

## 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:

- $\Rightarrow$  Undergraduate students in the College and Goizueta Business School
- $\Rightarrow$  Graduate students from Laney Graduate School
- $\Rightarrow$  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 **<u>ATMCFAR@emory.edu</u>**.

- 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 <u>https://www.sph.emory.edu/rollins-life/community-engaged-learning/real/employers/index.html</u> for more information

\*\*PLEASE NOTE that REAL positions are not accepted through the account and will be declined\*\*



# handshake

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## **On-Campus Department -**FEDERAL WORK STUDY (FWS)

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

- Confirm with the <u>Office of</u> <u>Financial Aid</u> that you are approved to post FWS positions. You are required to take a training course to receive approval.
- 2. Complete the <u>Handshake</u> <u>Request Form</u>.
- 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:

- 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 <u>Office of Financial</u> <u>Aid</u>.

## On-Campus Department -PART-TIME

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

- 4. Make sure your position is approved and processed through <u>Human Resources</u> and your department.
- 5. Complete the <u>Handshake</u> <u>Request Form</u>.
- 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 <u>Human Resources</u> 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 <u>The</u> <u>Emory Employee-Student Job</u> <u>Network</u> website to see if you qualify.
- 2. Complete the <u>Handshake</u> <u>Request Form</u>.
- 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 <u>Emory</u> <u>WorkLife Resource Center</u>.

## Additional Info

- Visit the <u>Handshake Knowledge Center</u> to view a full list of user guides and videos
- If you still have questions regarding Handshake, contact The Career Center by email at <u>recruiting@emory.edu</u>

## LOGGING IN

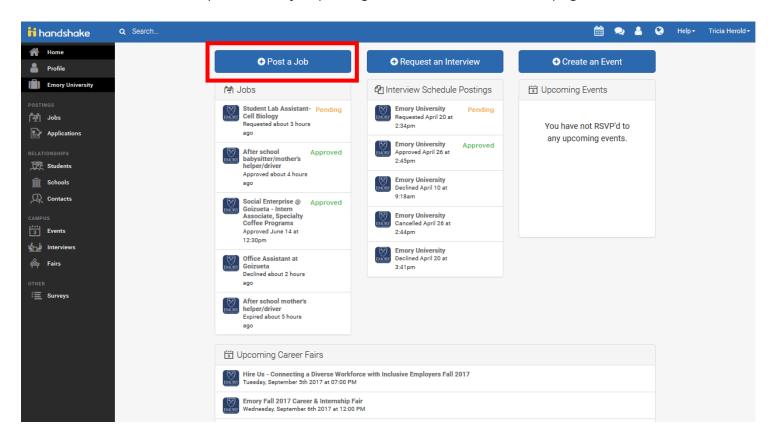
1. Login by visiting <u>https://emory.joinhandshake.com/login</u> and entering the email address you used to register.

Welcome to Handshake Find jobs better, together.	Please Sign In Enter your email address
	email@example.edu
	Continue
<u>Sign up for an Account</u>	

## **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).



Q :	Search	<b>#</b>	2	4	۲	Help <del>-</del>	Tricia Herold <del>-</del>			
Ne	w Job					Jobs	New Job			
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	* Job Title Job Title: REQUIRED* Enter Federal Work Study conta							ing Sitter		
	+ add an ATS / job code to match against your a	applicant trac	requi	sition	num	per, click o	on the link to	quires you to "+ <mark>add at AT</mark> your number	S / job code"	and a
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	Work study jobs are for eligible students only							select "No"		
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## *DetailsTab* (see bottom of Job Form for blue progression bar)

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You can copy and paste a description directly	from your website — we'll retain all the formatting.	_
functions may be	EQUIRED* Select up to 4 desired fields. Any jo deactivated from the system. Make sure your o	1 5
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+ add another location		
Allow remote workers Allow	remote workers: Leave empty	
Required documents		
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	or your position. (Default: Resume only)	
Dther Document (e.g. work sample, course	e schedule, or other misc documents)	
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< Basics Deta	sils Preferences Schools Next >	

<b>Q</b> Sear	ch	Ê	2	8	۲	Help <del>+</del>	Tricia Herold <del>-</del>
New .	Job					Jobs	New Job
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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 che	oose specific majors
Agriculture, Food & Horti	culture - 0 of 9 majors selected
Arts & Design - 0 of 17 m	ajors selected
Business, Entrepreneursh	hip & Human Resources - 0 of 24 m
Civics & Government - 0 o	of 9 majors selected
Communications - 0 of 7	majors selected
Computer Science, Inform	mation Systems & Technology - 0 o
Education - 0 of 10 major	s selected
Engineering - 0 of 19 maj	ors selected
General Studies - 0 of 3 m	najors selected
Health Professions - 0 of	17 majors selected
Humanities & Languages	- 0 of 12 majors selected
Life Science - 0 of 14 maj	ors selected
Math & Physical Science	s - 0 of 4 majors selected
Natural Resources, Susta	inability & Environmental Science
Social Sciences - 0 of 9 m	najors selected
These majors consolidate individual school <u>click here.</u>	vidual majors across every school o
Applicant Packages Specify wi	ho should receive the applicant pack
🌡 Tricia Herold 🗙	
Email a summary of a	Il applicants once my job expires
Email every time a new	w student applies
Send all applicants	
Nnly send me appl	icants who match all of my prefere

Add someone else to receive packages

Basics

Details

Preferences

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 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

Next >

Schools

<b>Q</b> , Search					Ê	2	4	۲	All Schools -	Help≠	Tricia Herold <del>-</del>
New Job									Job	8 New .	Job
	Schools           Schools           Emory University	Interview on campus?	Apply start date	<b>6</b>	Expiration of				8		

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

<mark>ii</mark> handshake	Q Search			
Home Profile		Post a Job		Create an Event
Emory University		শ্বি Jobs	省 Interview Schedule Postings	🗄 Upcoming Events
POSTINGS 같 Jobs		Law Library Service Pending Desk Assistant - FALL 2017 Requested July 14 at	Emory University Requested April 20 at 2:34pm	You have not RSVP'd
RELATIONSHIPS		3:37pm ISSS Student Worker - Approved Video Production	Emory University Approved April 26 at 2:45pm	any upcoming events
Schools		Approved about 21 hours ago	Emory University Declined April 10 at	
Q Contacts		Student Technology Approved	9:18am	

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.

iii handshake	Q Search	
Home	JODS viewing all Emory Iniversity jobs Edit this	Type to sear
Emory University	Active Expired All All Emory University jobs	
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ਕ੍ਰਿੀ Jobs	732541 Clairmont	ь
Applications	807652 After school babysitter/mother's helper/driver 💧 0 1 6/15/2017 Jo	ь
	706090 After school nanny \$2 1 4/3/2017 Jo	ь
Students	783955 Babysitter/Mother's Helper 💧 1 5/26/2017 Jo	ιb

3. Select Expired or Declined to view positions that are no longer running.

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814978	Test position for User Guide	≜ 0	Emory University	7/20/2017	Approved					

## VIEWING YOUR APPLICANTS

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

lobs only viewing jobs created by you Edit this	T	ype to search	Search Create Job		
Active Expired All Declined Not Posted Division		VIEW BY School Job			
D ≎ Job ≎	Applicants \$	School ¢	Expires 💌	Status \$	Campus Interview ¢
814978 Test position for User Guide	<b>å</b> 6	Emory University	7/20/2017	Approved	No

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.

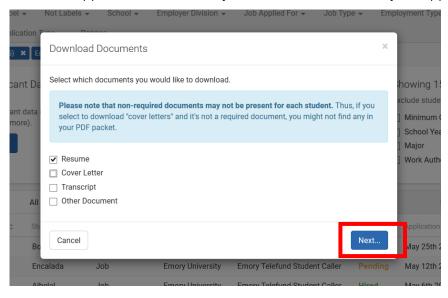
NOTE: To download ALL applicants, do NOT click on any of the boxes before the applicants name. If you would only like to download specific students, click the button before their name before hitting the Download Packages button.

C: Ex gra	SV	t data (email addr	ail Addresses to resses, apply dates,	Download Applicant Packages Download resumes, cover letters, and other documents that you requested. Download Packages			<ul> <li>Showing 6 Applicants</li> <li>Exclude students who don't match my preferred:</li> <li>Minimum GPA</li> <li>School Year or Graduation Date</li> <li>Major</li> <li>Work Authorization Status</li> </ul>					
	All Applicants		Matches All Preferences			Does Not Match All Preferences						
	Student First ‡	Student Last ‡	Application Type 💲	School ‡	Job Applied For 🕏	Status 🛈 🛊	Application Date 🛊	Prefe	rences 🟮 🛊			
	Joe	Sindad	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	0	1/1		≡	
	Don	Cornwell	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	0	1/1		≡	
	Laura	Garcia	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	0	1/1		≡	
	Asia	Waller	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	0	1/1		≡	
	Tricia	Herold	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	0	1/1		≡	
	Christopher	Park	Job	Emory University	Test position for User Guide	Pending	June 24th 2017	0	1/1		≡	

ant data more).       Please note that non-required documents may not be present for each student. Thus, if you select to download "cover letters" and it's not a required document, you might not find any in your PDF packet.       Minimum         ✓ Resume       Major         ✓ Cover Letter       Transcript         All       Other Document         Bo       Cancel	bel 👻	Not Labels +	School 🗸	Employer Division 👻	Job Applied For 👻	Job Type 👻	Employment Type
Sant Data       nowing T         ant data more).       Please note that non-required documents may not be present for each student. Thus, if you select to download "cover letters" and it's not a required document, you might not find any in your PDF packet.       Minimum         Image: Imag			Documents				×
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## VIEWING YOUR APPLICANTS (CON'T)

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

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Da	Download Applicant Packages	×
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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.

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ı		Close	

## VIEWING YOUR APPLICANTS (CONT)

- 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

	Joe	Sindad				
NAME	Applied To	Status	Application Date	Created By	Preferences 🚯	match my (
Joe Sindad	Test position for User Guide	Pending	July 9th 2017	Tricia Herold	1/1	≡ on Date
school year Senior Majors	Profile Documents (1)					us
Mathematics, Applied Mathematics & Statistics	Emory University Goizueta Business School Bachelors			Pr	imary Education	ch All Prefe
	August 2013 to May 2017					1/1
	Majors: Mathematics, Applied	d Mathematics	s & Statistics			<ul> <li>1/1</li> <li>1/1</li> <li>1/1</li> </ul>

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.

		Joe	e Sindad					
NAME	Applied To		Status	Application Date	Created By	Preferences 🗊		match
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SCHOOL YEAR Senior	Profile	Documents (1)						us
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	1	GPA: 4.0/4.0 Liberal Arts S	rts in Biology major, 4.0/4.0 overall			May 20XX		
		<b>Universidad</b> Study Abroad	<b>de Salamanca</b> , Salan Program	nanca, Spain		Summer 20XX		
		EXPERIENCE Undergradua	te Researcher	o, Emory University, Atlanta, C symbiotic relationships on hos	2	anuary 20XX – Present athogens		

## 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.

	All Applicants			Matches All Preferences		Does Not I	Match All Preferences
Student First \$	Student Last ‡	Application Type ‡	School ‡	Job Applied For \$	Status 🚯 🛊	Application Date \$	Preferences 🕄 🌲
Joe	Sindad	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	€ 1/1
Don	Cornwell	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	<b>ð</b> 1/1
Laura	Garcia	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	🕄 🔤 🖬 View Job or Interview
Asia	Waller	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	View School     No Documents
Tricia	Herold	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	<ul> <li>Mark as Hired</li> </ul>
Christopher	Park	Job	Emory University	Test position for User Guide	Pending	June 24th 2017	Mark as Declined

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*".

Туре	e to search		Search Save	d Searches 🕇		🛓 Download	Unselect All (3)	Bulk Actions on Che	ecked Items <del>-</del>
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		All Applicants			Matches All Preferences		Work Authorization	Status Match All Preferences	
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	Student First ‡ Joe Don Laura	Student Last : Sindad Cornwell Garcia	Job Job	Emory University Emory University Emory University	Job Applied For \$ Test position for User Guide Test position for User Guide Test position for User Guide	Pending Pending Pending	Work Authorization S Does Not Application Date : July 9th 2017 July 9th 2017 July 9th 2017	Match All Preferences Preferences • • • 1/1 • 1/1 • 1/1	=

## 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.

	All Applicants			Matches All Preferences		Does Not	Match A	Il Preferences	
Student First 🛊	Student Last \$	Application Type ‡	School ‡	ob Applied For 5	Status 🛛 :	Application Date 0	Pref	rences 🛈 🌲	
Joe	Sindad	Job	Emory University	Job Preferences US work authorization required	Student Author	Information July 9th 2017 ized	0	1/1	=
Don	Cornwell	Job	Emory University	Cost position for User Guide	Pending	luly 9th 2017	6	1/1	≡
Laura	Garcia	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	0	1/1	Ξ
Asia	Waller	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	0	1/1	≡
Tricia	Herold	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	0	1/1	=
Christopher	Park	Job	Emory University	Test position for User Guide	Pending	June 24th 2017	0	1/1	=

For contacts who would like more information on understanding job preferences and applicant qualifications, please refer to <u>this Handshake Help Center article</u>.

## **RENEWING AN EXPIRED JOB POSTING**

1. From your home page, click on the link for "Jobs" under the Postings section in the black column.

ii handshake	Q Search			
Home Profile		● Post a Job	• Request an Interview	
( Emory University		শ্বি Jobs	Contract Interview Schedule Postings	🔄 Upcoming Events
Postinas 로켓 Jobs 같은 아마마oauofis		Law Library Service Pending Desk Assistant - FALL 2017 Requested July 14 at 3:37pm	Emory University Pending Requested April 20 at 2:34pm	You have not RSVP'd to any upcoming events.
RELATIONSHIPS	ľ	ISSS Student Worker - Approved Video Production	Emory University Approved Approved April 26 at 2:45pm	
Schools		Approved about 21 hours ago	Emory University Declined April 10 at	
Q Contacts		Student Technology Approved	9:18am	

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.

ii handshake	Q Search	
🕋 Home	JODS viewing all Emory Iniversity jobs Edit this	ype to sear
Emory University	Active Expired All JOB VIEW SETTINGS	
POSTINGS	ID   Job  Job  Created by me Applicants Created  Type	
롍, Jobs	732541 Clairmont	
Applications	807652 After school babysitter/mother's helper/driver	1
	706090 After school nanny 🔷 2 1 4/3/2017 Job	i
Students	783955 Babysitter/Mother's Helper 🔒 1 1 5/26/2017 Job	1

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

Jobs only viewing jo	obs created by you Edit this				Type to search
Active Expired	All Declined Not Posted Divisions -				
ID ¢	Job \$	Applicants ‡	School \$	Expires 💌	Status ‡
814978	Test position for User Guide	≛0	Emory University	7/20/2017	Approved

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

				Global apply start date:	U	Global post expiration: ①	
ll schools added				Set global date	<b>m</b>	Set global date	<b>**</b>
Find more schools							
	School		Interview on campus?	Apply start date		Expiration date	
		Emory University		2017-06-20 04:00 pm	<b></b>	2017-07-20 11:59 pm	
	<u>UNIVERSITE</u>						

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

## 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.

i handshake	Q Search			
🖀 Home		Post a Job	Request an Interview	Create an Even
Emory University		শ্বি Jobs	Contract Interview Schedule Postings	Upcoming Events
과 Applications		Law Library Service Pending Desk Assistant - FALL 2017 Requested July 14 at	Emory University Requested April 20 at 2:34pm	You have not RSVP'd
		3:37pm	Emory University Approved Approved April 26 at 2:45pm	any upcoming event
Schools		Approved about 21 hours ago	Emory University Declined April 10 at	
Q Contacts		Student Technology Approved	9:18am	

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.

🔒 handshake	Q Search	
🕋 Home	Jobs viewing all Emory Iniversity jobs Edit this	Type to search
💄 Profile	JOB VIEW SETTINGS	
Emory University	Active Expired All Control of the second sec	
POSTINGS	ID : Job : Jobs created by me Applicants : Schools : Created A Type	e‡
ਕ੍ਰੀ Jobs	732541 Clairmont	2
Applications	807652 After school babysitter/mother's helper/driver 🔷 0 1 6/15/2017 Job	5
RELATIONSHIPS	706090         After school nanny         \$2         1         4/3/2017         Job	3
Students	783955         Babysitter/Mother's Helper         ▲1         1         5/26/2017         Job	2

3. Choose the job you would like to duplicate.

ii handshake	Q Search					🛗 😤 8	🍄 🧔 Help - Hilary Dudek -
Home Profile Handshake			How would you rate our i	new job management experience?	0 0		*
Postinas	Jobs viewing a	Il Handshake jobs Edit this			Type to see	arch,	Search Create Job
Applications	Active Expire		isions +				VIEW BY School Job
RELATIONSHIPS	ID :	: doL	Applicants :	School :	Expires -	Status :	Campus Interview :
TTA Students	144788	Test Job Jonathan	<b>A</b> 0	Adelphi University	6/3/2017	Pending	No
1 Schools	144834	Test	<b>A</b> 0	Amerling University	6/26/2017	Approved	No
🙊 Contacts	144862	Customer Success Team	<b>A</b> 0	Babson College	7/10/2017	Pending	No
CAMPUS	144862	Customer Success Team	▲0	Amerling University	7/10/2017	Approved	No
3 Events	144862	Customer Success Team	≛0	Amaranta University - AU	7/10/2017	Pending	No
1/1-12 Interviews	144862	Customer Success Team	▲0	Cornell College	7/10/2017	Pending	No
🚑 Fairs	144806	Account Manager	<b>A</b> 0	Miller University	8/17/2017	Approved	No
OTHER	144667	Customer Education Lead	▲0	Amaranta University - AU	5/11/2018	Pending	No
:三 Surveys			Can't find a job you're	looking for? Make sure you've added th	e school it's posted to.		

## DUPLICATING A JOB POSTING (CONT)

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

Jobs only viewing jobs created by you Edit this Type to search.							
Active Exp	pired All Declined Not Posted Divisions <del>-</del>						
ID ‡	Job ‡	Applicants ‡	School \$	Expires 💌	Status ‡		
814978	Test position for User Guide	<b>å</b> 0	Emory University	7/20/2017	Approved		

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.

Review Applicants	Edit / Rene	ew Job Details	Duplicate Job		
View applicant profiles and download application documents.		ions, target schools and new expiration dates.	Duplicate this job and start editing the duplicate.		
Review 12 Applicants	Edit Job	Expire Job	Duplicate Job		

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

Copy of Summer 2016 Accounting Internship

**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.

All schools added				Set global date	<b>#</b>	Set global date	<b></b>
Find more schools	School		Interview		w		
	School		on campus?	Apply start date		Expiration date	
		Emory University		2017-06-20 04:00 pm	<b>#</b>	2017-07-20 11:59 pm	<b>#</b>

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.

handshake	Q Search		🟥 😞 🛔	🐑 Help+ Trio	icia Herold <del>-</del>
🕋 Home	Tricia Herold		Profile	Vour Profile User Settings	
Emory University St		Work Experience		Product Announcer	ments
POSTINGS	Add a photo			Sign Out	•
RELATIONSHIPS		No work experiences have been added yet.			
Students	USER TYPE				
Schools Q Contacts	Employers EMAIL ADDRESS tricia.herold@emory.edu	External Links		Add	
CAMPUS	TITLE Recruiting Manager, The Career Center				
v∰airian Interviews	Mobile number N/A	No external links have been added yet.			
other	Bio				

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

Editing Tricia Herold		Profile Account Calendar
Account Information	<u>*</u> First name	Tricia
Notification references	Last name	Herold
Create Notes from Email	Title	Recruiting Manager
	Public profile	DO NOT CHECK THIS BOX Checking this box till allow students at schools you have connected with to see your Handshake profile, and to see your contact information profile page.
	Mobile	Format: +15556667777
	Bio	
		Change Password

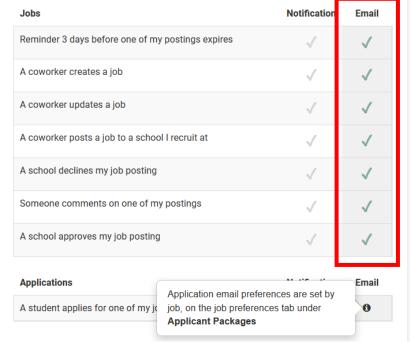
3. Click on the next tab for Notification Preferences to ensure you receive notifications regarding your postings

Notification Preferences		Profile Acc	ount Calendar
Account Information	Instructions		
Notification Preferences	Handshake allows you to receive notifications when various activities occur that you are interested and how you want to be notified for the various activities below.	l in knowing abou	ut. Choose what
Create Notes from Email	Applications	Notificatio	on Email
	A student applies for one of my jobs	V	V
	Messages	Notificatio	on Email

## 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