



handshake JOB POSTING USER GUIDE FOR FACULTY & STAFF
FEDERAL WORK STUDY, ON-CAMPUS PART-TIME, AND WORKLIFE (ESJN)

Handshake is Emory's student job posting database and is managed by The Emory Career Center. Handshake allows Emory departments to post positions to recruit Emory students. The Emory Career Center primarily serves undergraduate students in The College, Goizueta Business School, School of Nursing, and Oxford College.

Your Handshake account allows 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 using Handshake. An Emory email address is required for each contact.

- The Career Center approves on-campus, non-federal work study and Work Life's Employer-Student Job Network positions. Job postings will be approved within 2 business days of posting date.
- The Office of Financial Aid approves and maintains all federal work study positions.
- While we do not counsel graduate students from Laney Graduate School and Candler School of Theology, their students have access to view and apply to postings on Handshake.
- We do not post for graduate students in Law, Public Health, MBA, or Medicine. Please reach out to those schools directly to connect with their student body.

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 Emory Student Employment account and will be declined****

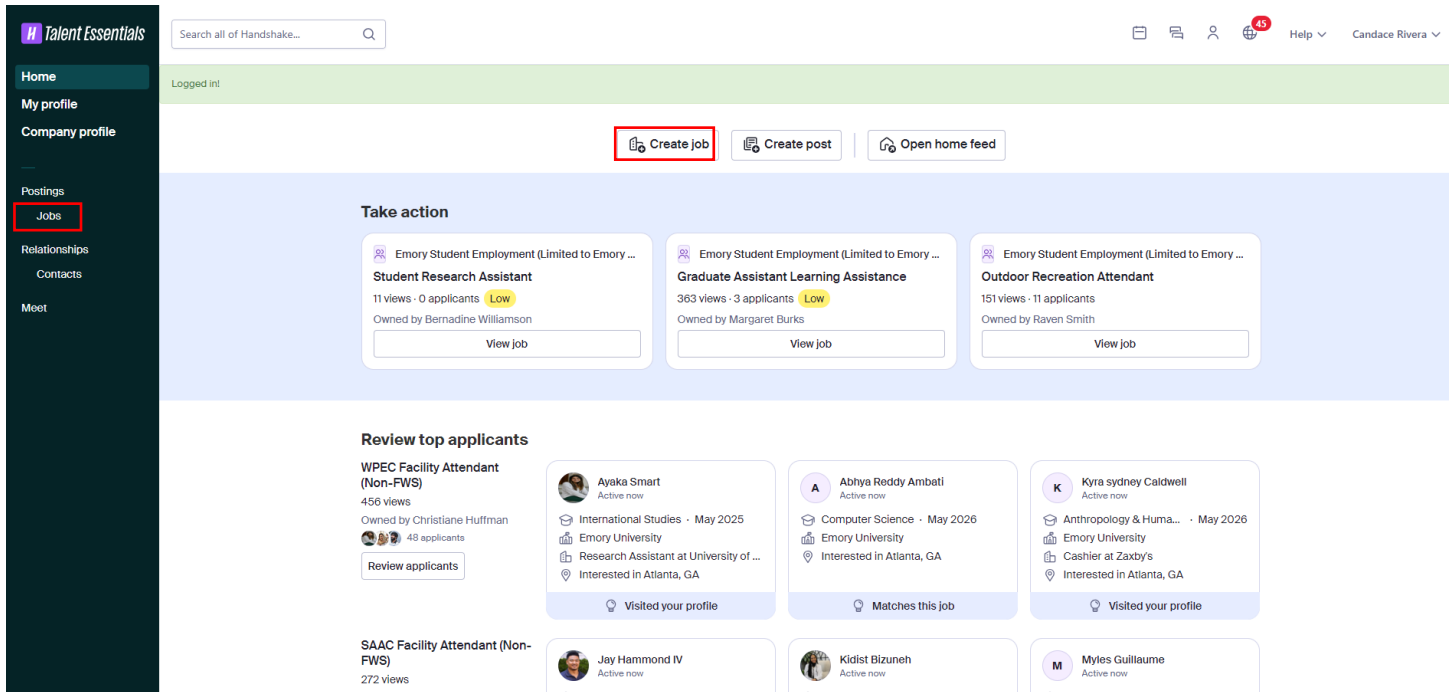
Point of Contacts

EMORY Federal Work Study Positions	EMORY On-campus positions (non-Federal Work Study)	EMORY Employee-Student Job Network (ESJN)	OXFORD Federal Work Study and Oxford Work-Ship Positions
The Office of Financial Aid Delicia Lucky, Candace Rivera, or Whitney Tucker-Jenkins at 404-727-6039	The Emory Career Center Tricia Herold at recruiting@emory.edu	The Emory Career Center and Emory Work Life Handshake questions? Tricia Herold at recruiting@emory.edu	Oxford College Office of Financial Aid Ox-studentemployment@emory.edu 770-783-8328
Post to Handshake account On-Campus & ESJN Student Positions: Emory University			Post to Handshake account Oxford College Student Employment

For questions on PeopleSoft, hiring a student, documents needed to hire... please reach out to your department's contact in Emory University's Human Resources.

CREATING A NEW JOB

Click **Create Job** from your home dashboard, or click **Jobs** from the left navigation bar to access the Jobs page, then click the black button Create Job in the upper-right corner of the page.



Basics Information


Basic information

Job description

[Copy description from existing job](#)

Be sure to include specific skills you're looking for, minimum requirements, and expected responsibilities.

B *I* U **:=** **½=**  T_x

☒  Automatically fill in the rest of this job post using the job description. You'll get to confirm everything's correct before posting.

Continue

Job Description

Job Descriptions are a crucial part of hiring and managing your employees. A good job description will ensure your applicants understand their roles and responsibilities. It should be practical, clear, and accurate. It typically includes a job objective or purpose, a summary of the job, a list of duties or tasks, and qualification needed for the job.

Be sure to include specific skills you're looking for, minimum requirements, and expected responsibilities.

*Type or paste in your job description in the textbox. Check the box for **Automatically fill in the rest of this job post using the job description** to autofill your job post using the provided job description. To complete the job form manually, uncheck the box.

To copy a job description from an existing job, click the blue hyperlink text Copy description from existing job in the upper-right corner of the page.

Copy job description



Choose job

FWS-Financial Literacy Intern-Test (#9161026)



Job description preview

Financial Literacy Intern Job Description The Office of Financial Aid is looking for an additional energetic, dynamic student to join its team. This position will be working with an Associate Director of Financial Aid, Financial Aid Advisors, and the existing Student Panel to broaden the reach of the Office of Financial Aid on campus. This student may have a designated focus of specific clubs or organization on campus and act as a liaison for our

Cancel

Add description

In the pop-up modal, choose the job from the dropdown, then click the blue button Add description.

Click the black button **Continue** to proceed to the next section or to allow Handshake to parse your job description.



Parsing your job description...

Note: if you'd like to save your job as a draft after the job is parsed, click the white button **Save as draft** in the upper-right corner of the page.

Position details

Job title

Tips for good job titles:

- Spell out words instead of using abbreviations (“Senior” instead of “Sr”).
- Avoid using all caps.
- Avoid numbers or special characters.
- Keep it concise at 2-5 words.

EMORY Federal Work
Study Positions

EMORY On-campus positions
(non-Federal Work Study)

EMORY Employee-Student
Job Network (ESJN)

OXFORD Federal Work Study and
Oxford Work-Ship Positions

“FWS” is required in the job title
(e.g., FWS – Lab Assistant) *

No additional text is required for the job title for these offices.

*Please note, one of the most common reasons your posting may be declined by The Office of Financial Aid is by not including “FWS” in the title of a Federal Work Study position. Our offices will approve hundreds of job postings a day within the first month of each semester. Your help in making sure this is formatted correctly will help your postings get approved promptly.

Position Type

Position type

☐ Job ☒

☐ Internship

☐ On Campus Student Employment ☒ ☐ ☐

☐ Other

EMORY Federal Work
Study Positions

EMORY On-campus positions
(non-Federal Work Study)

EMORY Employee-Student
Job Network (ESJN)

OXFORD Federal Work Study and
Oxford Work-Ship Positions

REQUIRED: Select ‘On Campus Student Employment’

REQUIRED: Select ‘Job’

REQUIRED: Select ‘On Campus
Student Employment’

Work-Study Program

☐ Work-Study program

EMORY Federal Work Study Positions	EMORY On-campus positions (non-Federal Work Study)	EMORY Employee-Student Job Network (ESJN)	OXFORD Federal Work Study and Oxford Work-Ship Positions
REQUIRED: If yes, check the box**	REQUIRED: If not, leave the box unchecked	REQUIRED: If not, leave the box unchecked	REQUIRED: If yes, check the box** If not, leave the box unchecked


**A setting of “Work Study Eligible” will be assigned to students who have received a financial aid award. For eligible students to view and apply to Federal Work Study jobs, this field must be selected Yes.

Please note, one of the most common reasons your posting may be declined by The Office of Financial Aid is by not selecting the correct setting for federal work study status for your job(s). Our offices will approve hundreds of job postings a day within the first month of each semester. Your help in making sure this is formatted correctly will help your postings get approved promptly.


Location Requirement

Location requirements


Where should candidates expect to work?



Onsite
Employee works in person from a specific location.



Remote
Employee works from home.



Hybrid
Employee works a combination of onsite and remote.

Onsite location

Add the city and state where the job is located. If you're hiring in multiple cities, include them all.

Atlanta, Georgia, United States X

☐ Job is located at residential address

Back

Continue

Onsite

In-Person- Add the city and state where your job is located

Remote

Working at Home

Hybrid

Combination of on-site and remote. Add the city and state where your job is located.

Click the blue button **Continue** in the lower-right corner of the page to proceed.

Time Requirements

Time requirements

How much should candidates expect to work?



Full time

30 hours per week or more



Part time

Less than 30 hours per week

Hours (optional)

hours per

week



Employment duration



Permanent



Temporary or seasonal

Estimated start date

yyyy-mm-dd



Estimated end date

yyyy-mm-dd



Back

Continue

Everyone must select 'Part-Time' for **Employment Type** and 'Temporary/Seasonal' for **Employment Duration**.

The **Estimated start date** is the start of the term or the current date if it is after the start of the term and the **Estimated end date** is the last day of the term for fall term or spring term or end of school year.

Click the blue button **Continue** in the lower-right corner of the page to proceed.

Compensation and Benefits

Compensation and benefits

What should candidates expect to earn?

Tip

Job seekers are more likely to apply to jobs that show expected pay—and schools are more likely to approve and recommend them.

Expected pay

[Don't show pay](#)

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

Range

Custom range

Exact amount

Unpaid

Additional compensation (optional)

Signing bonus

Bonus

Commission

Tips

Equity package

Benefits (optional)

Medical

Vision

Dental

Paid time off

Paid sick leave

Parental leave

401(k) match

FSA or HSA plans

Life insurance

Disability insurance

Student loan repayment

Tuition reimbursement

Relocation assistance

Commuter assistance

Pet insurance

Perks (optional)

Learning stipend

Home office stipend

Career development

Gym membership

Additional benefits (optional)

Have more to offer? Add a link to your company benefits page.

https://www.website.com

Back

Continue

Click the blue button **Continue** in the lower-right corner of the page to proceed.

Categorize your job

Categorize your job

Tell us the type of role you're hiring for (e.g., Accountants and Auditors, Sales Managers). Add up to 3 roles.

Job roles

Q

Office and Administrative Support Workers X

Back

Continue

Students can search by Job Roles. So please have at least one role listed. Handshake may pre-populate a role based on your job title.

Click the blue button **Continue** in the lower-right corner of the page to proceed.

Candidate qualifications

Add your must-have qualifications to refine your candidate matches.

What you're looking for

Add up to 7 skills. We'll use these to show candidates at a glance what you're looking for.

Skills



School year (optional)

Freshman

Sophomore

Junior

Senior

Masters

Masters of Business Administration

Doctorate

Postdoctoral Studies

Certificate Program

First Year Community / Technical College

Second Year Community / Technical College

Alumni

Latest graduation date (optional)

Month

Year

--





Major groups (optional)

Major groups combine related majors from every school on Handshake. [Choose majors by school.](#)



Minimum GPA (optional)

Only include if your job has specific requirements.

Back

Continue

All these preferences are completely optional, and none of the choices will block students from applying for your job. Please remember that if you have selected Yes for the Work Study Eligible field in the Basics tab, only those students with a financial aid award will be able to view the posting(s).

We do not recommend using the “Add a Graduation date range” for your job, and instead request contacts use the “School Year” field by checking the boxes (Freshman, Sophomore, Junior...)

Add a “Minimum GPA” value if this is required for the role.


In addition, we do not recommend selecting any of the options in the “Majors” field.

We recommend that you do not set any qualifications so that you get as many applicants that you can.

Click the black button **Continue** in the lower-right corner of the page to proceed.

Choose schools

Where would you like to post your job?




Request approval at more schools
Looks like you are an approved employer at fewer than 10 schools. [Request more approvals.](#)

Post to specific schools

Choose from schools where you are approved and have permission to post your job.
[See approvals and posting permissions.](#)

Search by school name or location



Emory University 

Back

Continue

For Post to specific schools, only choose Emory University. The Emory Student Employment account is for Emory faculty, staff, and students ONLY. Any user requesting access and posting jobs to any school(s) outside of Emory University will be removed.

Application Process

Application process

What's the application timeline and process?

Application open date

2023-09-22



Application close date

2023-11-03



Number of hires

This will not show up to job seekers.

1

How will candidates submit applications?



On Handshake

Keep all your applications in one place.



On a separate website

Enter a website or Applicant Tracking System URL.

Additional required documents



Handshake profile



Resume



Cover letter



Transcript



Other

Back

Continue

Application open date- the date you generate your job posting.

Application close date- Enter your job's expiration date. For new students, please set your expiration date for six weeks in advance. For Returning Students, please set expiration date for 72 hours in advance.

Number of hires- This field is not visible to students, but you are required to insert a number.

How will candidates submit applications? We suggest that all students apply via Handshake (which is the default). Contacts accepting applications through Handshake can use the Additional required documents section to indicate which documents are required to apply. If Other documents is selected, a new field will open to provide details.

Click the blue button **Continue** in the lower-right corner of the page to proceed.

Hiring Team

Your hiring team

Set up your hiring team to keep everyone informed, and manage how they receive updates.


Company division (optional)

Company divisions are managed by your administrator. Your hiring team can use them to organize and filter jobs.

Office of Financial Aid - 905015

ⓧ 🔍

Job owner



Candace Rivera

Office of Financial Ai...

Add profile photo

Remove

Messaging availability

Give candidates the option to message you through the job post. Messages from candidates will not count against your message limit.

☐

Feature Candace Rivera as available for candidate messages

Email settings

☐

Send summary email once application period closes

☐

Send email when a candidate who meets qualifications applies

☐

Send email when a candidate applies

Hiring team members (optional)

Invite new teammate

Choose team member

🔍

The contact filling out the job form will default as the recipient to collect application documents. You can also add other teammates to receive packages by entering their name or searching for his/her name by clicking on the magnifying glass icon. If you haven't added them as a contact yet, please click on the Invite new teammate

blue link to add their name. If you are unable to add or create a new contact, reach out to the appropriate office for assistance.

Contacts can select to receive applications by:

- **Email a summary** - all applicants will be sent in a bundle in one email after the job expires, or
- **Email every time** – contacts will receive an email with the application documents 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 your preferences.

The final step is to review your job posting. Review the details and modify any sections as necessary.

To edit any section, click the pencil icon to the right of the section, then click the blue button Continue to save changes, and to reach the last page of the job form.

To post your job, click the blue button Post job in the lower-right corner of the job form.

Hiring team members (optional)

[Invite new teammate](#)

Choose team member



Delicia Lucky

[Remove](#)



Send summary email once application period closes



Send email when a candidate who meets qualifications applies



Send email when a candidate applies

[Back](#)

[Continue](#)

Review Job Post



One last check

Confirm everything looks good before posting your job to Handshake.

The final step is to review your job posting. Review the details and modify any sections as necessary.

- To edit any section, click the pencil icon to the right of the section, then click the black button **Continue** to save changes, and to reach the last page of the job form.

To post your job, click the black button **Post job** in the upper-right corner of the job form, or in the lower-bottom of the page.

VIEWING YOUR JOBS

From your home page, click on the link for “Jobs” under the Postings section in the black column

Talent Essentials

Home

My profile

Brand page

Postings

Jobs

Relationships

Contacts

Meet

Search all of Handshake...

1

54

Help

Candace Rivera

Jobs

View drafts

Create job

Top opportunities

Emory Student Employment (Limited to Emory Univer...

FWS-Financial Literacy Intern

64 views · 2 applicants Low

Created by Candace Rivera

Add match qualifications

Emory Student Employment (Limited to Emory Univer...

FWS Office Assistant/Customer Service--In Person

163 views · 14 applicants

Created by Candace Rivera

View job

Emory Student Employment (Limited to Emory Univer...

Emory Votes Initiative Intern (non-FWS)

45 views · 0 applicants Low

Owned by Tereza Lewis

Add match qualifications

All jobs

Search

Owner

Division

Status 1

Clear filters

1 - 25 of 147

<input type="checkbox"/>	Job title	Location	Job owner	Open	Close	Applications	Matches	Schools
<input type="checkbox"/>	FWS Laboratory Assistant Microbiology/Immunology do... #9193669 · On Campus Student Employment	Atlanta, GA Onsite	Catherine Williams Human Resource Generalist	8/13/2024	8/14/2024	0	0	0
<input type="checkbox"/>	FWS Student Assistant, Department of History In Person... #9192953 · On Campus Student Employment	Atlanta, GA Onsite	Allison Rollins	8/13/2024	8/14/2024	0	1,147	1
<input type="checkbox"/>	Graduate Research Assistant - Vestibular Physiology Lab #9191572 · On Campus Student Employment	Atlanta, GA Onsite	Lisa Brown HR Generalist	8/12/2024	2/12/2025	0	0	0
<input type="checkbox"/>	Chapel Assistant - In Person (Candler Students Only) #9191318 · On Campus Student Employment	Atlanta, GA Onsite	Olivia Payton	8/12/2024	8/30/2024	1	860	1

You are viewing a full list of all 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.

All jobs

Search

Owner

Division

Status 1

Clear filters

Creator

☒ Jobs owned by you

☐ Jobs owned by others

Clear

Apply

1 - 25 of 147

<input type="checkbox"/>	Job title	Location	Job owner	Open	Close	Applications	Matches	Schools
<input type="checkbox"/>	FWS Laboratory Assistant Microbiology/Immunology do... #9193669 · On Campus Student Employment	Atlanta, GA Onsite	Catherine Williams Human Resource Generalist	8/13/2024	8/14/2024	0	0	0
<input type="checkbox"/>	FWS Student Assistant, Department of History In Person... #9192953 · On Campus Student Employment	Atlanta, GA Onsite	Allison Rollins	8/13/2024	8/14/2024	0	1,147	1
<input type="checkbox"/>	Graduate Research Assistant - Vestibular Physiology Lab #9191572 · On Campus Student Employment	Atlanta, GA Onsite	Lisa Brown HR Generalist	8/12/2024	2/12/2025	0	0	0
<input type="checkbox"/>	Chapel Assistant - In Person (Candler Students Only) #9191318 · On Campus Student Employment	Atlanta, GA Onsite	Olivia Payton	8/12/2024	8/30/2024	1	860	1
<input type="checkbox"/>	FWS Chapel Assistant - In Person (Candler Students Only) #9191307 · On Campus Student Employment	Atlanta, GA Onsite	Olivia Payton	8/12/2024	8/30/2024	0	46	1
<input type="checkbox"/>	Virtual Engagement Coordinator - Hybrid (Candler... #9191281 · On Campus Student Employment	Atlanta, GA Hybrid	Olivia Payton	8/12/2024	9/30/2024	1	860	1

Results per page

25

Select Closed to view positions that are no longer running or Not Posted for jobs saved as a draft.

Owner ▾

Division ▾

Status 1 ▾

Clear filters

☐

Job title ▾

☐ FWS Laboratory Assistant Microbiology/Immunology do...
#9193669 · On Campus Student Employment

☐ FWS Student Assistant, Department of History In Person...
#9192953 · On Campus Student Employment

☐ Graduate Research Assistant - Vestibular Physiology Lab
#9191572 · On Campus Student Employment

☐ Chapel Assistant - In Person (Candler Students Only)
#9191919 · On Campus Student Employment

Status

☐ Active

☐ Not posted

☒ Closed

Clear

Apply

1 - 25 of 147

	Close ▾	Applications	Matches	Schools
4 8/14/2024	0	0	0	⋮
4 8/14/2024	0	1,147	1	⋮
4 2/12/2025	0	0	0	⋮
Atlanta, GA Olivia Payton 8/12/2024	8/30/2024	1	860	1 ⋮

<< < 1 2 3 4 ... 6 > >>

Results per page 25 ▾

Search Owner **1** ▾ Division ▾ Status **1** ^ [Clear filters](#)

1 - 22 of 22

☒ Job title ▾

	Close ▾	Applications	Matches	Schools	
<input type="checkbox"/> FWS Financial Literacy Intern Spring 2021 Remote #B053327 · On Campus Student Employment	7/24/2024	0	0	0	⋮
<input type="checkbox"/> FWS Emory Reads Tutors and Tutor/Drivers - Volunteer #B041097 · Volunteer	7/19/2024	0	0	0	⋮
<input type="checkbox"/> FWS Emory Reads Tutors and Tutor Drivers --In... #B013033 · On Campus Student Employment	7/10/2024	0	0	0	⋮

Financial Aid Advisor
Atlanta, GA Candace Rivera

Results per page 25 ▾

VIEWING YOUR APPLICANTS

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

All jobs

Search

Owner 1

Division

Status 1

Clear filters

1 - 5 of 5

<input type="checkbox"/>	Job title	Location	Job owner	Open	Close	Applications	Matches	Schools
<input type="checkbox"/>	FWS Office Assistant/Customer Service--In... #9169259 · On Campus Student Employment	Atlanta,...	Candace Rivera Office of Financial Aid, Financial Aid Advisor	8/5/2024	8/31/2024	14	530	1
<input type="checkbox"/>	FWS-Financial Literacy Intern-Test #9161026 · On Campus Student Employment	Atlanta,...	Candace Rivera Office of Financial Aid, Financial Aid Advisor	8/1/2024	10/11/2024	0	0	0
<input type="checkbox"/>	FWS-Financial Literacy Intern-Test #9155476 · On Campus Student Employment	Atlanta,...	Candace Rivera Office of Financial Aid, Financial Aid Advisor	7/31/2024	10/11/2024	0	0	0
<input type="checkbox"/>	FWS Financial Literacy Intern -Do not apply #9151842 · On Campus Student Employment	Atlanta,...	Candace Rivera Office of Financial Aid, Financial Aid Advisor	7/30/2024	9/30/2024	0	0	0
<input type="checkbox"/>	FWS-Financial Literacy Intern #9151785 · On Campus Student Employment	Atlanta,...	Candace Rivera Office of Financial Aid, Financial Aid Advisor	7/30/2024	9/30/2024	2	1,153	1

<< < 1 > >>

Results per page 25

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.

Jobs

FWS Office Assistant/Customer Service--In Person

Job #9169259 • Created 8/5/2024 by Candace Rivera • Closes 8/31/2024

Overview Schools Matches Applicants (14) Job details

Search

Type a keyword

Engagement 1

☐ Invited to apply to this job

Status

+ Add Status

☐ Reviewed (12)

☐ Pending (2)

Labels

+ Add Labels

Not Labels

Schools

14 Applicants

Download all

View only those who match my qualifications for

☐ Graduation Date / School Years ☐ GPA ☐ Majors ☐ Work Authorization

<input type="checkbox"/>	Name	School	Status	Work Study Eligible?	Qualifications	Date	
<input type="checkbox"/>	Ife Jones	Emory University	Pending	Yes	2 of 2	8/10/24	
<input type="checkbox"/>	Chan'cey Figures	Emory University	Pending	Yes	1 of 2	8/13/24	
<input type="checkbox"/>	sanaii Williams	Emory University	Reviewed	Yes	2 of 2	8/8/24	
<input type="checkbox"/>	Charlie Smith	Emory University	Reviewed	Yes	2 of 2	8/8/24	
<input type="checkbox"/>	Andre Williams Jr.	Emory University	Reviewed	Yes	2 of 2	8/8/24	
<input type="checkbox"/>	Grace Kann	Emory	Reviewed	Yes	2 of 2	8/8/24	

DOWNLOADING APPLICANTS

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

NOTE: To download ALL applicants, **DO NOT** click on any of the boxes before the applicant’s name. If you would only like to download specific students, click the button before their name before hitting the Download all button.

Interview

Schools

Matches

Applicants (12)

Details

Search

Type a keyword

Engagement ⓘ

☐ Invited to apply to this job

Status

+ Add Status

☐ Declined (5)

☐ Pending (5)

☐ Hired (1)

☐ Reviewed (1)

12 Applicants

Download all ▼

Download applicant data (CSV)

Download application packages (PDF)

View only those who match my qualifications for

☐ Graduation Date / School Years

☐ GPA

☐ Majors

☐ Work Authorization

Select All

	Name	School	Status	Work Study Eligible?	Qualifications	Date	
<input type="checkbox"/>	Zurdo Villanueva Olabarrieta	Emory University	Reviewed ▼	Yes	2 of 2 ✓	8/30/17	
<input type="checkbox"/>	Jessica Rios	Emory University	Pending ▼	Yes	2 of 2 ✓	8/30/17	
<input type="checkbox"/>	Jessica Lamour	Emory University	Pending ▼	Yes	2 of 2 ✓	8/30/17	
<input type="checkbox"/>	Kwamena	Emory University	Pending ▼	Yes	2 of 2 ✓	8/30/17	

Select the application documents (resume, transcript) to include in your application download and click Export.

Which documents would you like to export?

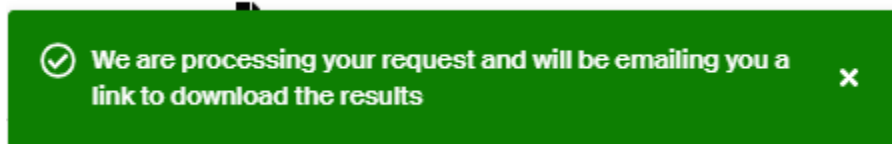
☒ Resume
☐ Cover Letter
☐ Transcript
☐ Other Document

Please note that documents this job doesn't require may not be included.
For example, if you select "cover letters" and cover letters are not required for this job, you may not find them in your downloaded packet.

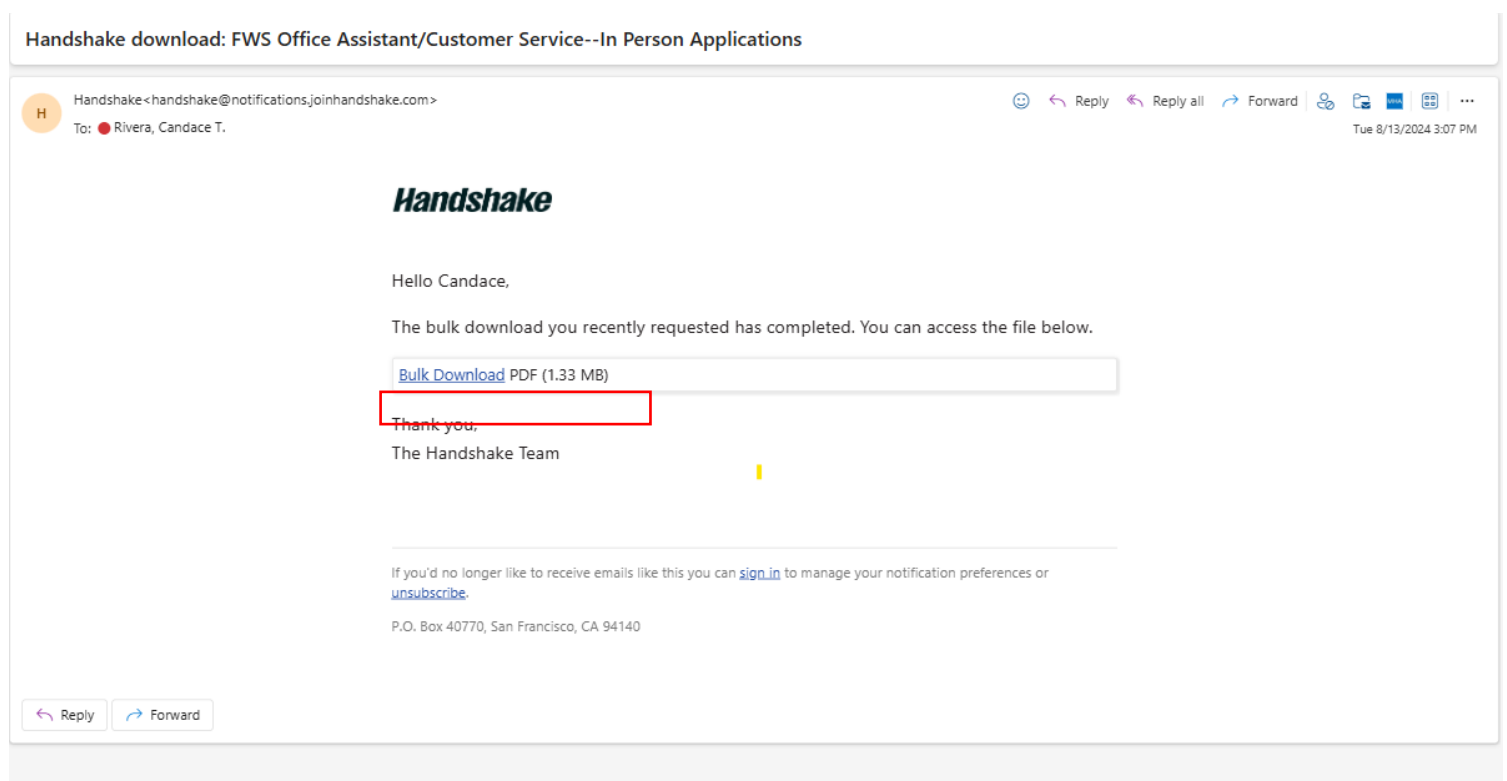
Cancel Export

view only those who match my qualifications for

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



Selecting export, your download will be sent to your email address on file. Select the bulk download link. A PDF will be downloaded to your computer.



To view and download applicants individually, click on the student’s documents to download for review.

Overview

Schools

Matches

Applicants (12)

Details

Search

Type a keyword

Engagement

☐ Invited to apply to this job

Status

+ Add Status

☐ Declined (5)

☐ Pending (5)

☐ Hired (1)

12 Applicants

Download all

View only those who match my qualifications for




☐ Graduation Date / School Years

☐ GPA

☐ Majors

☐ Work Authorization

Select All

	Name	School	Status	Work Study Eligible?	Qualifications	Date	
<input type="checkbox"/>	Zurdo Villanueva Olabarrieta	Emory University	Reviewed	Yes	2 of 2	8/30/17	
<input type="checkbox"/>	Jessica Rios	Emory University	Reviewed	Yes	2 of 2	8/30/17	
<input type="checkbox"/>	Jessica Lamour	Emory University	Reviewed	Yes	2 of 2	8/30/17	

View only those who match my qualifications for


☐ Graduation Date / School Years

☐ GPA

☐ Majors

☐ Work Authorization

Select All

	Name	School	Status	Work Study Eligible?	Qualifications	Date	
<input type="checkbox"/>	Zurdo Villanueva Olabarrieta	Emory University	Reviewed	Yes	2 of 2	8/30/17	

Resume_JE.docx

FWS_Student_Employment_Application.docx

You can select the applicant’s document that you would like to download. If you would like to download all the applicants’ documents, you can select the checkbox by the applicant’s name. The download applicant packages PDF will appear. Select Download applicant packages. Your download will be sent to your email address on file.

Search

Type a keyword

Engagement

☐ Invited to apply to this job

Status

12 Applicants

Download all

View only those who match my qualifications for

☐ Graduation Date / School Years

☐ GPA

☐ Majors

☐ Work Authorization

Select All


1 of 12 selected

Select all

Message Students

Download applicant packages (PDF)

More

<input checked="" type="checkbox"/>	Zurdo Villanueva Olabarrieta	Emory University	Reviewed	Yes	2 of 2	8/30/17	
-------------------------------------	--	------------------	----------	-----	--------	---------	---

You can change the applicant’s status in *two separate steps*:

ONE: Click the black Menu icon after the status bar to reveal a drop-down menu. From here you can mark the applicant as *Hired* or *declined* individually.

Search

Type a keyword

Engagement

☐ Invited to apply to this job

Status

+ Add Status

☐ Reviewed (12)

14 Applicants

Download all

View only those who match my qualifications for

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

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”.

14 Applicants

Download all

View only those who match my qualifications for

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

3 of 14 selected [Select all](#) [Message Students](#) [Download applicant packages \(PDF\)](#) [More](#)

<input checked="" type="checkbox"/>	Ife Jones	Emory University	Reviewed	Yes	
<input checked="" type="checkbox"/>	sanaii Williams	Emory University	Reviewed	Yes	
<input checked="" type="checkbox"/>	Charlie Smith	Emory University	Reviewed	Yes	
<input type="checkbox"/>	Andre Williams Jr.	Emory University	Reviewed	Yes	

Download applicant packages (Zi...

Download applicant data (CSV)

Add Label

Remove Label

Mark Applications Hired

Mark Applications Declined

RENEWING CLOSED JOB POSTINGS

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

Talent Essentials

Home

My profile

Brand page

Postings

Jobs

Relationships

Contacts

Meet

Search all of Handshake...

Jobs

View drafts

Create job

Emory Student Employment (Limited to Emory Univer...)

FWS-Financial Literacy Intern

64 views · 2 applicants Low

Created by Candace Rivera

Add match qualifications

Emory Student Employment (Limited to Emory Univer...)

FWS Office Assistant/Customer Service--In Person

163 views · 14 applicants

Created by Candace Rivera

View job

Emory Student Employment (Limited to Emory Univer...)

Emory Votes Initiative Intern (non-FWS)

45 views · 0 applicants Low

Owned by Tereza Lewis

Add match qualifications

All jobs

Search

Owner

Division

Status 1

Clear filters

1 - 25 of 147

<input type="checkbox"/>	Job title	Location	Job owner	Open	Close	Applications	Matches	Schools
<input type="checkbox"/>	FWS Laboratory Assistant Microbiology/Immunology do... #9193669 · On Campus Student Employment	Atlanta, GA Onsite	Catherine Williams Human Resource Generalist	8/13/2024	8/14/2024	0	0	0
<input type="checkbox"/>	FWS Student Assistant, Department of History In Person... #9192953 · On Campus Student Employment	Atlanta, GA Onsite	Allison Rollins	8/13/2024	8/14/2024	0	1,147	1
<input type="checkbox"/>	Graduate Research Assistant - Vestibular Physiology Lab #9191572 · On Campus Student Employment	Atlanta, GA Onsite	Lisa Brown HR Generalist	8/12/2024	2/12/2025	0	0	0
<input type="checkbox"/>	Chapel Assistant - In Person (Candler Students Only) #9191318 · On Campus Student Employment	Atlanta, GA Onsite	Olivia Payton	8/12/2024	8/30/2024	1	860	1

You are viewing a full list of all the positions currently running on the Emory University account. To view your position(s), click on the “Owner” at the top of the screen and select “Jobs owned by you” from the drop-down menu. This will populate only your ACTIVE postings. If you wish to view “Closed” jobs, update the status to 'Closed' and click 'Apply.'"

All jobs

Search

Owner

Division

Status 1

Clear filters

1 - 25 of 147

☐

Job title

☐ FWS Laboratory Assistant Microt
#9193669 · On Campus Student Emp

☐ FWS Student Assistant, Departm
#9192953 · On Campus Student Emp

☐ Graduate Research Assistant - Vestibular Physiology Lab
#9191572 · On Campus Student Employment

☐ Chapel Assistant - In Person (Candler Students Only)
#9191318 · On Campus Student Employment

☐ FWS Chapel Assistant - In Person (Candler Students Only)
#9191307 · On Campus Student Employment

☐ Virtual Engagement Coordinator - Hybrid (Candler...
#9191281 · On Campus Student Employment

Creator

☒ Jobs owned by you

☐ Jobs owned by others

Clear

Apply

Owner

Open

Close

Applications

Matches

Schools

Catherine Williams
n Resource
alist

8/13/2024

8/14/2024

0

0

0

Allison Rollins

8/13/2024

8/14/2024

0

1,147

1

Lisa Brown
HR Generalist

8/12/2024

2/12/2025

0

0

0

Olivia Payton

8/12/2024

8/30/2024

1

860

1

Olivia Payton

8/12/2024

8/30/2024

0

46

1

Olivia Payton

8/12/2024

9/30/2024

1

860

1

<<

<

1

2

3

4

...

6

>

>>

Results per page 25

Filter by the Closed status and open the job you would like to renew, and Select renew job.

All jobs

☐ Job title

☐ FWS Laboratory Assistant Microbiology/Immunology do...
#9193669 · On Campus Student Employment

☐ FWS Student Assistant, Department of History In Person...
#9192953 · On Campus Student Employment

☐ Graduate Research Assistant - Vestibular Physiology Lab
#9191572 · On Campus Student Employment

☐ Chapel Assistant - In Person (Candler Students Only)
#0101218 · On Campus Student Employment

Status

☐ Active

☐ Not posted

☒ Closed

1 - 25 of 147

	Close	Applications	Matches	Schools	
4	8/14/2024	0	0	0	⋮
4	8/14/2024	0	1,147	1	⋮
4	2/12/2025	0	0	0	⋮
Atlanta, GA	Olivia Payton	8/12/2024	8/30/2024	1	860 1 ⋮

Results per page

← Jobs

FWS Emory Reads Tutors and Tutor Drivers --In Person

Job #9161108 • Created 8/1/2024 by Candace Rivera • **Closed 8/2/2024**

[Overview](#) [Schools](#) [Matches](#) [Applicants \(0\)](#) [Job details](#)

🕒 This job is closed

Students can't apply to this job at this time. It has closed at all schools where it was posted.

WHAT YOU CAN DO

View your applicants

Browse your applicants, and check out resumes and profiles

Renew this job

Extend your application close date to renew the job.

[Edit close date](#)

Skip to the Schools section and edit the Application open date/ closed date to your current dates. Then select Save.

Application process

Cancel

Save

Application open date

2024-08-01 06:00 AM GMT-4



Application close date

2024-08-02 08:15 AM GMT-4



Number of hires

This will not show up to candidates.

1

NOTE: The status of the job will be reset from 'closed' 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 CLOSED JOB POSTING

Follow the instructions above for renewing a job posting up to the last step, where you locate and open the job posting.

To begin, click Jobs from the left navigation bar, then locate the job you'd like to duplicate.

Tip: Use the tabs at the top of the job postings table to switch between displayed results for Active, Expired, All, Declined, Not Posted, or Divisions. Click directly on the title of the job.

On the job overview page, click More Actions in the top-right corner and select Duplicate job.

FWS-Financial Literacy Intern
Job #9151785 • Created 7/30/2024 by Candace Rivera • Closes 9/30/2024

Overview Schools Matches Applicants (2) Job details

Applicants

Total 2 Matching N/A Invited to apply 0

Messaging helps produce more qualified applicants
Reach out to students and alumni who meet the qualifications for this job.
[Invite matches to apply](#)

Total applicants (cumulative) - Last 30 days - [View table data](#)

Job views

Review the duplicated posting to make changes before you save. The key areas to update are:

EMORY Federal Work
Study Positions

EMORY On-campus positions
(non-Federal Work Study)

EMORY Employee-Student
Job Network (ESJN)

OXFORD Federal Work Study and
Oxford Work-Ship Positions

Job Title – If the job is a FWS job, please make sure that FWS is in the beginning of the job title. If you are duplicating a job to create a non-FWS job, please remove the FWS from the job title.

Start Date and End Date -If you are duplicating an old position, the start date and end date must be updated to reflect the current school year start date and end date.

Details- Review your details and make any updates as needed (i.e. if a non-FWS position remove the check in the Work Study box).

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

Application process

Cancel

Save

Application open date

2024-08-01 06:00 AM GMT-4



Application close date

2024-08-02 08:15 AM GMT-4



Number of hires

This will not show up to candidates.

1

Click Save in the bottom right of the screen.

Important Notes about Handshake

- When creating a Federal Work Study job, you should always put **FWS** in the job title.
- Once you have filled a position or wish to remove a job from student view, you must login to Handshake, go to Job, click on “Edit this,” select jobs created by me, click on the desired job, and under “Menu” (in the right column) select “Expire Job.”
- All on-campus student jobs, including FWS, are housed under one employer account. This means that multiple users will have access to this account. It is important that you only edit information on jobs that you posted. **You can easily keep track of your jobs by using the “Jobs created by me” function.**
- When viewing the job postings, you will see an orange “Pending” until the OFA has viewed and released the job, at which point you will see the green “Approved”, indicating students may apply for the position.
- The **Job ID number** is unique to each job posting. You must enter it into HR Web when hiring FWS students for the student’s HR record to correspond to your Handshake job description.
- There is no field which allows you to enter the number of openings for a certain position. However, it is still possible to hire multiple students under one Job ID number provided they are working identical jobs. If multiple students share identical job descriptions, start dates, etc., you may enter the same job ID for these students when hiring them in HR Web.

Annual Federal Work-Study Job Fair

Although all FWS jobs need to be posted in the Handshake database, you may wish to enhance your department’s recruiting ability beyond online job seekers by attending the Annual Federal Work-Study Job Fair. All students awarded FWS funds are invited to attend this event. Many students attend this job fair each year, and it is an excellent opportunity to find candidates for your positions.

The job fair will be held **Friday, August 30, 2024, from 11:00am-3:00pm in the Emory Student Center**. RSVP by **August 19, 2024**: via handshake. Reservations will be accepted on a first-come, first-serve basis. If you fill your positions prior to the fair, please email Candace Rivera (fws@emory.edu) to cancel your reservation. If all tables are reserved, employers are welcome to come at 10:00am in case of any no-shows. Employers who do not arrive by 10:00am will be considered a no-show and may have their table given away. Employees will be provided with table space and chairs. The table will be bare, so you may want to bring signs for your table, tablecloths, tape, or banners. Also, feel free to bring hard copies of your job descriptions, candy, freebies or other promotional materials for the students.