Handshake Supervisor Training
Agenda

• Creating a Handshake Account
• Posting A Job in Handshake
• Accessing you Applicants
• Sandbox With Us in Handshake
Create a Handshake Account pt. 1

How To:

- To create your account, go to: app.joinhandshake.com/employer_registrations/new
- Make sure you use your UTA email
- Fill in your name, phone number, job title, the type of students you want to hire, and where you graduated from.
- Handshake will ask if you are a third party recruiter - Answer No.
- Confirm your email. You will receive an email from Handshake to confirm your account. This can take 10 minutes. Make sure you check your spam!
Once your account is confirmed, request access to your department.

- Every department is listed as “University of Texas at Arlington ‘Department Name’”
- The Career Development Center has made a landing page for each department on campus
- *NOTE* If your department has previously used Handshake before, your department owner will have to approve your request. Owners are typically admins or someone who typically posts jobs for your department.
Post a Job in Handshake pt. 1

How To:

- To log in to your account, go to: app.joinhandshake.com
  - For an employer account, you CANNOT use single sign on
- Start by **clicking Post a Job** from your home dashboard, or **clicking on Jobs** in the left hand navigation bar and **clicking Create Job** in the top right hand corner.
- You will now be asked to complete 4 tabs in the posting. These include the job **Basics**, **Details**, **Preferences**, and **Schools** you'd like to post the position to
Post a Job in Handshake pt. 2

Basics:

- **Job Title –**
  - All job titles should include the following naming:
    - UTA Student Assistant – Working Title
    - Example: UTA Student Assistant – Marketing Intern
    - UTA Work-Study Student Assistant – Working Title
    - Example: UTA Work-Study Student Assistant – Front Desk
  - ATS / job code - It’s useful as a reference number, but does not actually provide any additional functionality.

- **Company Division**
  - Leave blank

- **Where should students submit their application?**
  - Select apply in Handshake unless you are using a different system to collect resumes.

- **Job Type**
  - Select “On Campus Student Employment”

- **Employment Type**
  - Select “Part Time”

- **Duration**
  - Select “Temporary/Seasonal”

- **Is this a work study job?**
  - Yes – only students eligible for work-study will be able to see the position
  - No – all students will be able to see the position
Post a Job in Handshake pt. 3

Details:

- **Description**
  - Your job description must include job duties, responsibilities, and necessary qualifications.

- **Job Role**
  - Choose an area that is relevant for your job

- **How many students do you expect to hire for this position?**
  - Enter the number of students

- **Approximate Salary**
  - All positions must be paid

- **Job Location**
  - Arlington, Texas

- **Required Documents**
  - Select “Resume”
  - Recommended to select “Other Documents” – class schedule, work-study eligibility form, portfolio for graphic designers, etc.
Post a Job in Handshake pt. 4

Preferences:

- Helpful hint: if you get too specific with ranges, you limit your applicant pool!
- Preferences are optional
- Graduation Date Range
- School Years
- Minimum GPA
- Major Categories
  - You can pick specific majors
- Applicant package recipients
  - If there is a contact in your company that should be receiving the applications, type their name.
  - You can pick to receive an email every time a student applies, or when the position closes
Post a Job in Handshake pt. 5

- Add your job posting to the University of Texas at Arlington.
- Choose how long you want your job posted by setting a date range (minimum 5 days)
- You can preview your job before posting or save it right away
- Your job will be reviewed by the Lockheed Martin Career Development Center staff for approval
- You will receive an email once it’s approved!
Accessing your Applicants pt. 1

Accessing Applications and Documents:

- To log in to your account, go to: app.joinhandshake.com
  - For an employer account, you CANNOT use single sign on
- Once you are logged in, Click “Jobs” in the left hand navigation bar.
- Locate the job you’d like to view applicants for.
  - Helpful hints – you can search job titles or job id’s in the search bar. You can also click on the “Expired” tab at the top of the page if you are trying to locate a job that has expired.
- Click the number and person icon under the Applications column, connected to the job you wish to view the applicants for.
Once the page loads, you will be brought directly to the “Applicants” page for your specific job posting.

By clicking on the applicants name, you will be able to access their Handshake profile and application documents.

You can also download an excel sheet or a document packet with all of the applicants resumes or required documents.
Finding the best candidate:

- By selecting all students, you can message all applicants, or add a label.
- You can use filters to sort by different categories for different skillsets.
- If all four boxes are dark grey as shown in the picture, it means the applicant has all the preferences/skillsets you posted in your job description. If only three of the four are selected, it means they are missing one of the preferences.
- You can decline applicants individually or as a group if you aren’t going to hire them. (This lets the student know they aren’t moving forward in the hiring process.) If you are hiring a student, please mark them as hired. To do this, change their status.
Questions?

How can we help you and what can we clarify?