Career and Professional Development (CPD), along with the Office of Financial Aid, is here to support faculty and staff in promoting employment opportunities that offer Emory’s undergraduate students financial assistance and professional and personal development.

**CPD is not a campus-wide student employment office** CPD allows Emory departments access to their Handshake system to list part-time on-campus positions, both Federal Work Study (FWS) and non-FWS positions through their employer account Emory Student Employment (Limited to Emory University students only)

CPD will review and approve job postings within 2 business days. If there is no status change within that time frame, or you have questions, contact cpd@emory.edu directly for more information.

- Please note that emailing CPD to request an expedited approval time is not allowed.
- As a reminder - **CPD is not a campus-wide student employment office**, This means a designated staff member takes time out of their role with CPD to review and approve non-FWS positions.
- Approval times may be delayed during heightened business times in their office.

○ **NEW USERS** can request an account [here](#).

○ **RETURNING USERS** log in at [https://emory.joinhandshake.com](https://emory.joinhandshake.com)
  - Under the white Alumni login box, sign in with your email address and self-selected password.
  - Forgot your password? Enter your email address > click Next > Click Forgot your password? link.

Postings on Handshake are available to the following student groups only:

- College of Arts & Sciences (UNDERGRADUATE)
- Goizueta Business School (UNDERGRADUATE)
- Oxford (UNDERGRADUATE)
- School of Nursing (UNDERGRADUATE and GRADUATE)
- Candler School of Theology (GRADUATE)
- Laney Graduate School (GRADUATE)

**Emory Student Employment Policies**

1. This account is used strictly for on-campus positions for Emory students exclusively. *
2. Staff are strictly prohibited from inviting other institutions to apply to positions posted in the Emory Student Employment account.
3. Faculty and staff are not allowed to use their staff account in Emory Student Employment to register for events and career fairs.
4. Staff are not authorized to make their User Profile “visible on the company profile”. This feature is exclusively available to the account managers from Career and Professional Development and the Office of Financial Aid to ensure that all users have access to the correct contact information for questions about their account settings and job postings.

5. Users breaking any of the above policies will have their Handshake account deactivated immediately.

* Staff needing to list full-time opportunities will need to connect with your department’s HR Rep for information on posting full-time roles.

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CREATING A NEW JOB

From your home page, click the blue + Post a Job box.

You can also create a new job from the Jobs link in the left navigation menu and click the black button Create job in the top right of the page.

You will fill out ten short sections to build the job posting and can save as draft at any time by clicking the button in the top right corner of each page.
Part 1: Basic Information

Enter a complete job description and click Continue.

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 qualifications needed for the job.
Part 2: Position Details

Follow the prompts for each field and click Continue.
Part 3: Location Requirements

Handshake allows you to list if the position is Onsite (in-person), Remote, or Hybrid (flexible between in-person and remote). Do not list the building or address, keep the location to city, state. After your location requirements are listed click **Continue**.
Part 4: Time Requirements

- Select PART-TIME
- List the expected work hours by week
- Check the TEMPORARY OR SEASONAL for the Employment Duration
- Enter the estimated work schedule by adding in a start and end date per semester or academic year
- Click **Continue**
Part 5: Compensation and benefits

You are required to post a pay rate or range. Select the **Custom range** box and enter the **minimum** and **maximum** hourly rate for the role. Leave the additional compensation and benefits section unchecked and click **Continue**.
Part 6: Categorize your job

List the type of job you’re hiring for by adding job role groups. Job role groups help candidates find your job in a search. Begin typing your job role and a drop-down list Handshake's job roles will allow you select up to three types.

Note the most used job roles for on-campus student employment are 'Office and Administrative Support Workers', 'University Student Researchers', and 'Childcare'. Click Continue.

![Categorize your job interface with a dropdown list and a button to continue](image-url)
Part 7: Candidate Qualifications

Check the boxes under School year that apply to your role. You can select one, or all, of the highlighted years. Because lower classmen do not declare a major until the end of their sophomore year, we recommend leaving the field blank unless you are seeking a specific major that aligns with the position. Click [Continue].

<table>
<thead>
<tr>
<th>School year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>[X]</td>
</tr>
<tr>
<td>Sophomore</td>
<td>[X]</td>
</tr>
<tr>
<td>Junior</td>
<td></td>
</tr>
<tr>
<td>Senior</td>
<td>[X]</td>
</tr>
<tr>
<td>Masters</td>
<td></td>
</tr>
<tr>
<td>Master of Business Administration</td>
<td>[X]</td>
</tr>
<tr>
<td>Doctorate</td>
<td>[X]</td>
</tr>
<tr>
<td>Postdoctoral Studies</td>
<td></td>
</tr>
<tr>
<td>Certificate Program</td>
<td></td>
</tr>
<tr>
<td>First Year Community / Technical College</td>
<td>[X]</td>
</tr>
<tr>
<td>Second Year Community / Technical College</td>
<td>[X]</td>
</tr>
</tbody>
</table>

Latest graduation date (optional)

Month: [Leave blank]

Year: [Leave blank]

Major groups (optional)

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

We recommend leaving this field blank unless you are seeking an upperclassman with a major specific to your role.

Minimum GPA (optional)

Only include if your job has specific requirements.

We recommend keeping this empty and not screening students by GPA.

Per our policy, jobs can only be posted for the highlighted school years. Postings listing school years that do not apply to Emory’s degrees and programs will be declined.

As a reminder, you can only post jobs for students in the following schools:

- College of Arts & Sciences (UNDERGRADUATE)
- Goizueta Business School (UNDERGRADUATE)
- Oxford (UNDERGRADUATE)
- School of Nursing (UNDERGRADUATE and GRADUATE)
- Candler School of Theology (GRADUATE)
- Laney Graduate School (GRADUATE)
Part 8: Choose Schools (STAFF MUST POST TO EMORY UNIVERSITY EXCLUSIVELY)

Per the policies, staff are strictly prohibited from inviting other institutions to apply to positions posted in the Emory Student Employment account, do not enter a school name in the Post to specific schools field.

To select Emory University as the school:

1. Click the blue box labeled Lists
2. Click the ‘Favorites’ menu
3. Emory University will populate as the preferred school

Click Continue
Part 9: Application Process

Application open date: **Will automatically set for today, click the calendar icon to set this in the future if you do not want it to open immediately.**

Application close date: **It is highly recommended that you set the close date NO MORE THAN 4 weeks from the start date.**

Number of hires: **This is an internal field, information will not be posted to students. Leave set at 1.**

Submit applications on Handshake.

Additional required documents on Handshake: **CHECK RESUME BOX.** Cover letter is optional.

Click **Continue.**
Most departments are pre-loaded. Begin typing the name of your department to populate. If you do not see your department listed, contact cpd@emory.edu and ask for this to be added to the drop-down menu.

Do not remove yourself as the Job Owner.
If you are posting on behalf of someone in your department, you will have the option to add them as a Hiring Team Member to receive applications.

CPD does not recommend utilizing the Messaging availability function and will not provide technical support for this section.

You can select one, or all, options to collect applications.

If you will not be adding any hiring team members to this posting, click the Continue button.
Part 10.2: Your Hiring Team – Adding a Hiring Team Member
(skip to Part 10 if you will not be adding Team Members)

Hiring team members may be external contacts (without a Handshake account) or connected teammates. Connected teammates must be added as a contact before they can be selected as a hiring team member.

Adding a Current Contact

Click on the text field and begin typing in your team members, name to add them to your hiring team, then select their notification preferences.

Click **Continue**

Invite New Teammate

If you want to add a team member who does not have a Handshake account and has not yet been added as a contact in Handshake, click the hyperlinked text Invite new teammate.
A text box will open asking you to enter the teammate’s email address, first name, last name, and phone number. Enter and click the blue button **Invite teammate** and Click **Continue**.

Teammates will receive and email notify them that they’ve been added to the hiring team, as well as the email notification preferences set on the job posting. They will also receive an email when a candidate applies.

Please let your teammates know to expect these emails. You can view samples of the email through Handshake’s Help Center article [Job Applicant Notification Preferences](#).
Part 11: One Last Step

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 lackb button Post job in the top-right corner of the job form, or in the lower-bottom of the page.

JOB POSTING APPROVAL PROCESS

CPD will review and approve job postings within 2 business days. If there is no status change within that time frame, or you have questions, contact cpd@emory.edu directly for more information.

- Please note that emailing CPD to request an expedited approval time is not allowed.
- As a reminder - CPD is not a campus-wide student employment office. This means a designated CPD staff member takes time out of their role to review and approve non-FWS positions.
- Approval times may be delayed during heightened business times in their office.

Job postings are considered ACTIVE if they have one of the following statuses:

- Pending: if a posting is pending, this indicates it has been requested successfully at the institution and has not yet been processed.
- In progress: this status indicates the institution is reviewing the posting, and may require additional information.
- Approved: these postings are visible to students at the institution it was approved by based on the job's open date.

Jobs are considered INACTIVE if they are either:

- Closed: these postings have been previously approved at an institution, and the close date has passed.
- Not Posted: Newly created jobs that have only been saved and never posted to an institution.

Federal Work Study positions are reviewed and approved through The Office of Financial Aid.
VIEWING YOUR JOBS

1. From your home page, click the link ‘Jobs’ in the left navigation menu.
2. To view your saved drafts, click the ‘View drafts’ button in the top right corner.
3. To view the jobs you’ve posted, click the drop-down box for Owner In the top menu of the Job’s page, and click ‘Jobs owned by you’ and Apply.

Click the blue drop-down menu Status to filter by your current jobs (Active), pending jobs (Not posted), or your expired and/or declined jobs (Closed) and Apply the filters.

To open/view the job posting, click on the job title.
VIEWING THE JOB DASHBOARD PAGE

Once a job has been created and saved, you can review detailed information about the position on the posting page. The job posting page is organized into five tabs, each with specific information about the job.

The **Overview** tab provides aggregate posting performance data for Applicants, Job Views, and Reach.

The **Schools** tab displays the schools to which the job has been posted to and their approval status.

The **Matches** tab displays candidates who meet all job qualifications specified on the job posting.

The **Applicants** tab displays a count of all applicants and the access to download resumes and resume bundles. When reviewing applicants, you can use the filters on the left sidebar to narrow and above the candidate table to narrow and customize your search results. You can also notify applicants on their application status.

You can make changes to the job posting details from the **Job Details** tab.
MANAGING JOB APPLICANTS

>> View Applicant Profiles and Documents

All applicants will be displayed on the page, along with columns for their application status, the number of candidate qualifications they meet, and the date of their application.

1. **Click on an applicant’s name to review their student profile.** Student profiles display standard information about the student, such as School Year, Graduation Date, Major(s), College, GPA*, Work Experience, Organizations / Extracurriculars, Courses, Projects, Skills, and a Get To Know Me section with a brief introduction from the student.

   *GPA is an optional sharing setting for students — viewable only if the student has chosen to share their GPA.

   Note: if the student has marked their profile as private, and you click on it, an error message will appear saying, "This user’s profile is private."

2. A paper icon will display the name of the student’s resume to the far right of the student’s name. Click on the document to view the resume in a new browser tab.

<< Applicant bulk actions

Check the box to the left of each student or click "Select all" to select all candidates.

Download applicant packages (PDF, Zip, and CSV options)
Manage an applicant's status

Click the downright arrow next to the current status in the Status column to update an applicant's application status, then select the desired status for the applicant: Reviewed, Declined, or Hired.

The applicant will not be notified when their status change, unless you have configured applicant messaging. A candidate can, however, check their status in their Handshake account.

The Status Messaging feature communicates their application status in real-time. You can enable and create custom messages that are automatically sent based on the applicant's status in Handshake. To create your custom message, review the Handshake Help Center article Applicant Status Messaging Preferences.

Note: Upon downloading the applicant's application documents, their status will automatically change from Pending to Reviewed.

You can also manage a student's application status in bulk using the drop-down menu for More.
MANAGING AND ADJUSTING JOB STATUS

>> Close job posting

Staff can close a job that is no longer active and for which they are no longer recruiting.

From the Jobs section, filter jobs by OWNER > Jobs Owned by You and STATUS > Active, click the ellipsis icon to the far right of the job posting you want to close and select Close job.

In the pop-up modal, click the black button Close job to confirm that you want to close the job. To keep the job open, click the white button Keep job open.
Renew a closed job posting

Jobs that have been closed can be renewed up to 30 days after the closing date. If a job was closed more than 30 days ago, it can only be duplicated.

From the Jobs section, filter jobs by OWNER > Jobs Owned by You and STATUS > Closed, click the job title of the job you would like to review.

From the click the ellipsis icon in the top-right corner of the page, then select Renew job.

Navigate to the Application process section, towards the bottom of the page, then click the pencil icon to the right of the section to Edit.

Click the calendar icon in the Application close date field, select a new date, then click the blue button Apply.

Once the new date is applied, click the blue button Save in the top-right corner of the page.

The job posting will be resubmitted to CPD for approval. CPD will review and approve job postings within 2 business days. If there is no status change within that time frame, or you have questions, contact cpd@emory.edu directly for more information.

- Please note that emailing CPD to request an expedited approval time is not allowed.
- As a reminder - CPD is not a campus-wide student employment office. This means a designated CPD staff member takes time out of their role to review and approve non-FWS positions.
- Approval times may be delayed during heightened business times in their office.
**Duplicate a job posting**

By duplicating a job, you can easily create a new job posting that includes all the original information and settings, while removing past applicants. Both Active and Closed jobs can be duplicated.

From the Jobs section, filter jobs by OWNER > **Jobs Owned by You** and STATUS > **Active**, click the ellipsis icon to the far right of the job posting you want to close and select **Duplicate**.

![Jobs section filtering Jobs Owned by You and Status Active](image)

From here, you will be redirected to the job form, where all the initial job details are preserved.

It is strongly recommended you review all the sections before posting the job. Please follow through the steps in **CREATING A NEW JOB** if you need a refresher on how to post a new job.

Make sure to adjust the application open & close date: review the default dates that your job application window is set to open and close, and update as needed.

After the job form is edited and/or reviewed, click the black button **Post job** in the lower-right corner of the page.

The job posting will be submitted to CPD for approval. CPD will review and approve job postings within 2 business days. If there is no status change within that time frame, or you have questions, contact **cpd@emory.edu** directly for more information.

- Please note that emailing CPD to request an expedited approval time is not allowed.
- As a reminder - **CPD is not a campus-wide student employment office**. This means a designated CPD staff member takes time out of their role to review and approve non-FWS positions.
- Approval times may be delayed during heightened business times in their office.
CONFIRMING YOUR JOB IS POSTED SUCCESSFULLY

Once you have created a job, we recommend verifying that it has been successfully posted.

1. From your home page, click the link ‘Jobs’ in the left navigation menu.
2. To view the jobs you’ve posted, click the drop-down box for Owner In the top menu of the Job’s page, and click ‘Jobs owned by you’ and Apply.
3. Click the blue drop-down menu Status to filter by your current jobs (Active), pending jobs (Not posted), or your expired and/or declined jobs (Closed) and Apply the filters.
VIEWING COMMENTS ON A JOB POSTING

Employers can view and respond to comments left by a CPD or Financial Aid staff member on a job posting while it's active. Comments associated with closed job postings will only be available for 30 days.

Comments and decline reasons can be accessed in Handshake, or by clicking a link from an email notification (if you have set your notification preferences in your profile to receive them. (See the next section called YOUR PROFILE for instructions on how to set these preferences.)

Via Handshake

Click the globe icon in the top-right corner of any page in Handshake.

Select Comments from the Category section to the left of the page, then locate the job you want to view comments for. Once the job is located, click on the hyperlinked job title.

On the job posting page, click the Schools tab, then navigate down to the Requested schools section.

In the Requested schools section, click the three hash marks to the far right of Emory University, and select View Details.
You can review the comments submitted by CPD in the pop-up modal. To respond, enter your comments in the textbox in the Comments & Activity section, then click the grey button Add Comment.

To close the pop-up modal, click the grey button Close in the lower-right corner.

If the job posting was declined by CPD, the pop-up modal will display a reason for the decline. After the requested changes are submitted, you may request approval again and respond to the decline comments.
SCHOOLS TAB FOR YOUR JOB POSTING

Per #2 of the Emory Student Employment Policies:
“Staff are strictly prohibited from inviting other institutions to apply to positions posted in the Emory Student Employment account.”

If you find yourself on the Schools tab of your job posting, ignore and bypass all sections allowing you to post to other schools. Emory University must be the only school listed in the Requested schools section.

Per #5 of the Emory Student Employment Policies:
“Users breaking any of the above policies will have their Handshake account deactivated immediately.”
UPDATE YOUR PROFILE

To review and update your profile, click **My Profile** from the left navigation bar in Handshake. Feel free to provide information about your department and role at Emory.

To review and update your settings, select the drop-down menu under your name in the top right corner.

Feel free to provide information about your department and role at Emory however, do not check the box to make your profile visible on the account profile.

Per #4 of the **Emory Student Employment Policies**: “Staff are not authorized to make their User Profile “visible on the company profile”. This feature is exclusively available to the account managers from Career and Professional Development and the Office of Financial Aid to ensure that all users have access to the correct contact information for questions about their account settings and job postings.”

Under **Notification Preferences**, CPD highly recommends removing notifications from ALL SECTIONS, except for **Jobs**. Please follow these settings to make sure you receive all communication regarding your jobs: