EMORY UNIVERSITY | The Career Center

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**

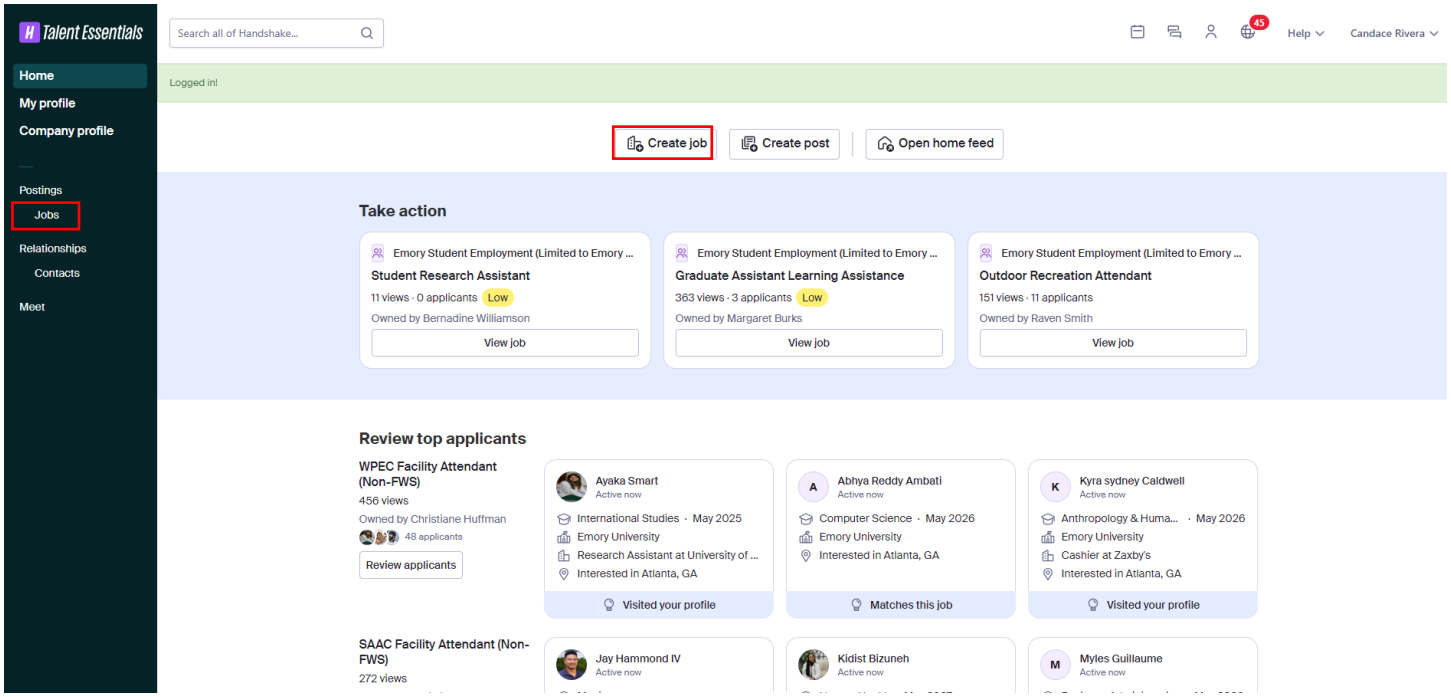
Point of Contacts

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	The Emory Career Center	The Emory Career Center and Emory Work Life	Oxford College Office of Financial Aid
Delicia Lucky or Candace Rivera at 404-727-6039	Tricia Herold at recruiting@emory.edu	Handshake questions? Tricia Herold at recruiting@emory.edu	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

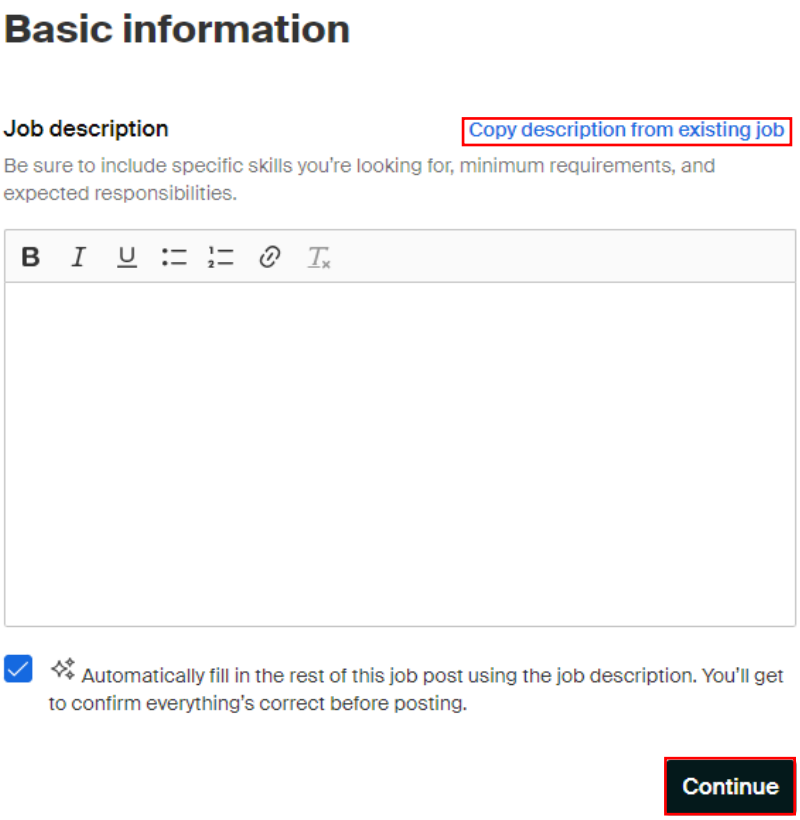
For questions on PeopleSoft, hiring a student, documents needed to hire… please reach out to your department's contact in Emory University's Human Resources.

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



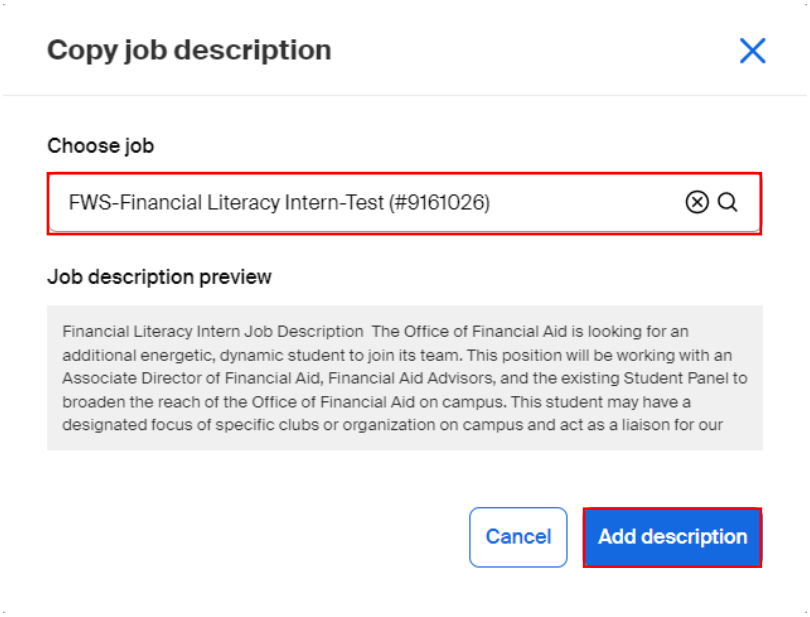
Job Description

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.



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.



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

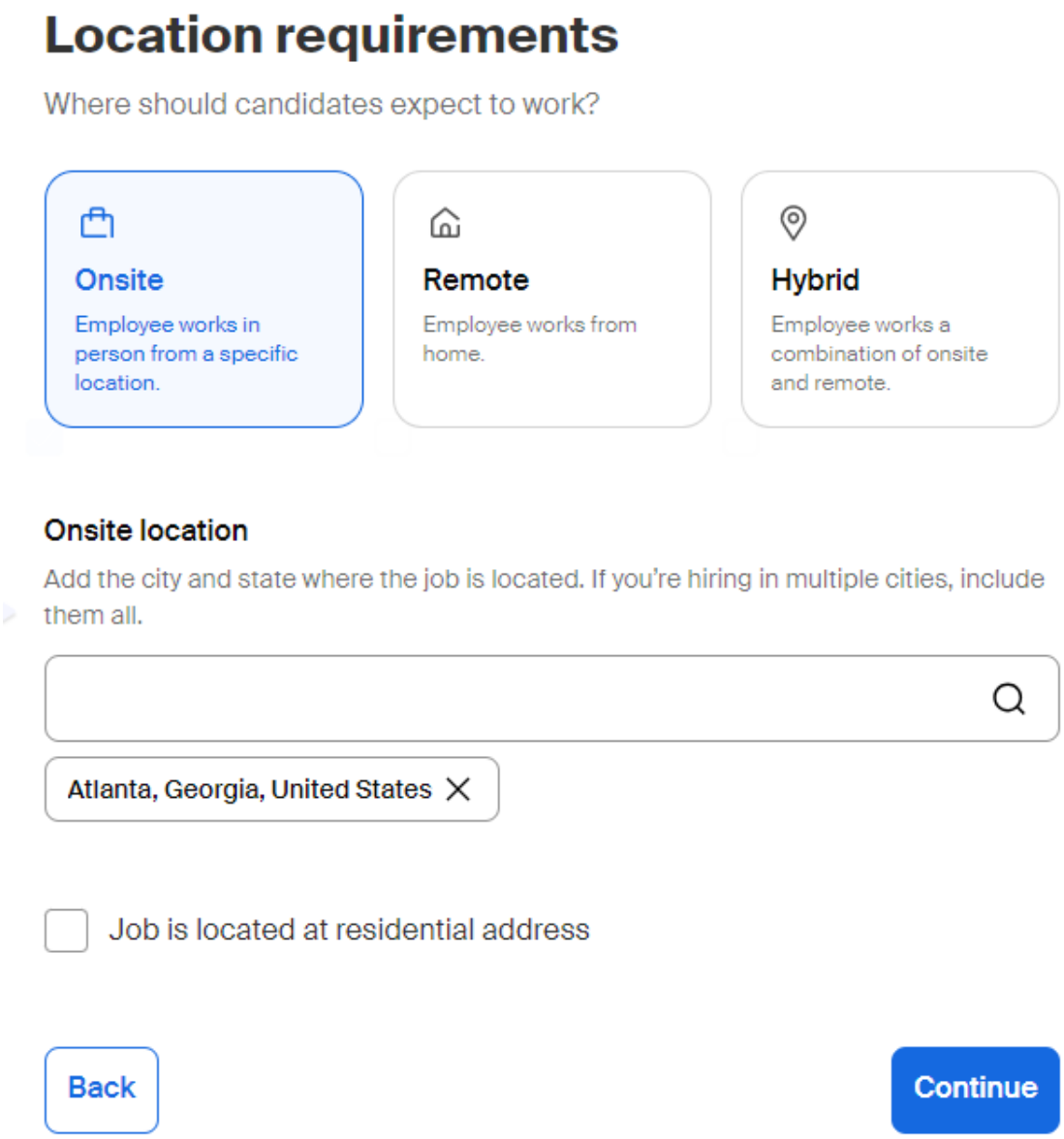


EMORY Federal Work Study Positions	EMORY On-campus positions (non-Federal Work Study)	EMORY Employee-Student Job Network (ESJN)	OXFORD Federal Work Study and Oxford Work-Ship Positions
REQUIRED: If yes, check the box**	REQUIRED: If not, leave the box unchecked	REQUIRED: If not, leave the box unchecked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



Onsite

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

Remote

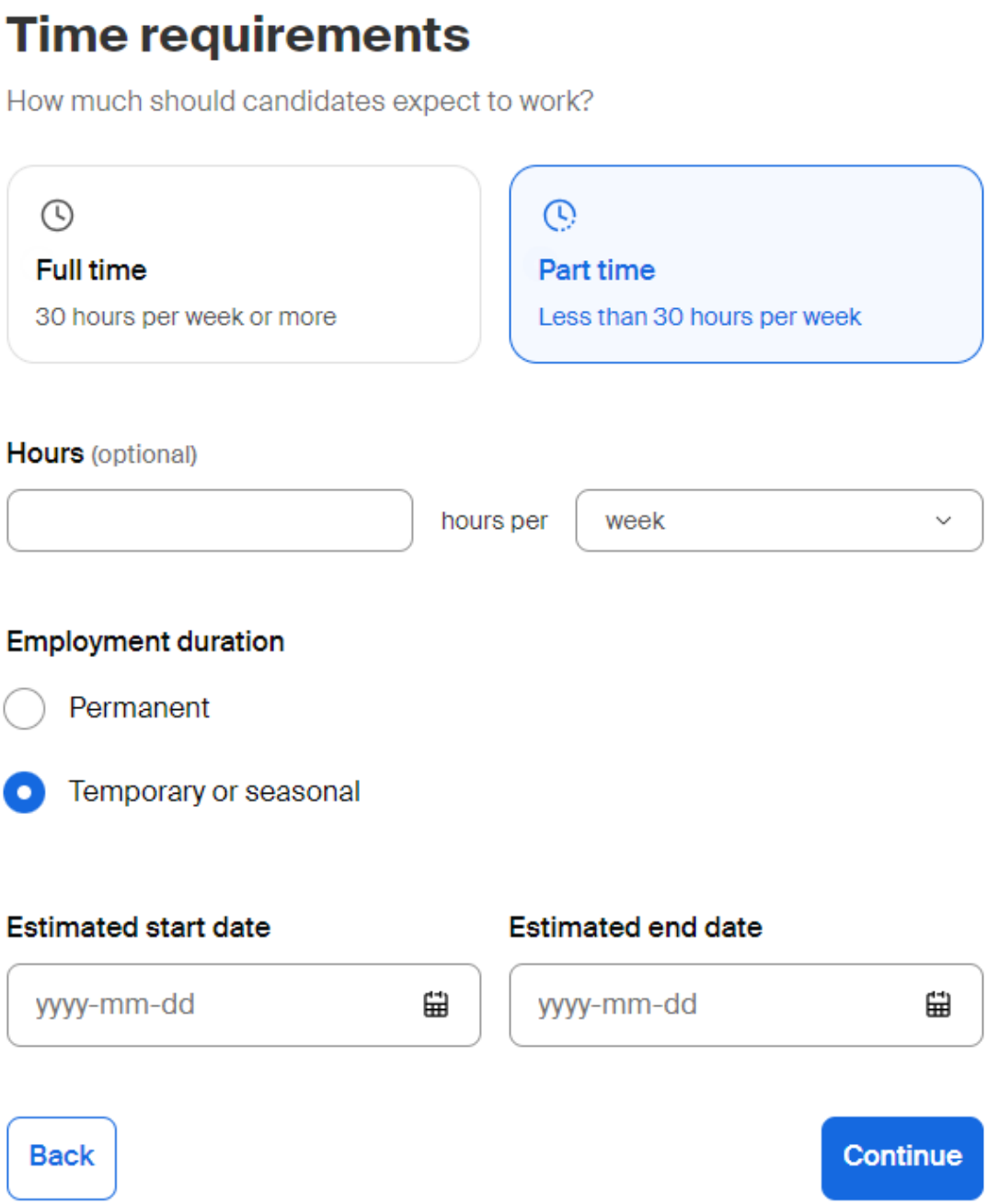
Working at Home

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

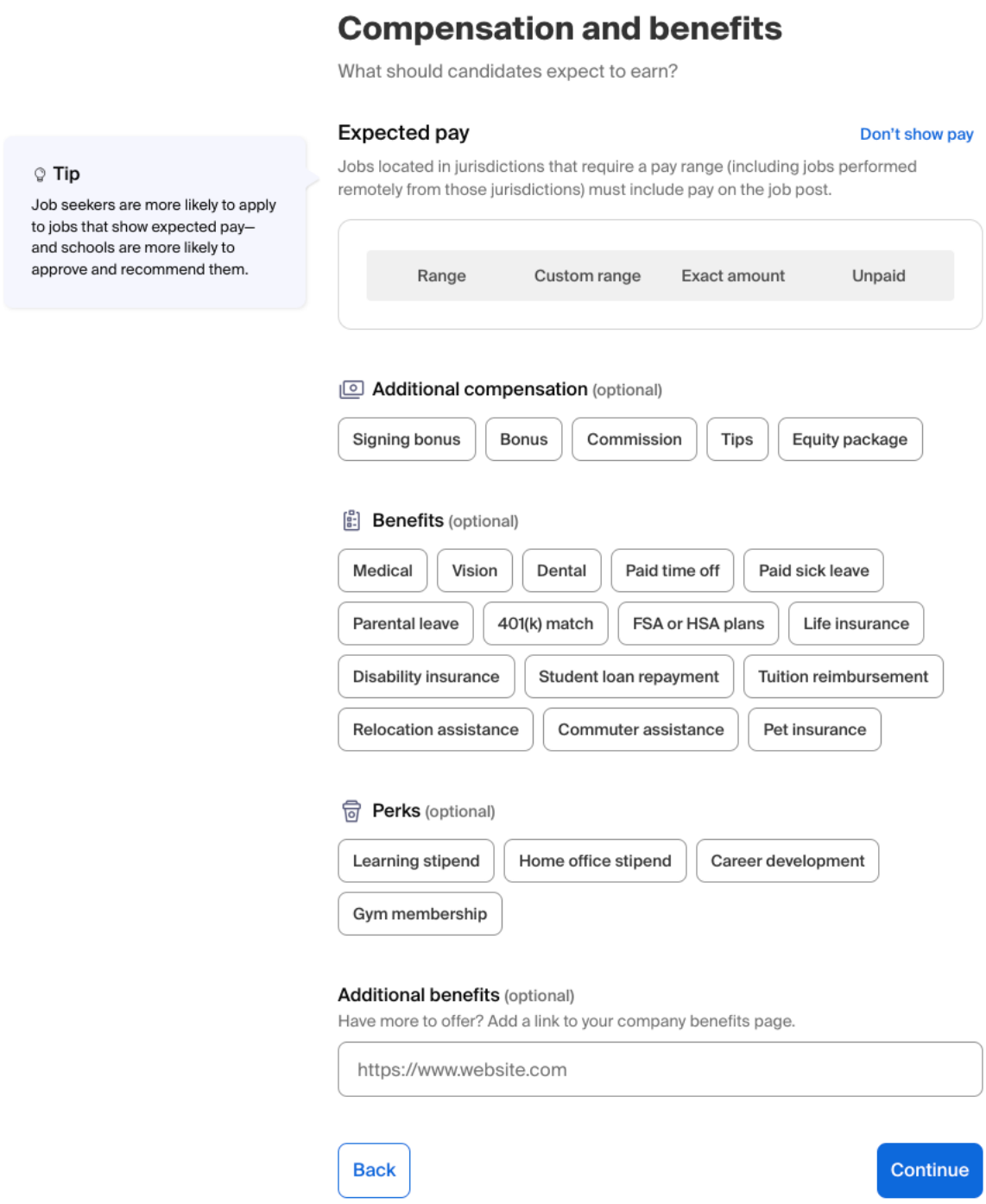


Everyone must select '**Part-Time**' for **Employment Type** and '**Temporary/Seasonal**' for **Employment Duration.**

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.

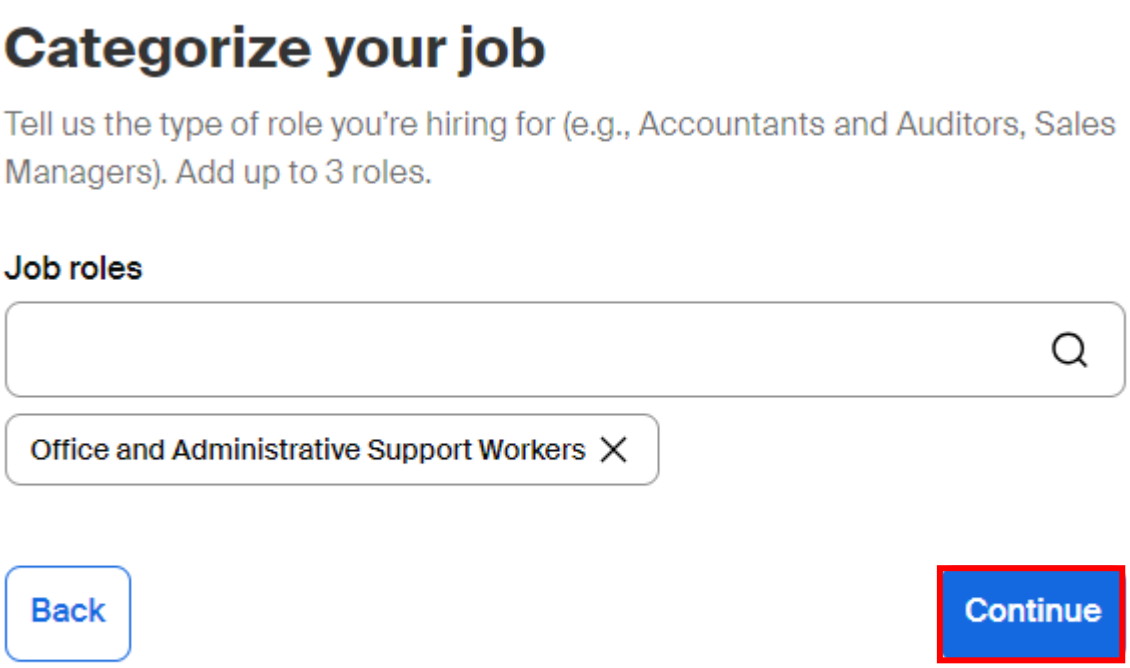
Compensation and Benefits



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: Custom Range FWS Salary range-$15.45-$18.00**			REQUIRED: Custom Range- FWS Salary range-$15.45-$18.00****

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

Categorize your job



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

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

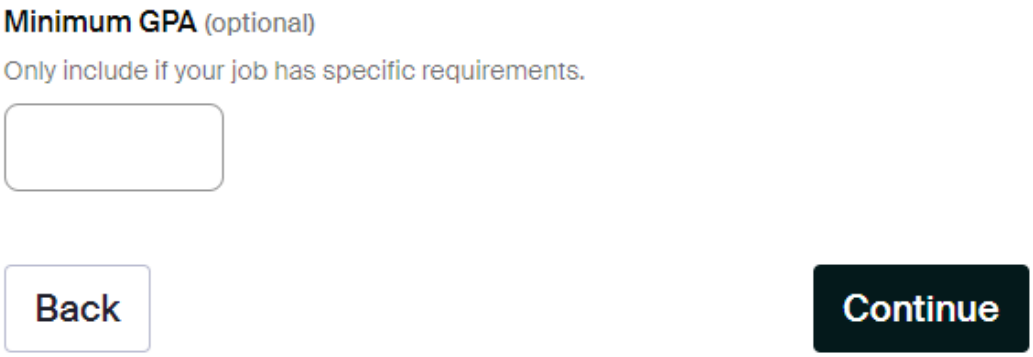
Latest graduation date (optional)

Month: --

Year: ---

Major groups (optional)

Major groups combine related majors from every school on Handshake. Choose majors by school.



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…)

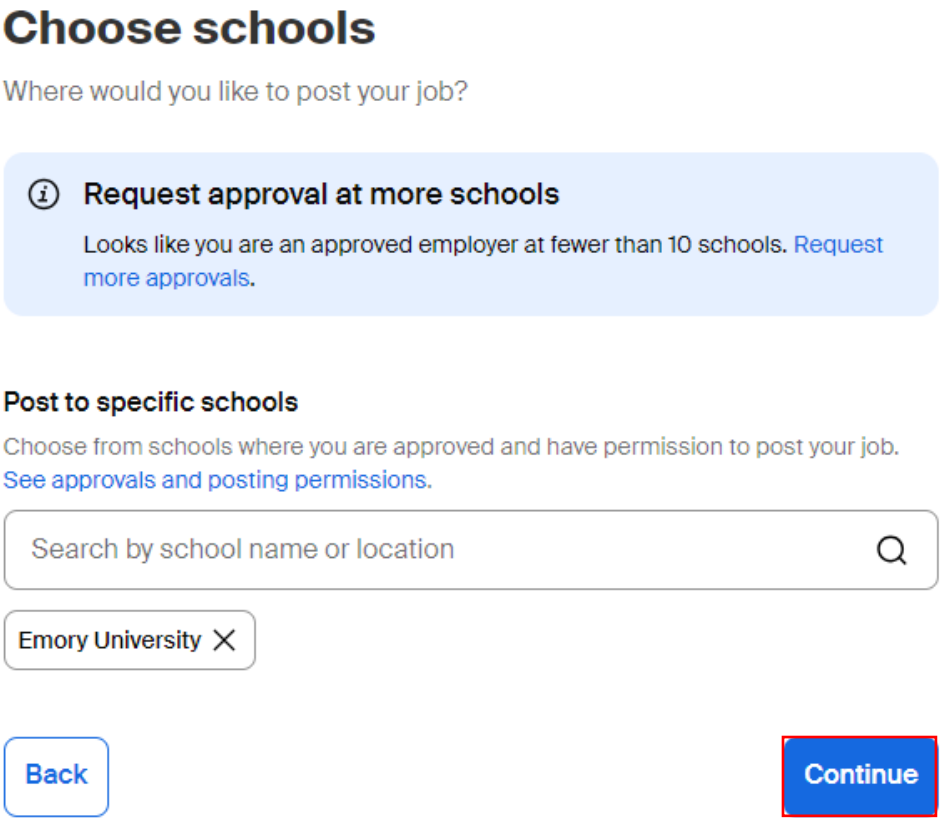
Add a "Minimum GPA" value if this is required for the role.

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.

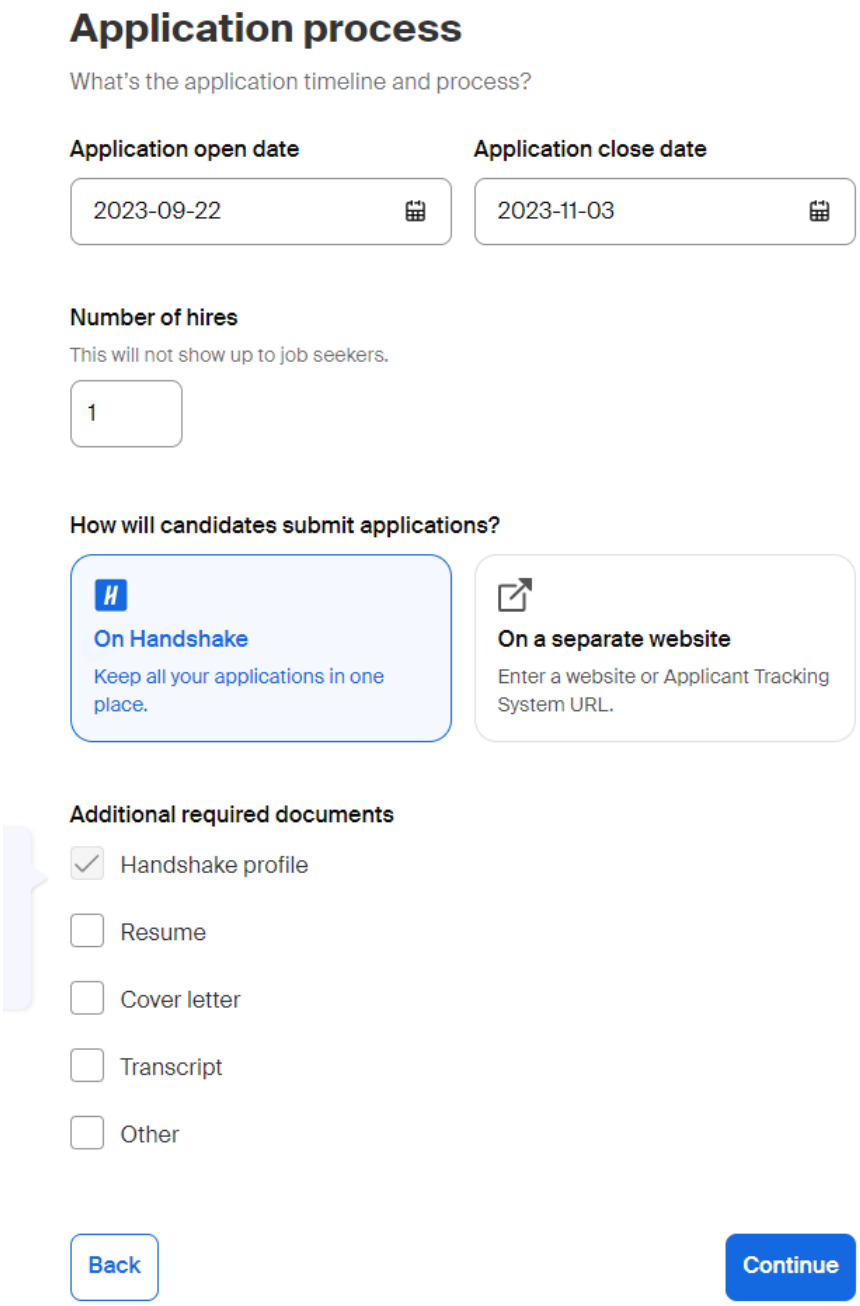
Click the black button Continue in the lower-right corner of the page to proceed.

Choose Schools



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 open date- the date you generate your job posting.

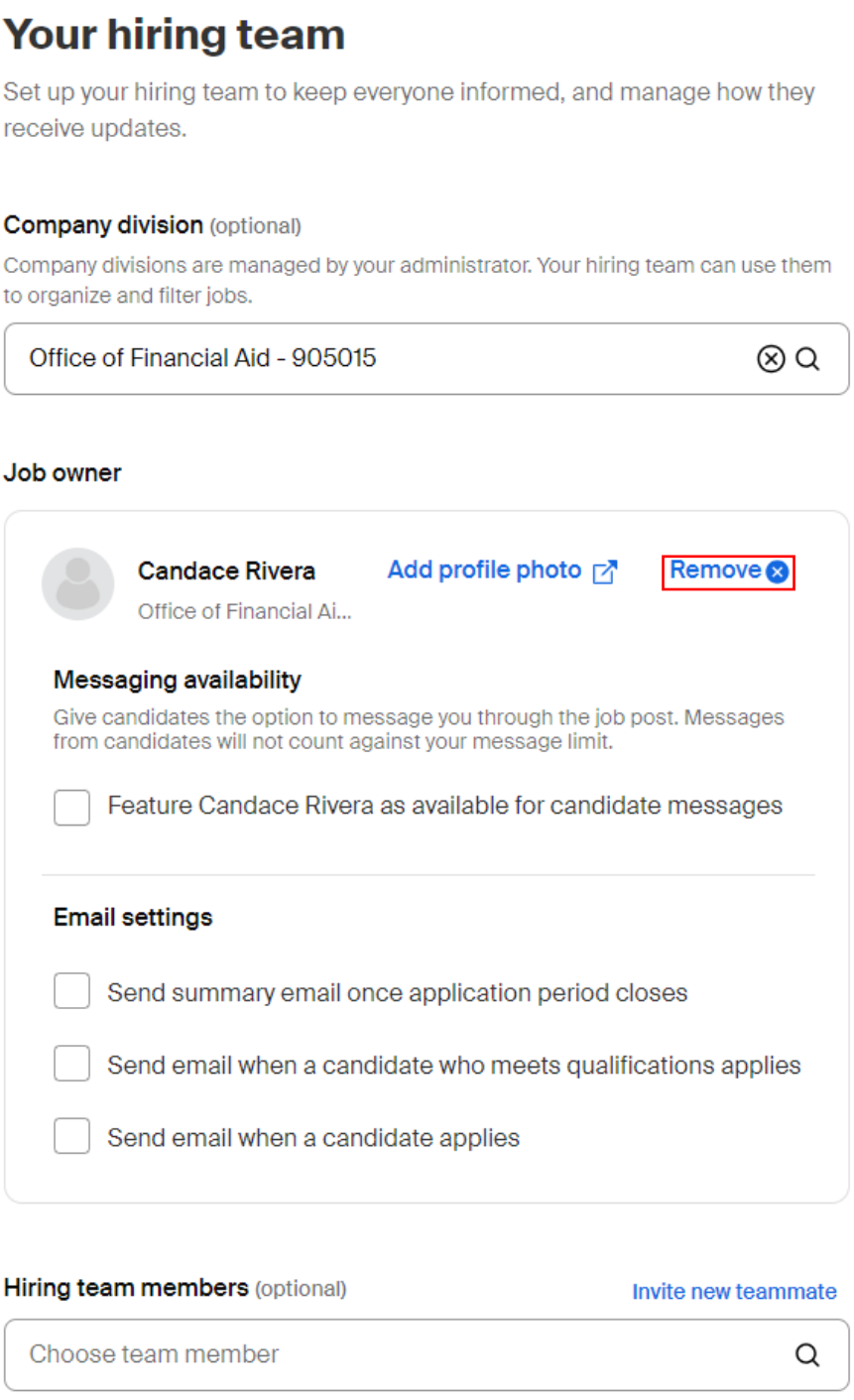
Application close date- Enter your job's expiration date. For new students, please set your expiration date for six weeks in advance. For Returning Students, please set expiration date for 72 hours in advance.

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



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.

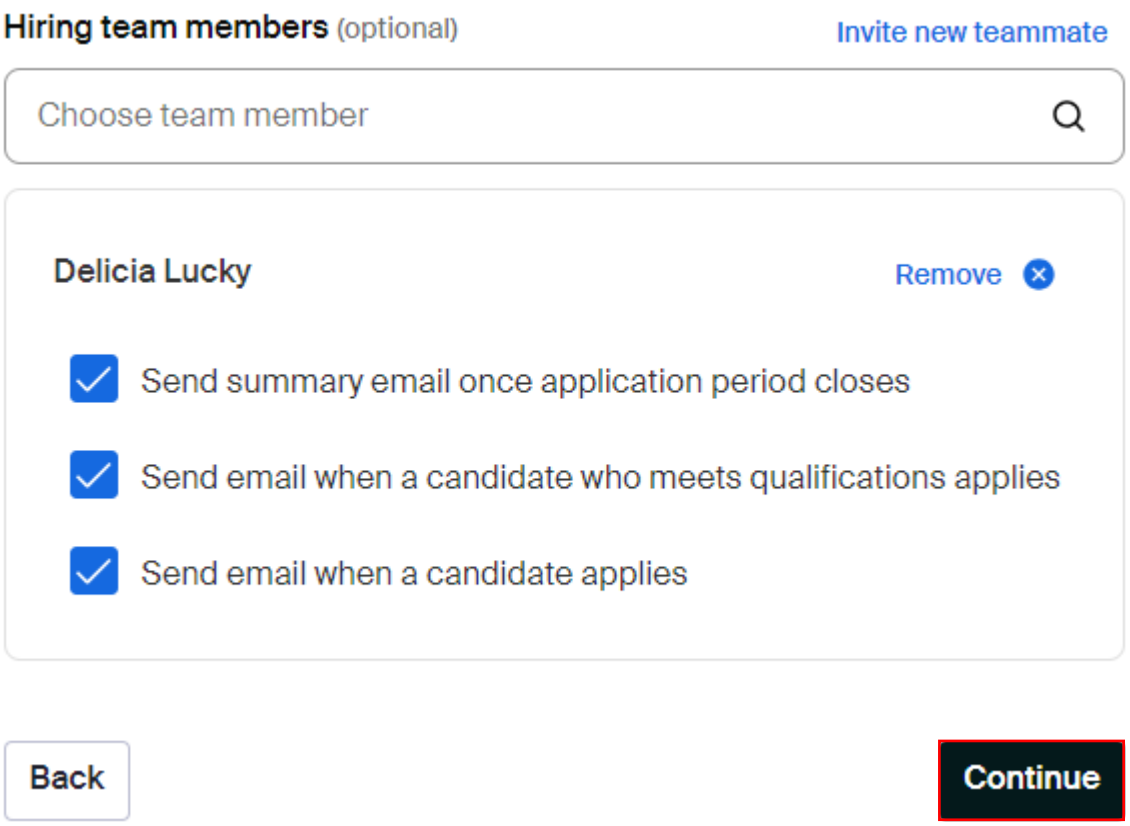
Contacts can select to receive applications by:

- **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.

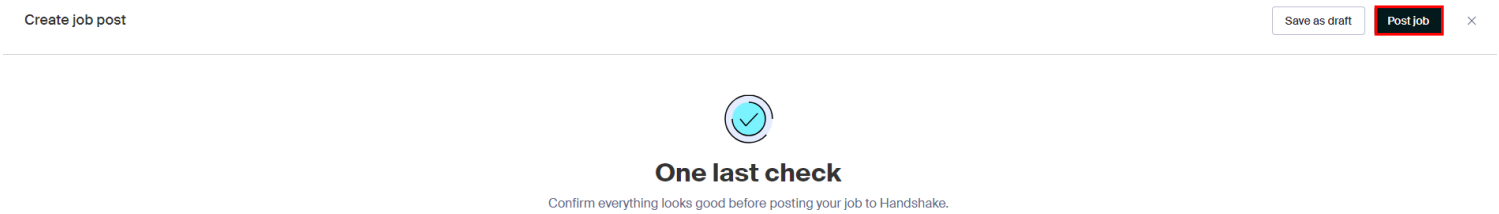
The final step is to review your job posting. Review the details and modify any sections as necessary.

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.



Review Job Post



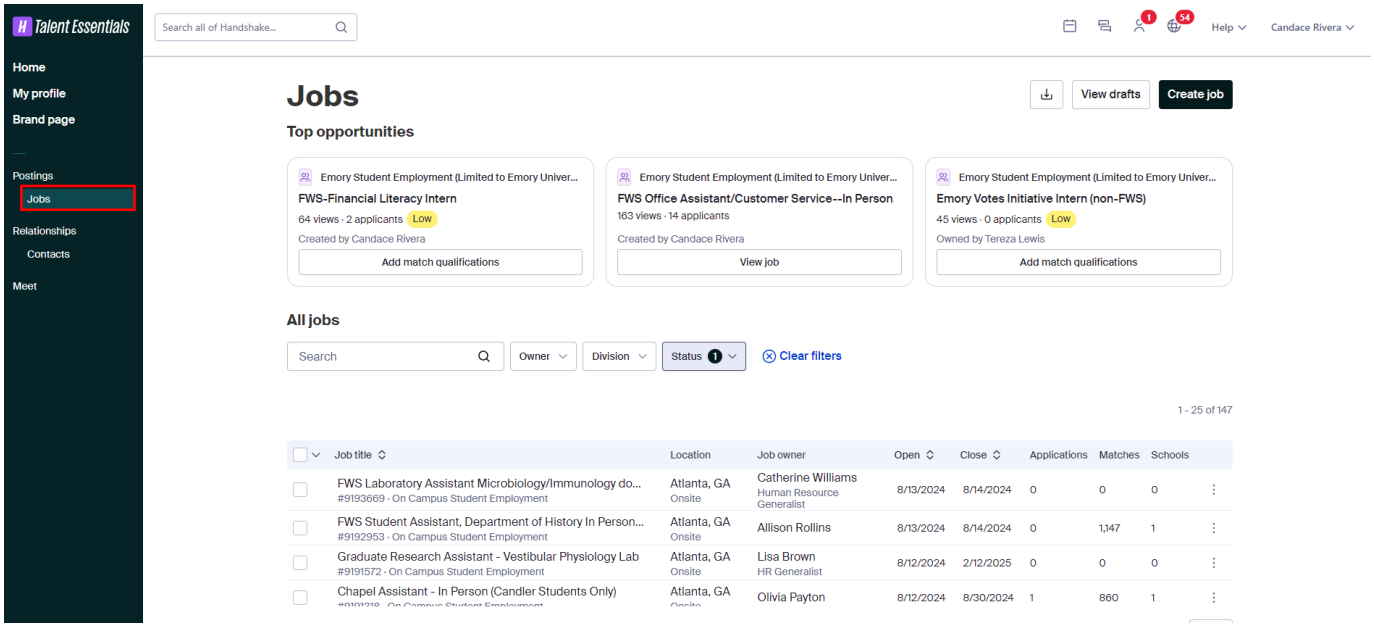
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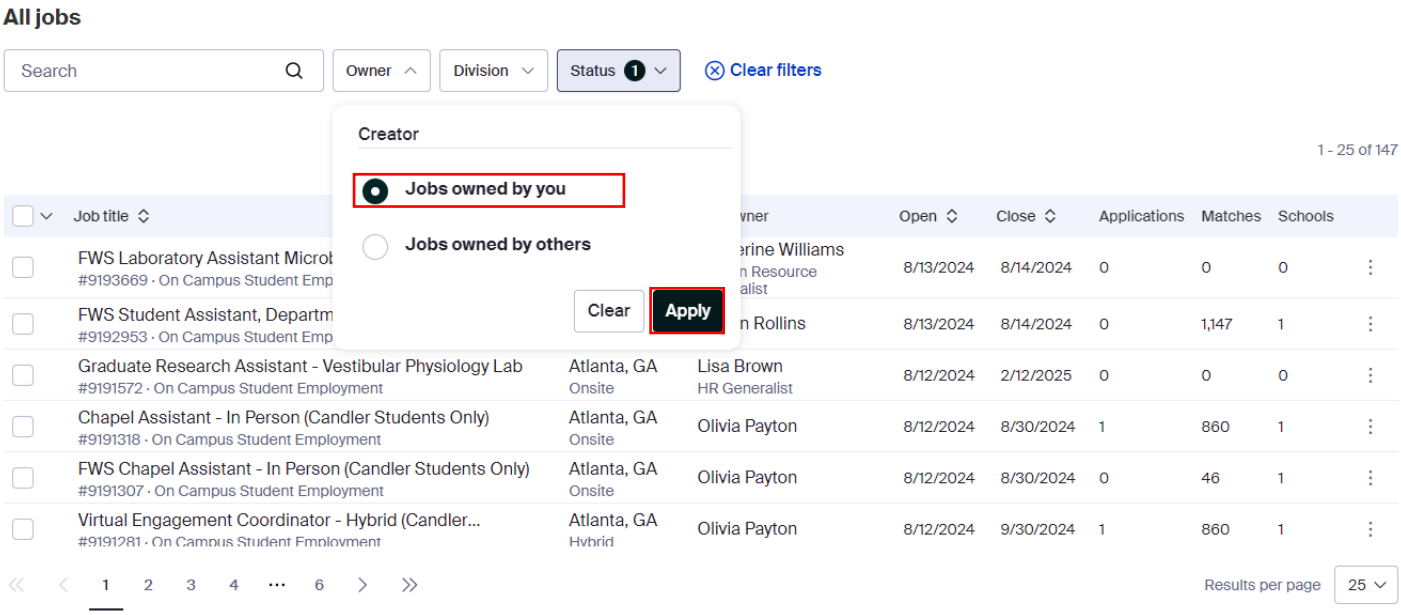
To post your job, click the black button **Post job** in the upper-right corner of the job form, or in the lower-bottom of the page.

VIEWING YOUR JOBS

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



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.



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

All jobs

Search | Owner | Division | Status 1 | Clear filters

Status

- Active
- Not posted
- Closed

Clear | Apply

1 - 25 of 147

Job title				Close	Applications	Matches	Schools
FWS Laboratory Assistant Microbiology/Immunology do... #9193669 · On Campus Student Employment			4	8/14/2024	0	0	0
FWS Student Assistant, Department of History In Person... #9192953 · On Campus Student Employment			4	8/14/2024	0	1,147	1
Graduate Research Assistant - Vestibular Physiology Lab #9191572 · On Campus Student Employment			4	2/12/2025	0	0	0
Chapel Assistant - In Person (Candler Students Only)	Atlanta, GA	Olivia Payton	8/12/2024	8/30/2024	1	860	1

1 2 3 4 ··· 6

Results per page 25

All jobs

Search | Owner 1 | Division | Status 1 | Clear filters

Status

- Active
- Not posted
- Closed

Clear | Apply

1 - 22 of 22

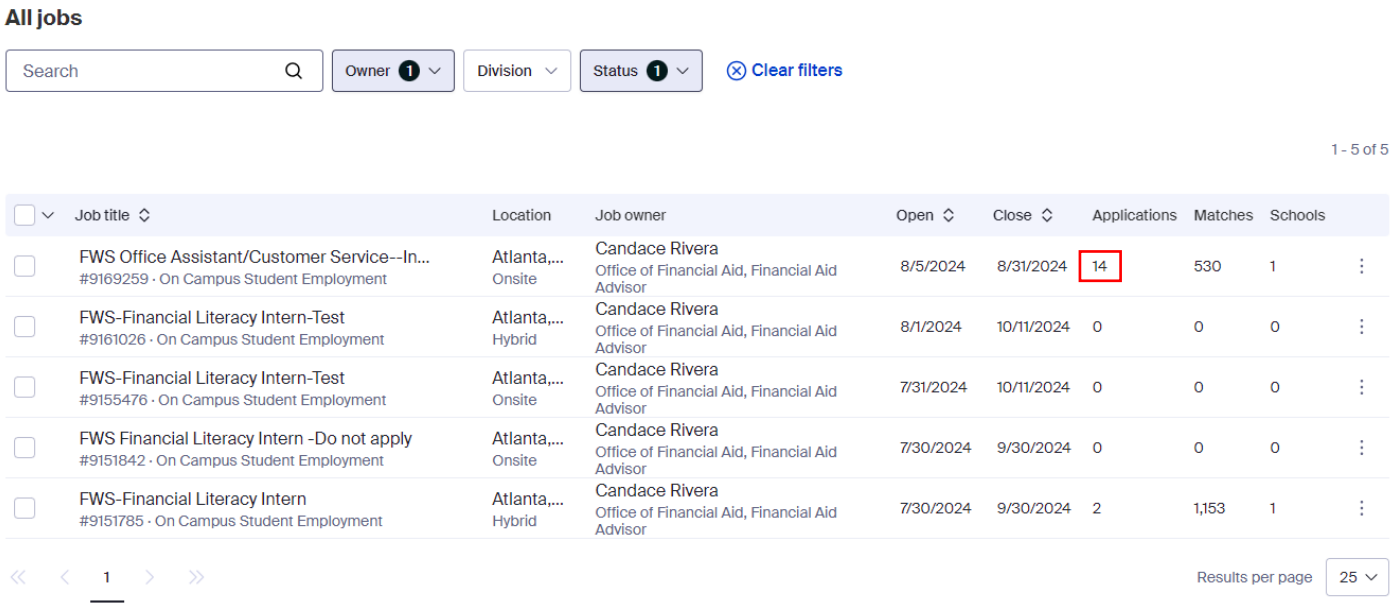
Job title			Close	Applications	Matches	Schools
FWS Financial Literacy Intern Spring 2021 Remote #8053327 · On Campus Student Employment			7/24/2024	0	0	0
FWS Emory Reads Tutors and Tutor/Drivers - Volunteer #8041097 · Volunteer			7/19/2024	0	0	0
FWS Emory Reads Tutors and Tutor Drivers --In... #8013033 · On Campus Student Employment			7/10/2024	0	0	0
		Financial Aid Advisor Candace Rivera				

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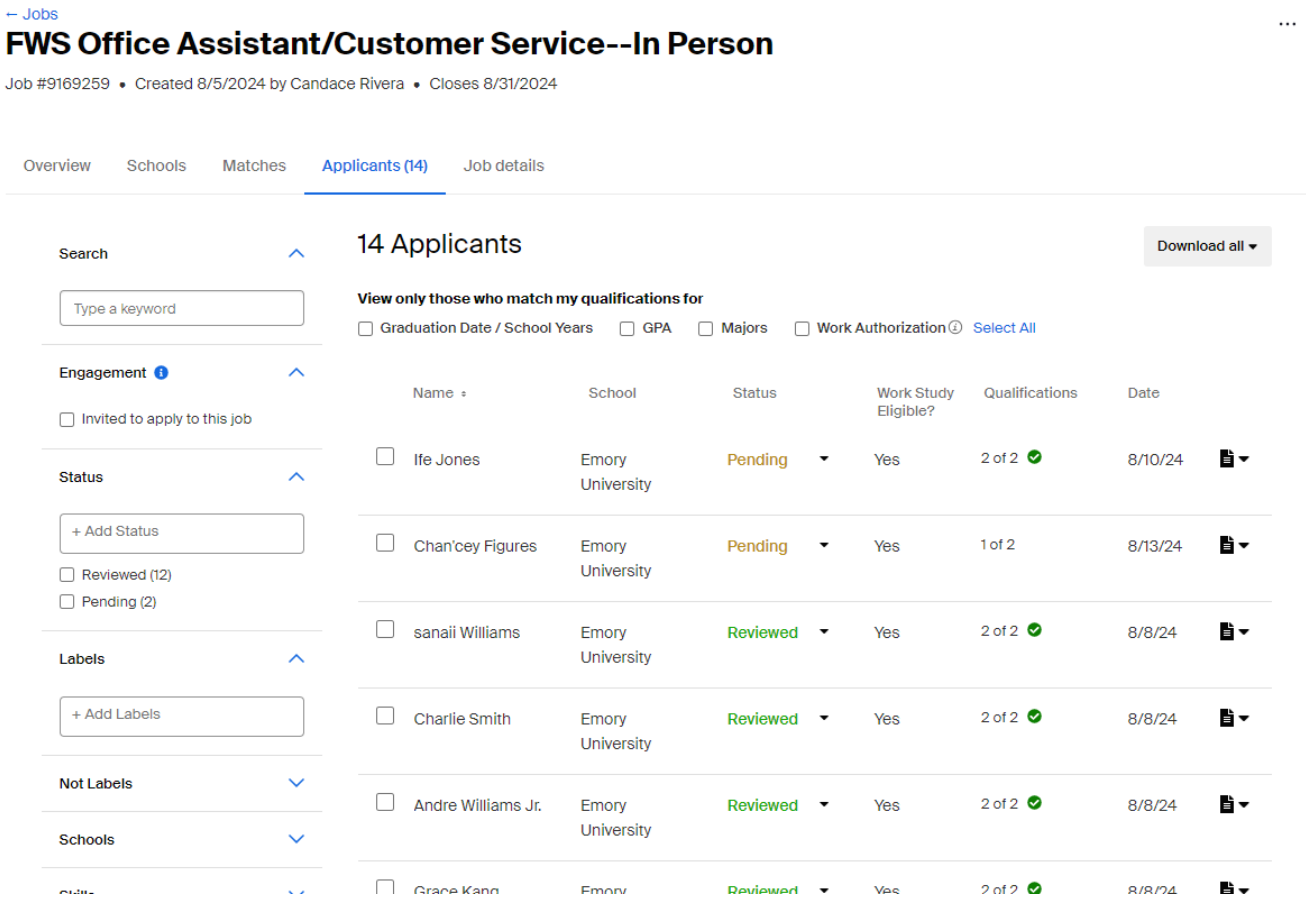
Results per page 25

VIEWING YOUR APPLICANTS

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



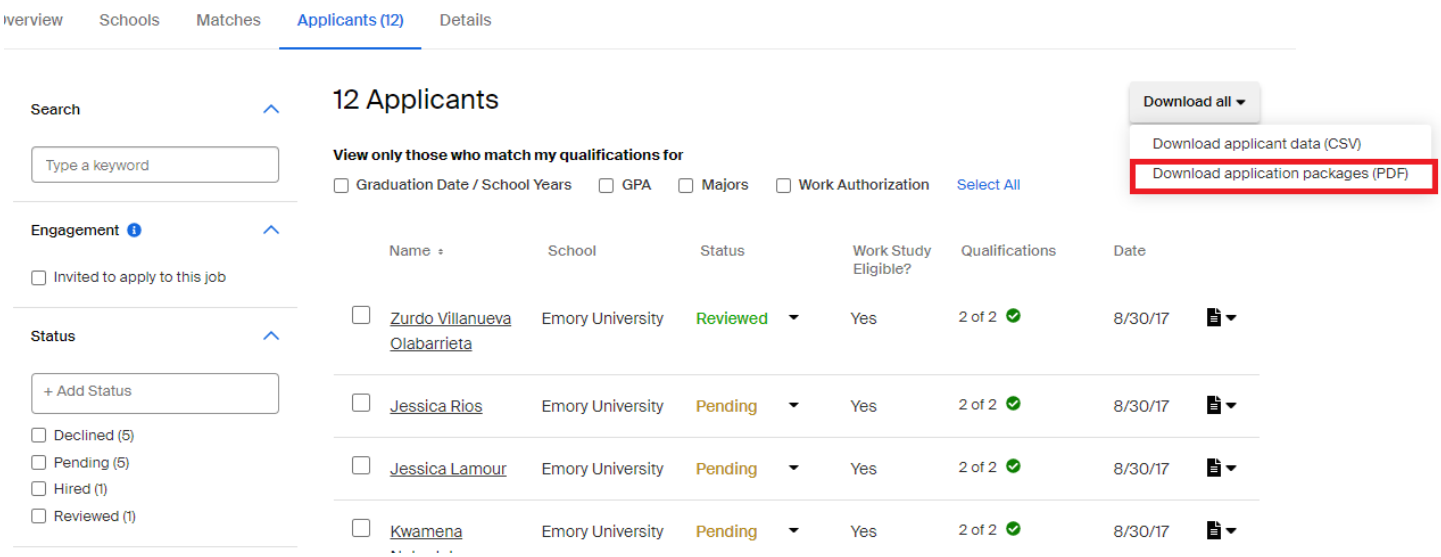
If you have specified applicant Preferences in your job posting (e.g., class year, gpa) you can view why an applicant may not meet your requirements by clicking the blue I before the green preferences bar. The green bar will display the number of preferences each student matches for your job.



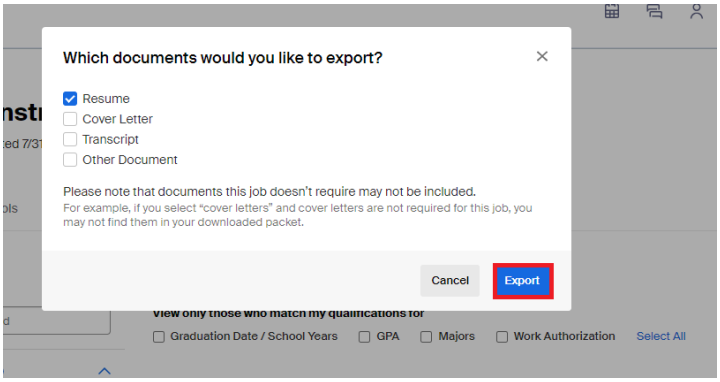
DOWNLOADING APPLICANTS

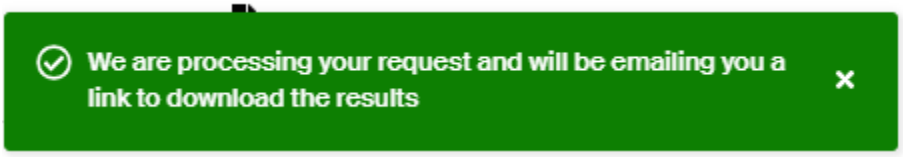
Make sure you are on your All Applicants tab and click the blue button Download Packages to export a full bundle of all the application documents.

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.

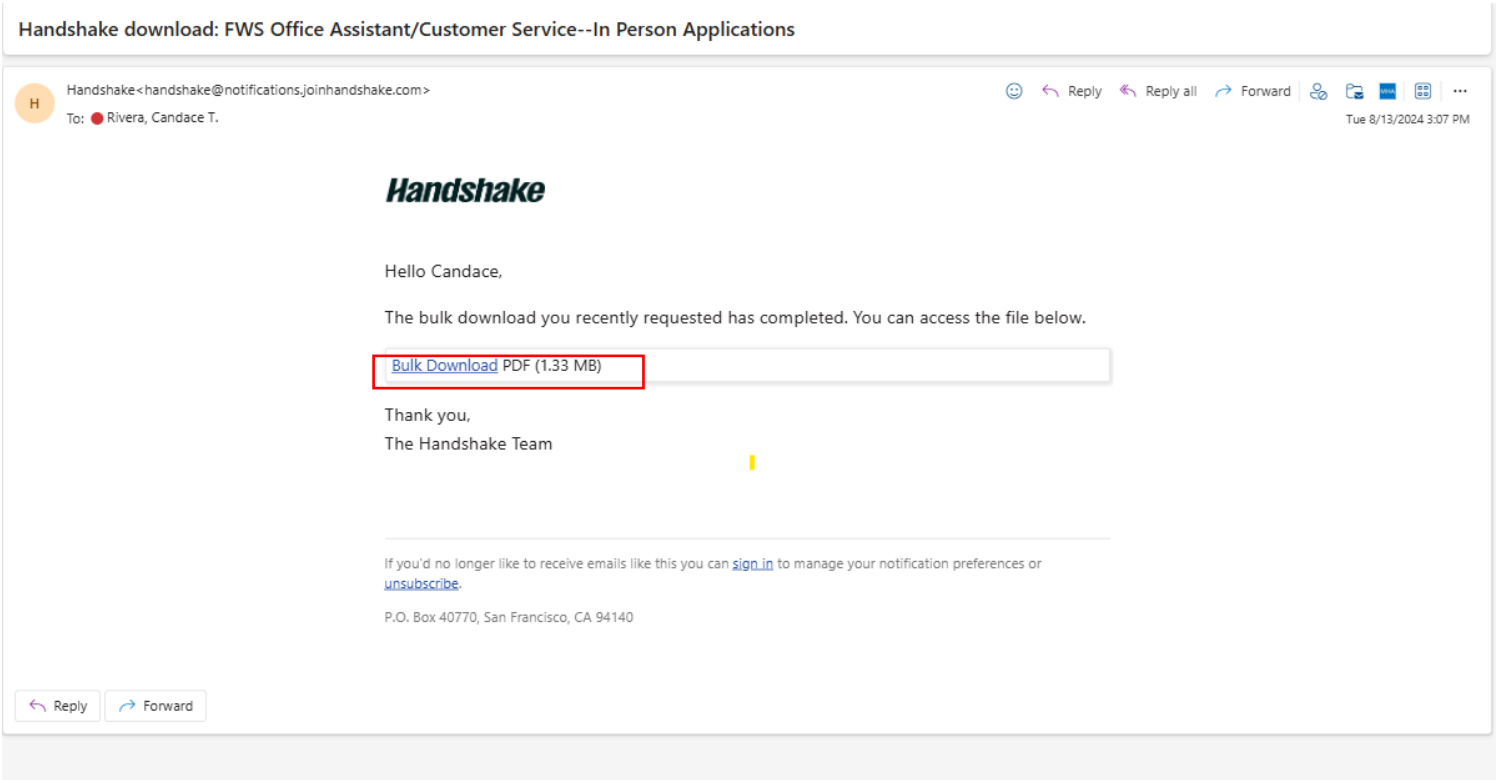


Select the application documents (resume, transcript) to include in your application download and click Export.

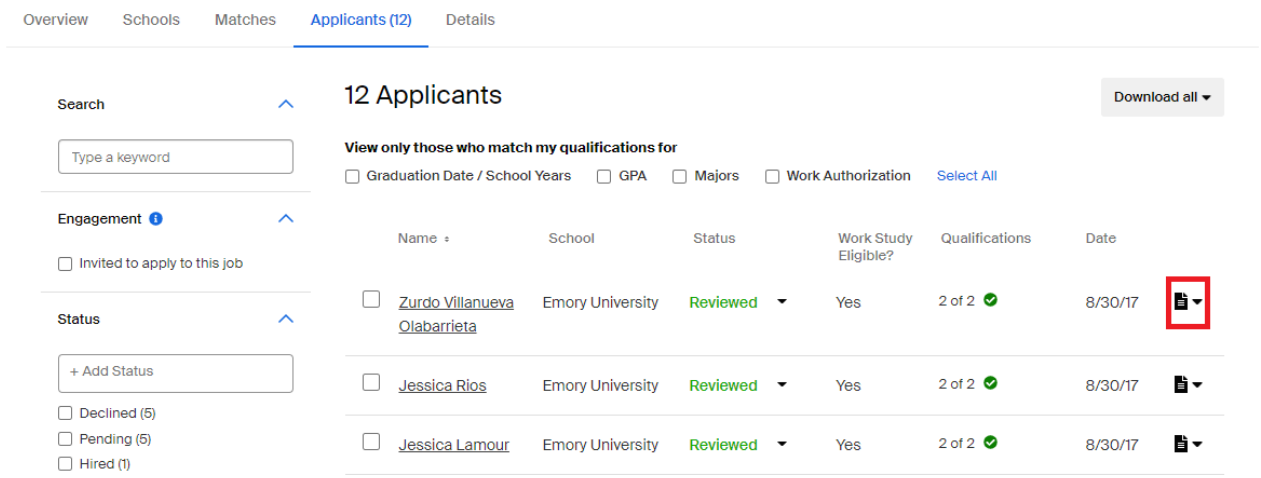


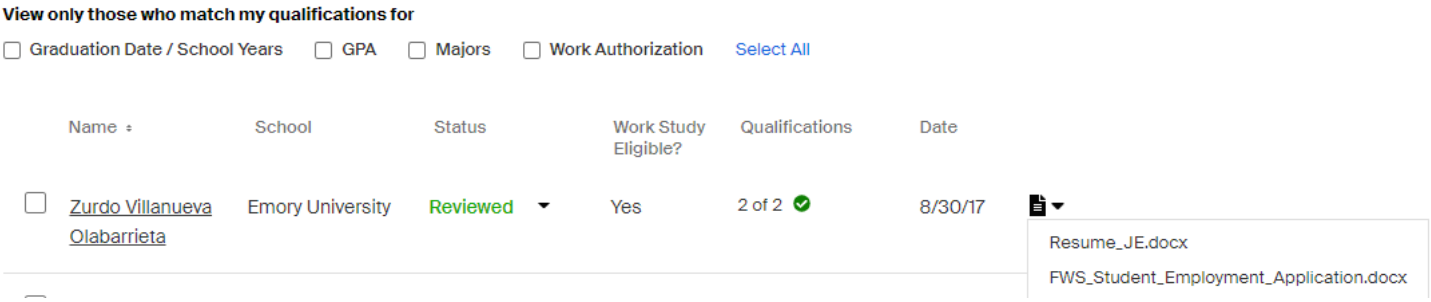


Selecting export, your download will be sent to your email address on file. Select the bulk download link. A PDF will be downloaded to your computer.

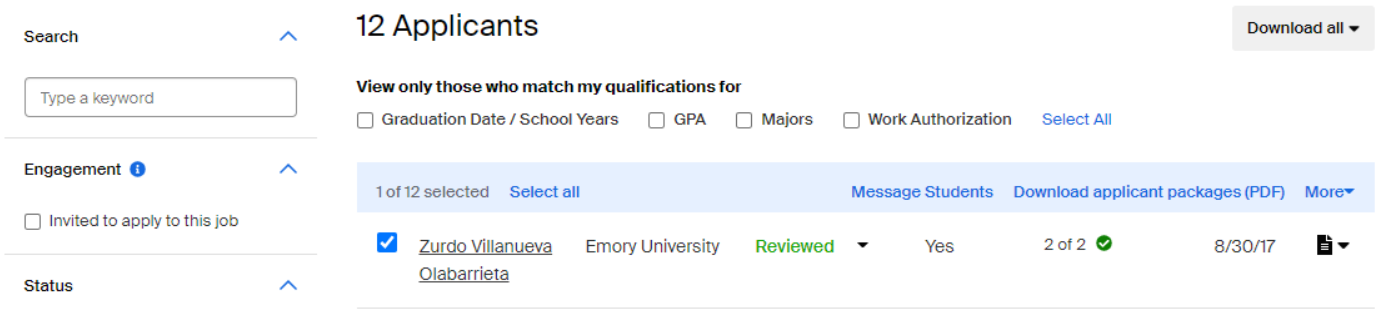


To view and download applicants individually, click on the student's documents to download for review.





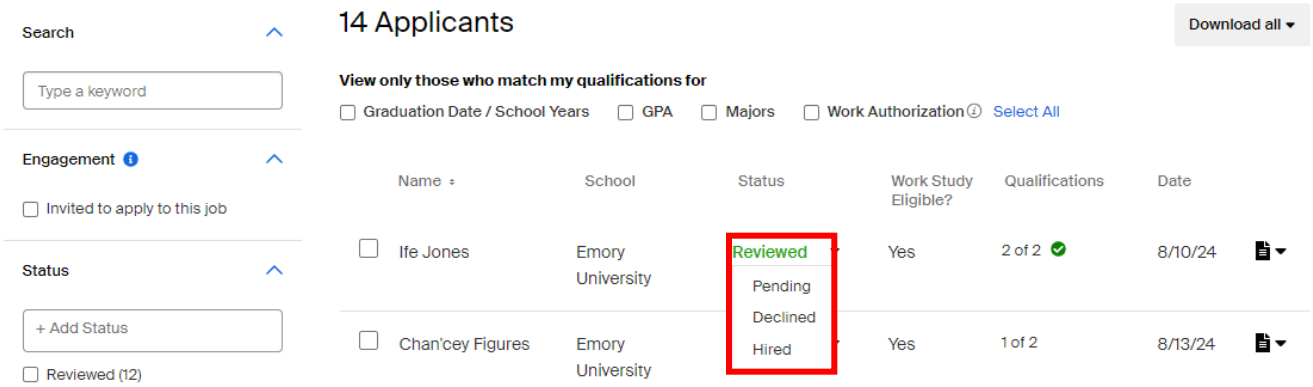
You can select the applicant's document that you would like to download. If you would like to download all the applicants' documents, you can select the checkbox by the applicant's name. The download applicant packages PDF will appear. Select Download applicant packages. Your download will be sent to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



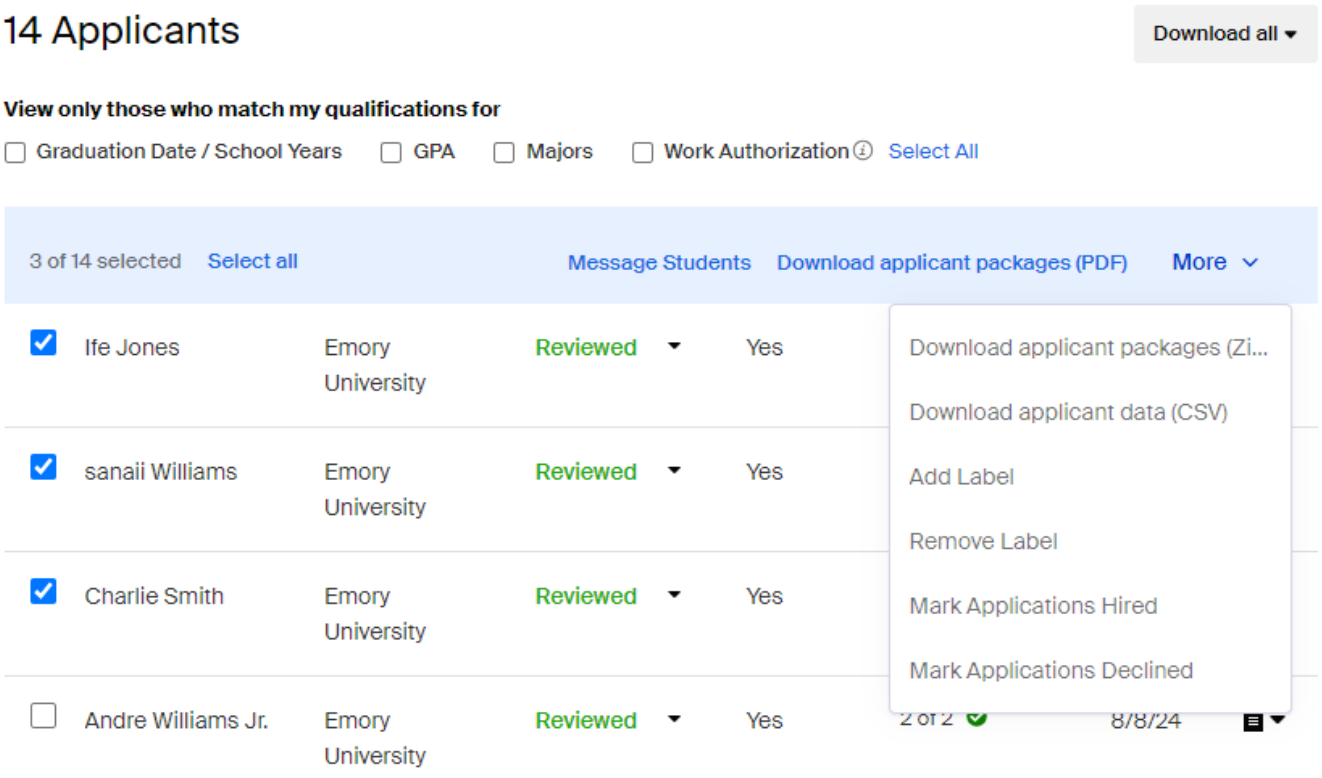
You can change the applicant's status in *two separate steps*:

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.

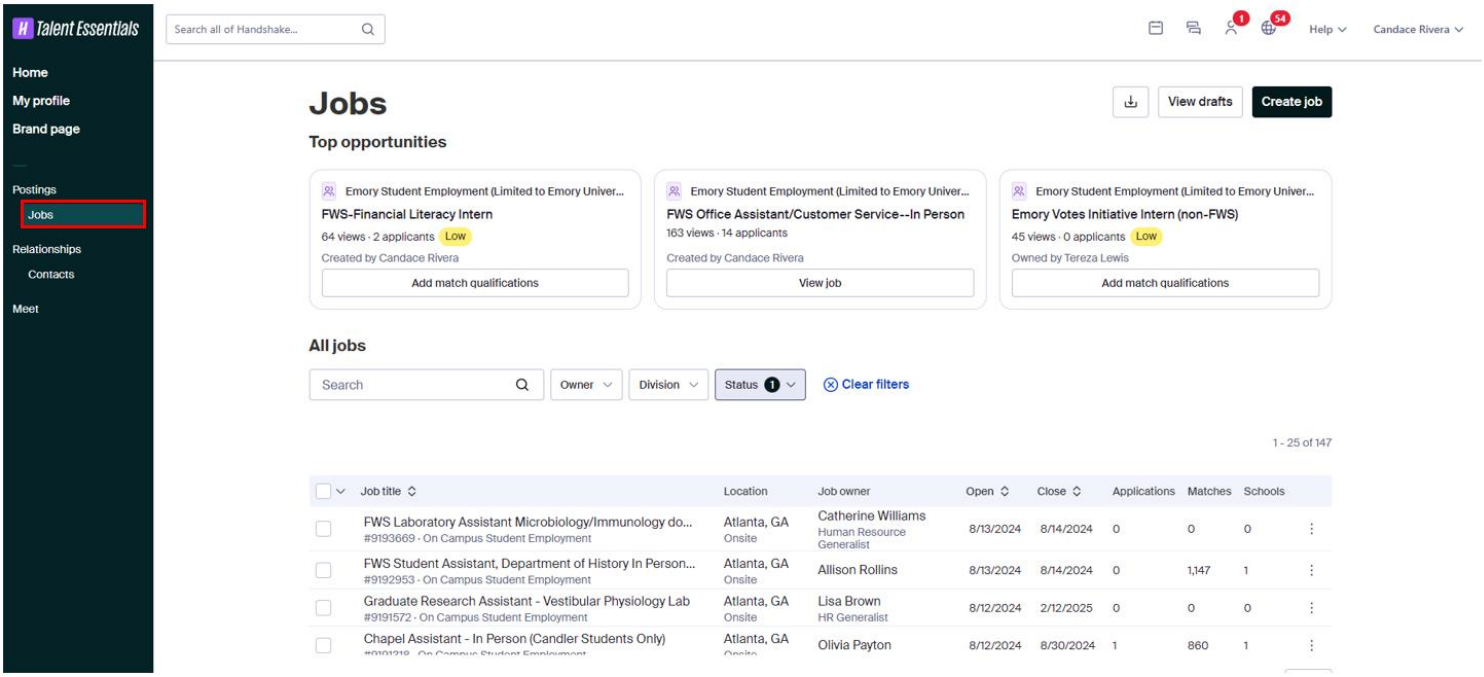


TWO: Click the boxes in front of multiple students' names and select the blue drop down button in the top right of the page to enter Bulk Actions on All Results and select to either "*Mark Applications as Declined*" or "*Mark Applications as Hired*".

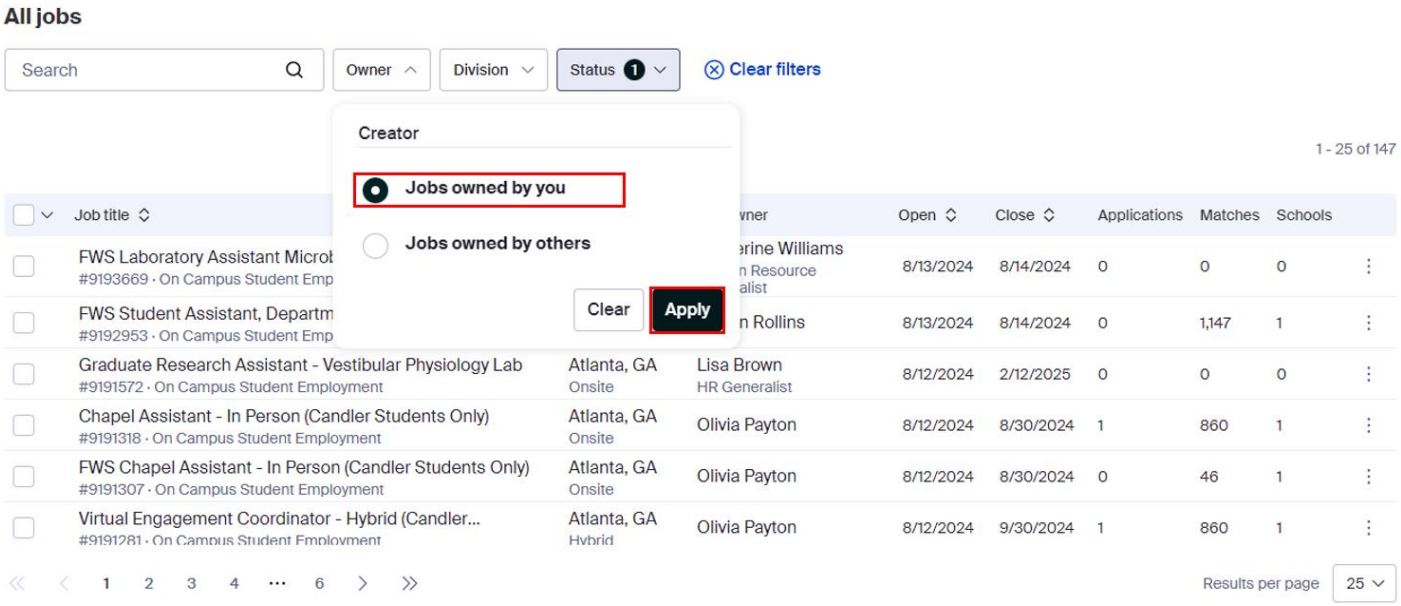


RENEWING CLOSED JOB POSTINGS

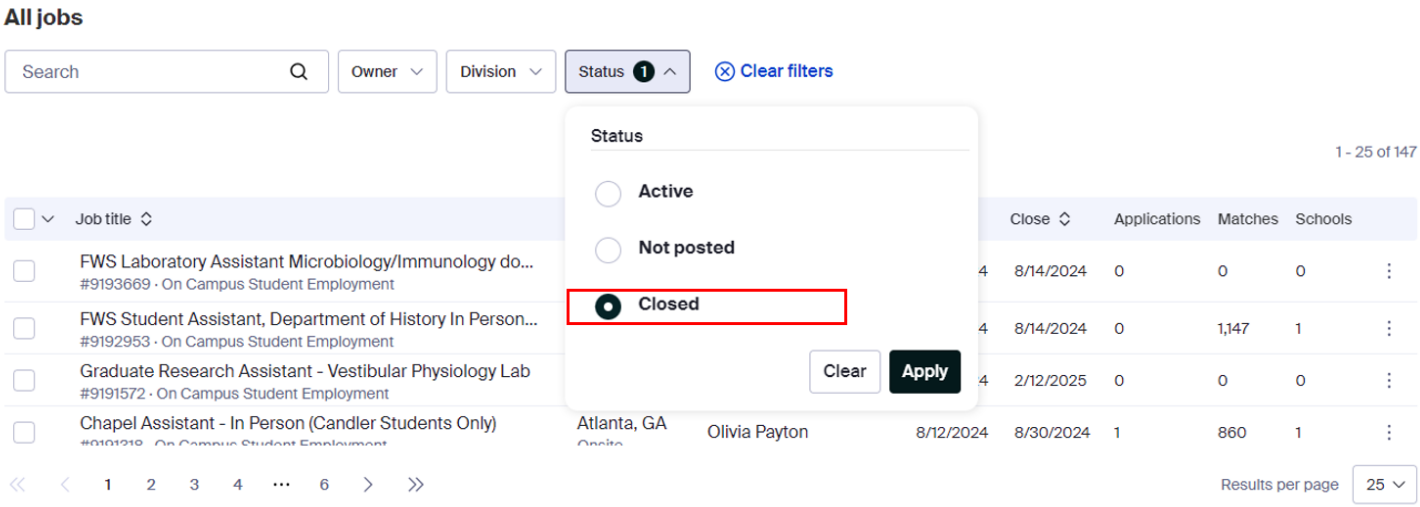
From your home page, click on the link for “Jobs” under the Postings section in the black column.

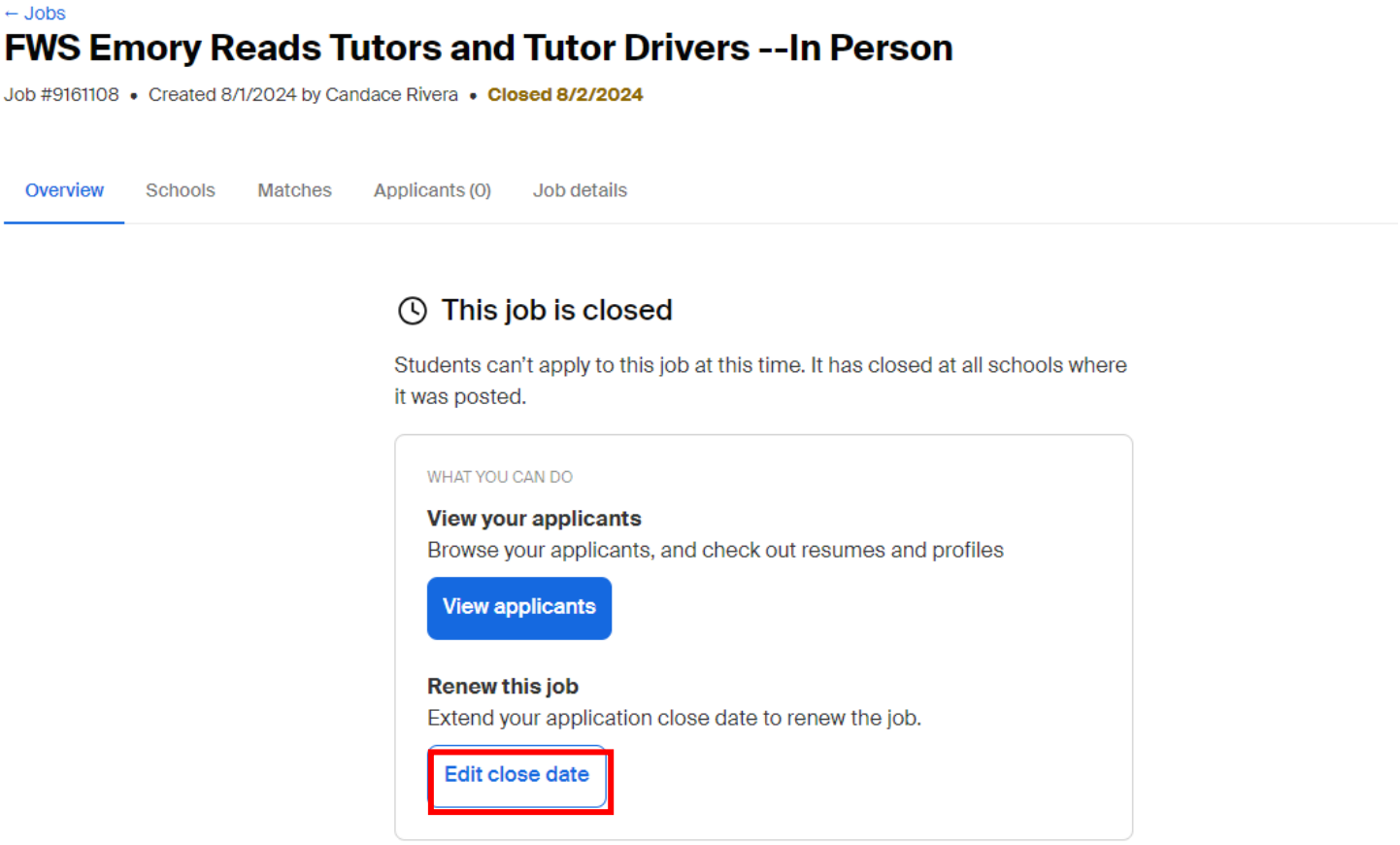


You are viewing a full list of all the positions currently running on the Emory University account. To view your position(s), click on the “Owner” at the top of the screen and select “Jobs owned by you” from the drop-down menu. This will populate only your ACTIVE postings. If you wish to view “Closed”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

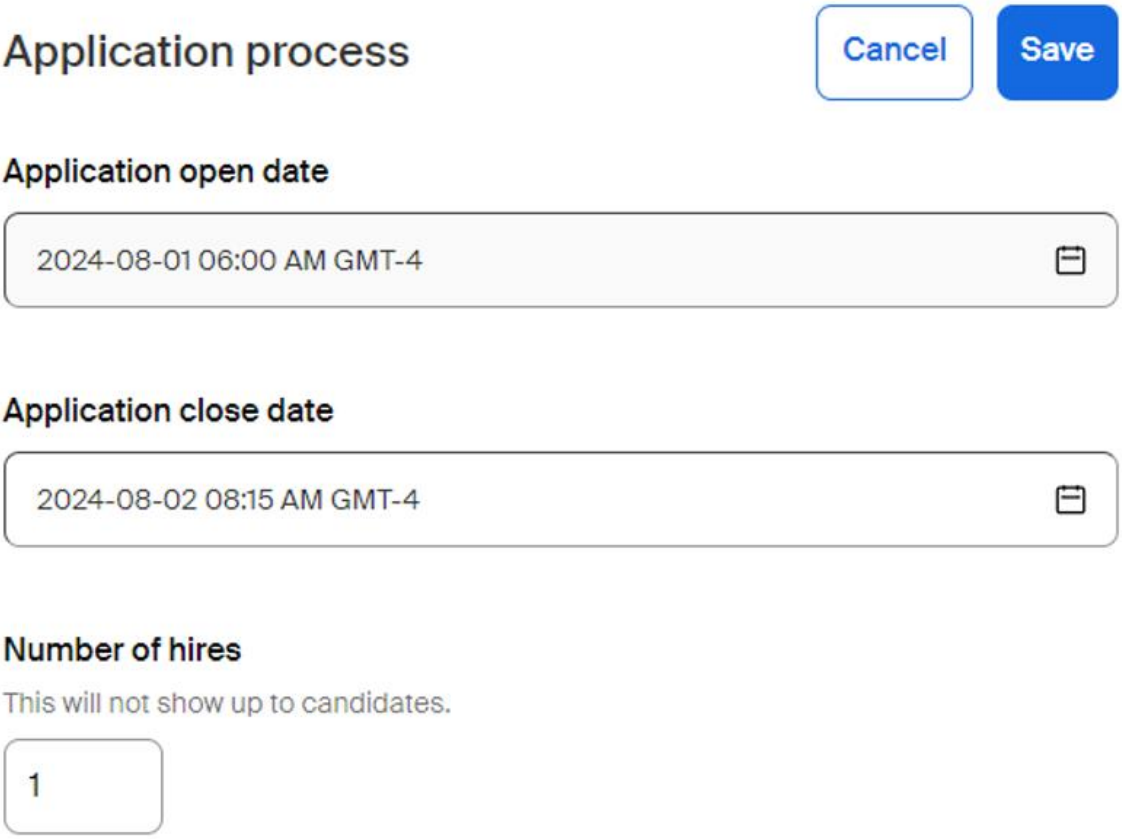


Filter by the Closed status and open the job you would like to renew, and Select renew job.





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



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)

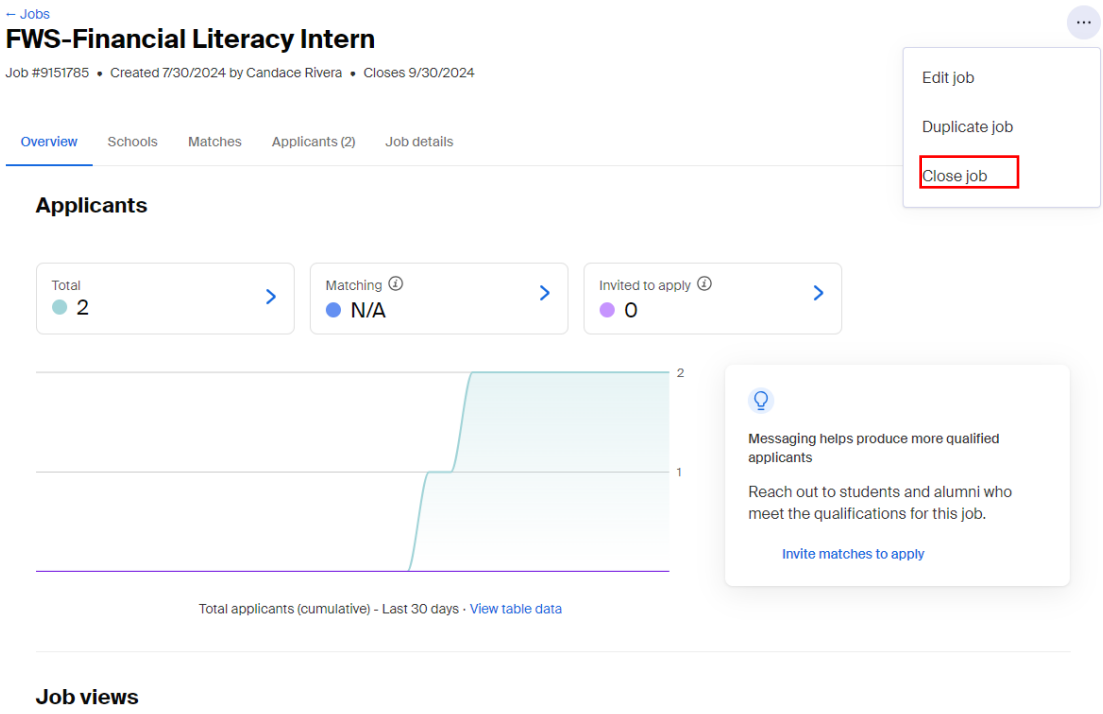
DUPLICATING A CLOSED JOB POSTING

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.



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

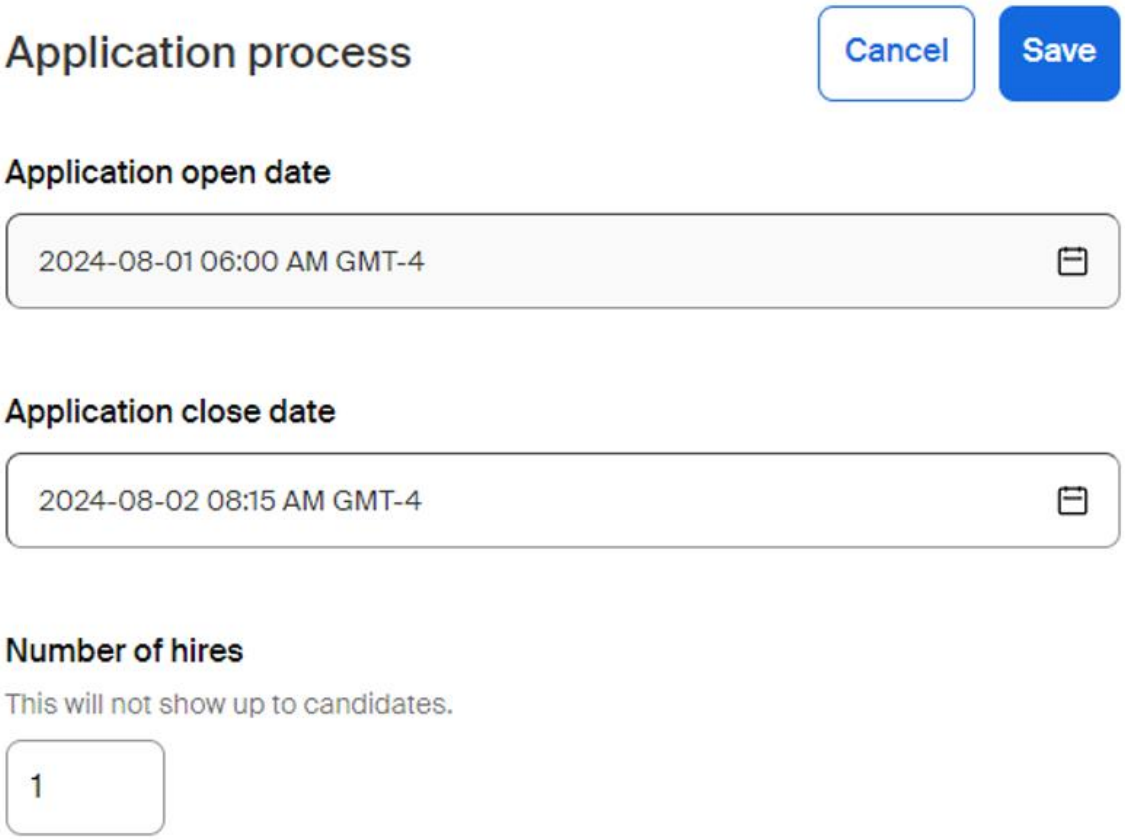
EMORY Federal Work Study Positions | EMORY On-campus positions (non-Federal Work Study) | EMORY Employee-Student Job Network (ESJN) | OXFORD Federal Work Study and Oxford Work-Ship Positions

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.



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 28, 2026 from 11:00am-3:00pm in the Emory Student Center**. RSVP by **August 21, 2026**: 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.