VIEWING YOUR APPLICANTS (*con't*)

10. You can decline applicants that you will not be moving forward in the hiring process in two separate steps:
    ONE: Click the black Menu icon after the preferences bar to reveal a drop down menu. From here you can mark the applicant as **Hired** or **Declined** individually.

TWO: Click the boxes in front of multiple students names and select the blue drop down button in the top right of the page to enter *Bulk Actions on All Results* and select to either "*Mark Applications as Declined*" or "*Mark Applications as Hired*".

VIEWING YOUR APPLICANTS (*CON'T*)

11. If you have specified applicant Preferences in your job posting (e.g., class year, gpa) you can view why an applicant may not meet your requirements by clicking the blue I before the green preferences bar. The green bar will display the number of preferences each student matches for your job.

	Student First ↕	Student Last ↕	Application Type ↕	School ↕				Preferences ❶ ↕	
					Job Preferences	**Student Information**			
	Joe	Sindad	Job	Emory University	US work authorization required	⊘ Authorized	July 9th 2017	❶ 1/1	≡
	Don	Cornwell	Job	Emory University				❶ 1/1	≡
	Laura	Garcia	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	❶ 1/1	≡
	Asia	Waller	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	❶ 1/1	≡
	Tricia	Herold	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	❶ 1/1	≡
	Christopher	Park	Job	Emory University	Test position for User Guide	Pending	June 24th 2017	❶ 1/1	≡

Tabs: All Applicants | Matches All Preferences | Does Not Match All Preferences

For contacts who would like more information on understanding job preferences and applicant qualifications, please refer to this Handshake Help Center article.
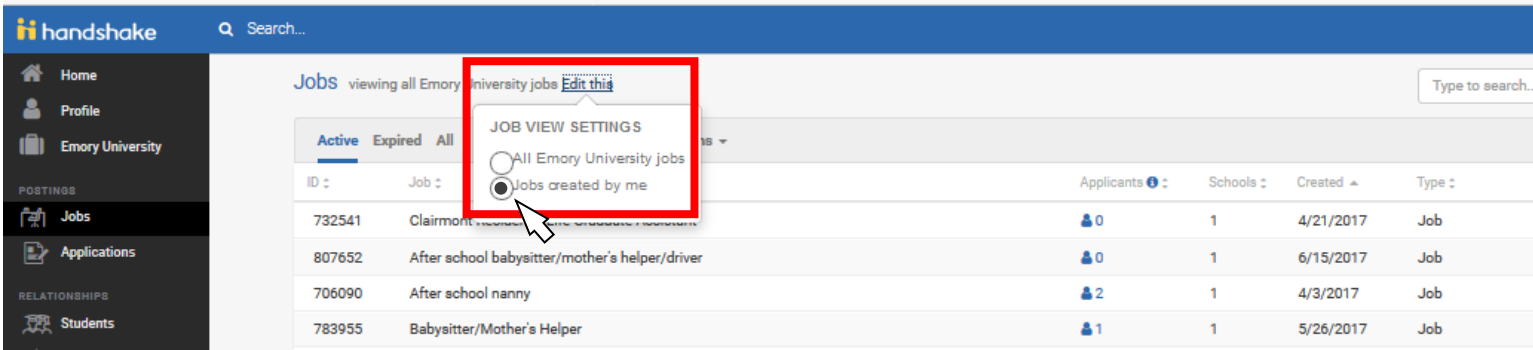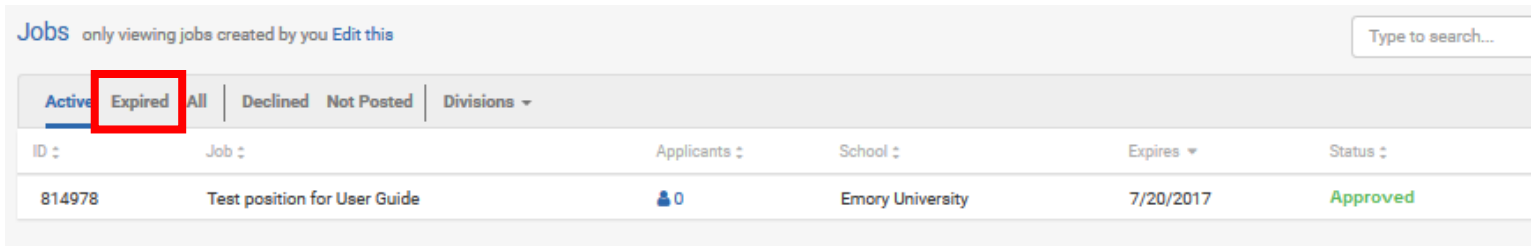
RENEWING AN EXPIRED JOB POSTING

1. From your home page, click on the link for "Jobs" under the Postings section in the black column.
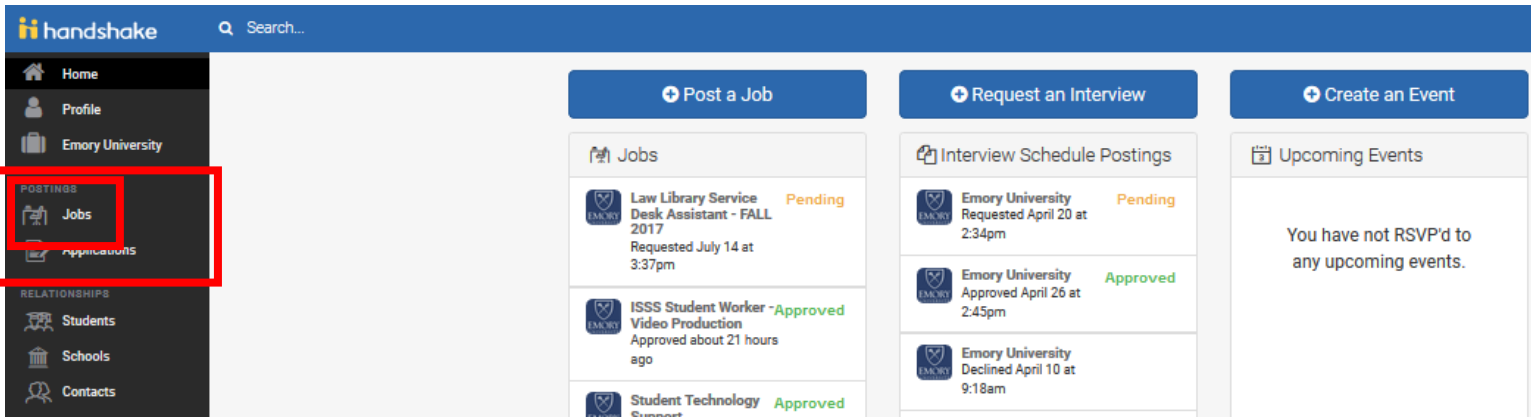
2. You are viewing a full list of all of the positions currently running on the Emory University account. To view your position(s), click on the "Edit this" link at the top of the screen at the blue Jobs section and select "Jobs created by me" from the drop-down menu. This will populate only your ACTIVE postings.

3. Filter by the Expired status and select the job you would like to renew and click the Edit tab in the top, right corner

RENEWING AN EXPIRED JOB POSTING (*CON'T*)

4. Edit the Apply start date / Expiration date to your current dates

5. When you're all set, select Save Changes at the end of the progression bar

NOTE:

The status of the job will be reset from 'expired' to 'pending'.

If you would like to renew the job posting, but would not like the past applicants to be associated with it, you may want to duplicate the job, and then post the duplicated job. (see next section DUPLICATING A JOB POSTING)
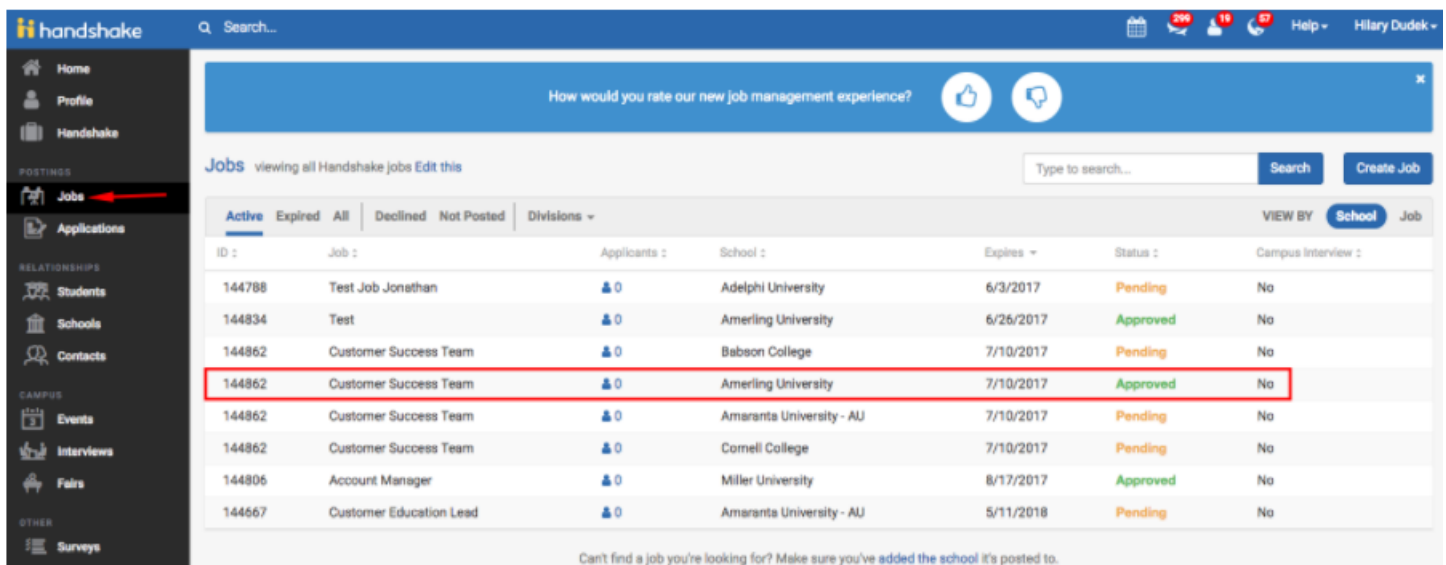
DUPLICATING A JOB POSTING

1. From your home page, click on the link for "Jobs" under the Postings section in the black column.
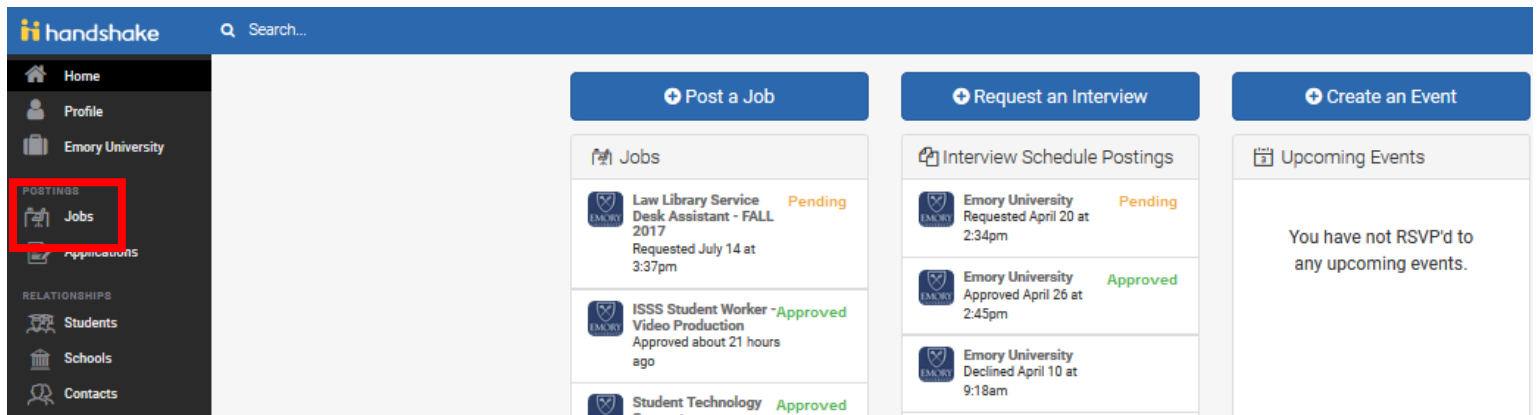
2. You are viewing a full list of all of the positions currently running on the Emory University account. To view your position(s), click on the "Edit this" link at the top of the screen at the blue Jobs section and select "Jobs created by me" from the drop-down menu. This will populate only your ACTIVE postings.
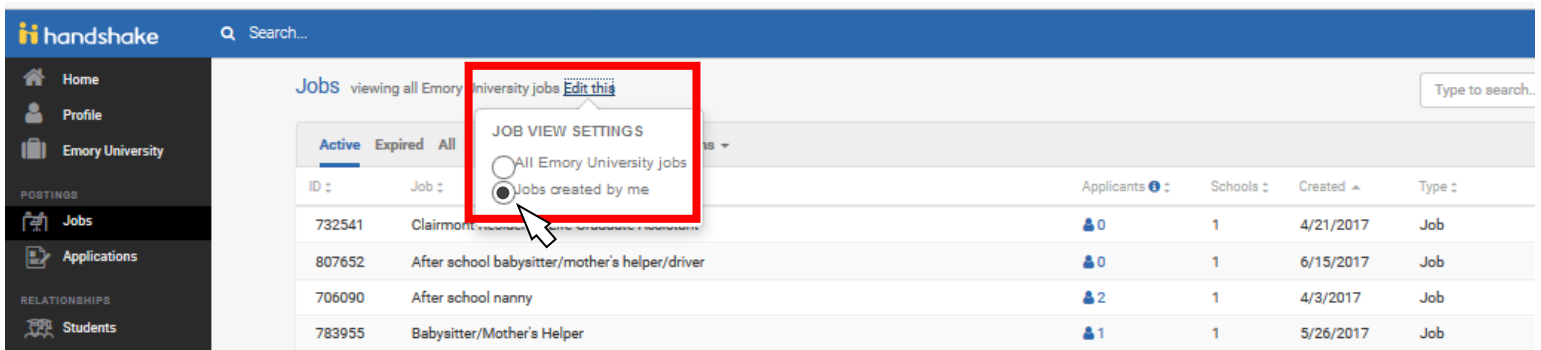
3. Choose the job you would like to duplicate.

DUPLICATING A JOB POSTING (CON'T)

If you would like to duplicate an expired posting , filter by the Expired status and choose the job you would like to renew

4. Select the Duplicate Job box at the top. By duplicating the job posting, you've created a *COPY* of the original job posting with all of the same information, but with no applicants.

5. Review the copied posting before you save. The key areas to update are:

    Title: "Copy of" has been inserted so that you can tell this is a new job. Make sure to remove this text and update your title.

    * Job Title

    Schools: Add Emory University. REMINDER: Emory staff & faculty are REQUIRED to choose ONLY Emory University from this account.
    DO NOT CLICK on the Find More Schools link. Postings with additional schools added will be deleted and you may lose your access to post positions through this account.

    Apply Start Date & Apply End Date: Review the default dates that your job is set to open / expire, and update them if needed.
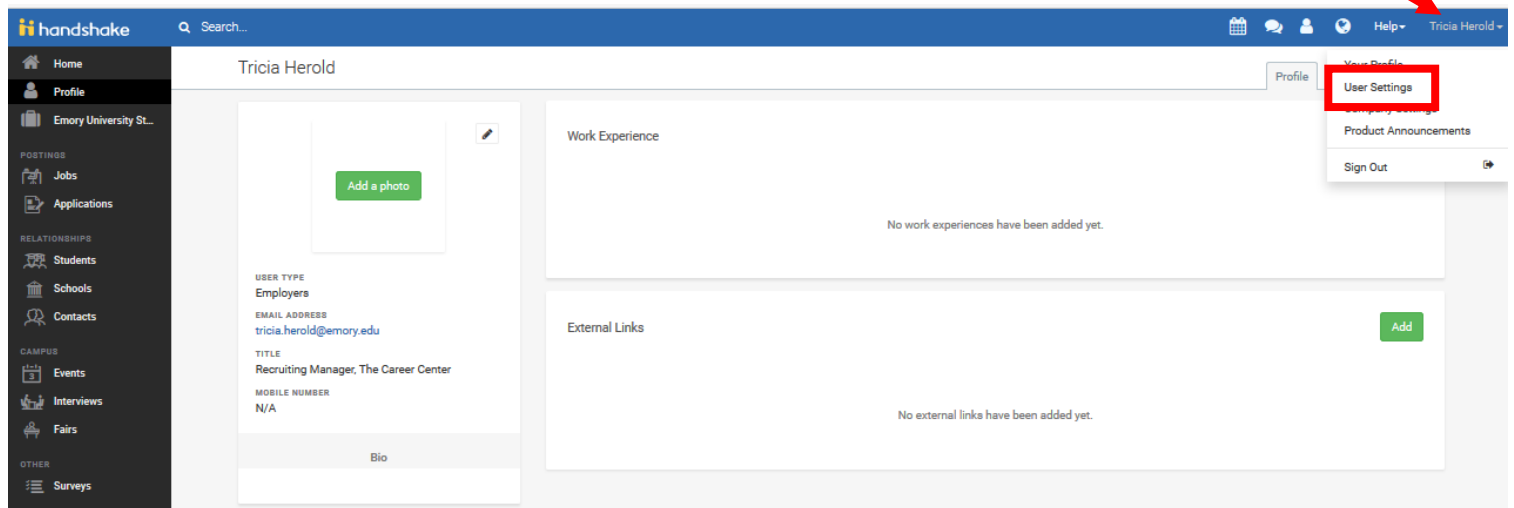

6. Click Save Changes in the bottom right of the screen.
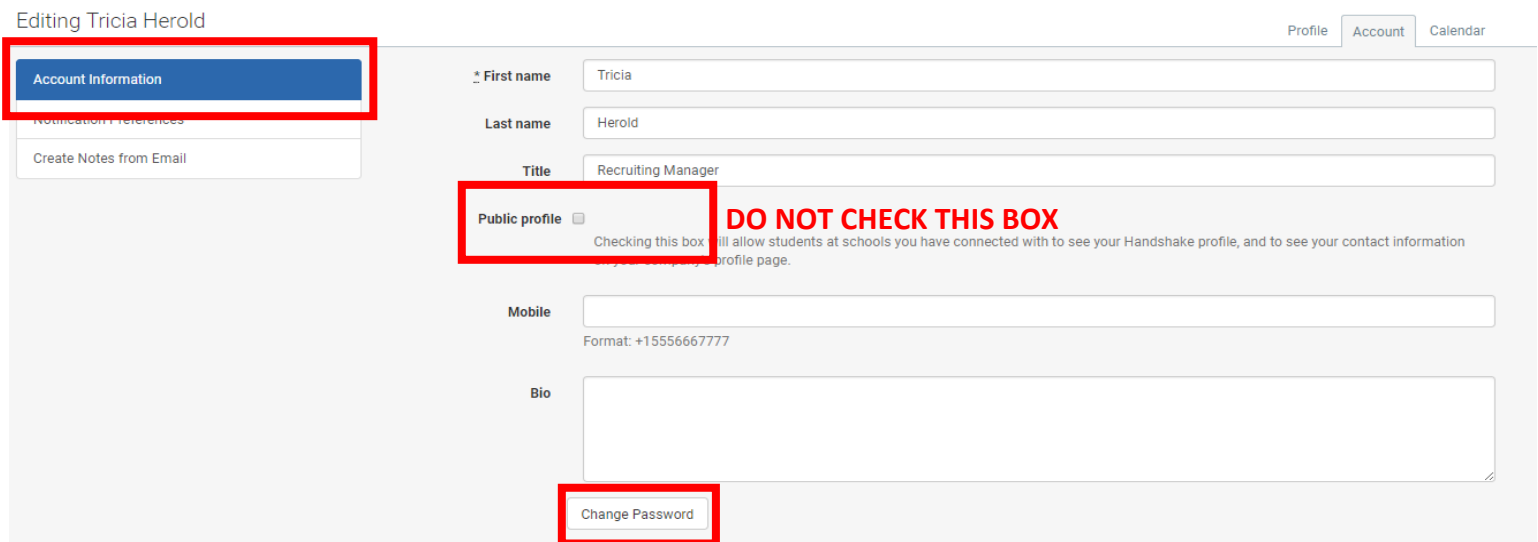
YOUR PROFILE

1. To view and/or update your User Settings, click on your name in the upper right hand corner to display the Account Settings menu and select User Settings. This will take you to your profile page.
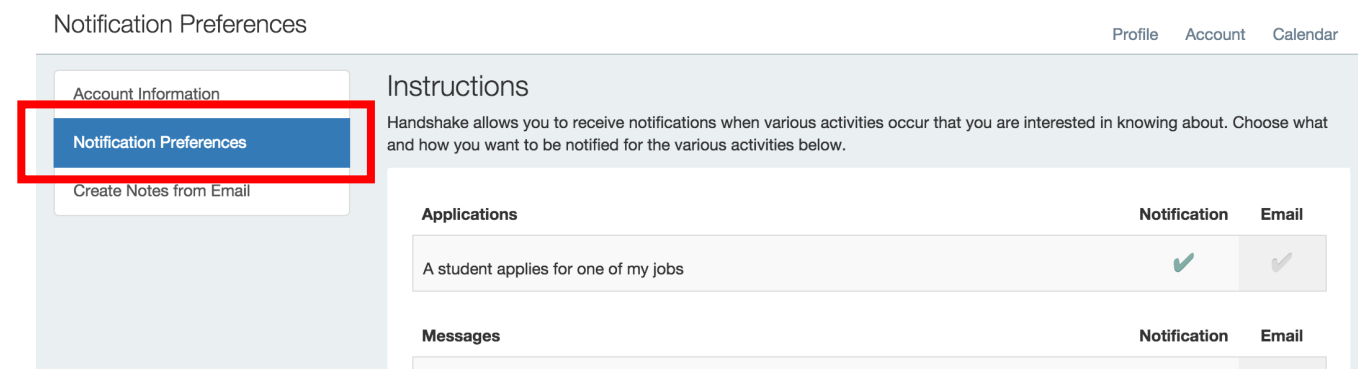

2. Things to note on your Account Information Tab:

   Public Profile: DO NOT CHECK THIS BOX. This must be left empty

   Change Password: You can update your Password from this section of your profile

3. Click on the next tab for Notification Preferences to ensure you receive notifications regarding your postings

YOUR PROFILE (CON'T)

Things to note on your Notification Preferences Tab:

Email: Make sure to check the boxes listed under the Email column to receive important messages regarding your job posting(s)

Required Email Notifications:

Events Section: NONE

Interview Schedules Section: NONE

Jobs Section:

- **Reminder 3 days before one of my postings expires**—This will allow you advance notice of listing(s) about to expire

- **A school declines my job posting—**This will notify you if one of the approving departments declines your position(s)

- **Someone comments on one of my postings**—Visit the Comments Section of your job posting to view Notes regarding your decline

- **A school approves my job posting**—This will serve as confirmation that your posting has been Approved and moved from the Pending process

Applications Section: NONE—Note that application email preferences are within the job posting, on the Job Preferences tab under Applicant Packages (see pg. 6)

Employers Section: NONE

Notes Section: OPTIONAL

Messages Section:

- **I am sent a new Message**—This will ensure you receive any messages from the approving department regarding your account and/or job postings

YOUR PROFILE (CON'T)

Schools Section: NONE

> Reminder: Emory staff & faculty are REQUIRED to choose ONLY Emory University from this account. Postings with additional schools added will be deleted and you may lose your access to post positions in the future.

Documents Section: NONE

Career Fairs Section: NONE