Student Employment Overview

What's changing?
Starting October 21, 2019 student employment job postings will be posted in Handshake, an all-inclusive, easy to use, job search platform for students. The Lockheed Martin Career Development Center manages Handshake and will take over this aspect of student employment.

When is it changing?
- **Monday, October 21, 2019:** Handshake will be open to post on campus student employment jobs.
- **Monday, October 21, 2019 – Friday, November 29, 2019:** Jobs can be posted, searched for, and applied in both systems (Handshake and SNAP Job).
- **Wednesday, November 27, 2019:** SNAP Job will no longer be used to post positions.

What's NOT changing?
1. Your HR Business Partner will remain the same.
2. Every offer is still contingent on a background check.
3. You still need to fill out an E-form for new hires.
4. Work-study eligibility forms still need to be sent to Human Resources.
5. All new hires must still attend a HR paperwork session within their first three days of employment.
6. Everyone has to complete their compliance training within 30 days of employment.

What do you need to do?
- Visit the on campus student website for guides, resources, and additional information at this website.
- Attend a training to learn how to use Handshake (see dates below)
- Create a Handshake account by going to this website: https://app.joinhandshake.com/employer_registrations/new
- Print your old postings from SNAP Job for your records

Important Dates
- **Monday, October 21, 2019** – Start moving your on-campus student worker positions from SNAPJob to Handshake so students will be able to view them.
- **Monday, October 21, 2019 – Wednesday, November 27, 2019** - Students could potentially search and apply for on-campus positions in both SNAPJob and Handshake. As we transition to the new Handshake system, all jobs posted in SNAPJob need to have a close date on or prior to Wednesday, November 27, 2019.
- **Monday, November 11, 2019** – Students will be notified about the change. Student Jobs entered in SNAPJob after this date won’t be approved. All student worker positions need to be entered into Handshake.
- **Wednesday, November 27, 2019** - All jobs posted in SNAPJob will close on or prior to this date. You will still be able to print and pull information from SNAPJob through Friday, December 20, 2019.
- **Friday, December 20, 2019** – SNAPJob will go away permanently and you will be unable to access any records or information.

Student Employment Workshops
Overview sessions on Student Employment and How to Post a Job on Handshake are available. All training sessions will take place in the UTA Lockheed Martin Career Development Center, which is located in the University Center. You can sign up for those sessions here: https://signup.com/go/JBVXhfQ.

Still have Questions?
Please contact us at 817-272-2932 or careers@uta.edu if you have any questions.