

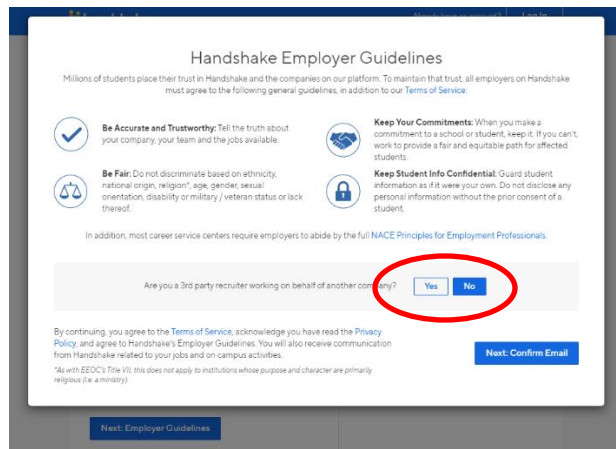


How to post Federal Work Study positions in Handshake

1. Go to <https://mercy.joinhandshake.com/>
2. If you do not have an account select "No Account Sign Up Here"
3. Fill out all your information
4. If you previously had a student account reset your password and start process again. You will be directed to put your new password in which will link your accounts
5. Respond that you are not a third party recruiter and you agree to terms
6. You can select the **Employer** account type from the log in screen and request an account.
 1. You will see lots of Mercy College companies, select your department and let your supervisor know to approve the account. If the person who used to hold the Federal Work Study account is no longer with the college please contact cpd@mercy.edu for assistance.
 2. If you will want to create a new employer account for your company (this will be Mercy College - "Your Department")

A screenshot of the Handshake website's sign-up page for employers. The page has a blue header with the Handshake logo and a 'Log In' button. The main content area is white and titled 'Sign up as an Employer'. It contains several input fields: 'First Name', 'Last Name', 'Email Address (use your work email)', 'Password', 'Confirm Password', 'Phone Number', and 'Job Title'. A blue 'Sign Up' button is at the bottom of the form. To the right of the form, there is a section titled 'One Trusted, Integrated Network' with the text 'Recruit top students from over 800 University partners'. Below this text is a grid of university logos, including ASU, UC Berkeley, Stanford, MIT, Harvard, Yale, Princeton, Cornell, Tufts, Penn, and Virginia.

3. Add in function of company (you could select education, students will be searching for work study not by function of company for these positions)
4. Agree to the Employer guidelines (Reminder to click "no", when it asked if you are a third party recruiter.



Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our Terms of Service:

- Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available.
- Be Fair:** Do not discriminate based on ethnicity, national origin, religion, age, gender, sexual orientation, disability or military / veteran status or lack thereof.
- Keep Your Commitments:** When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.
- Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of another company? ☐ Yes ☒ No

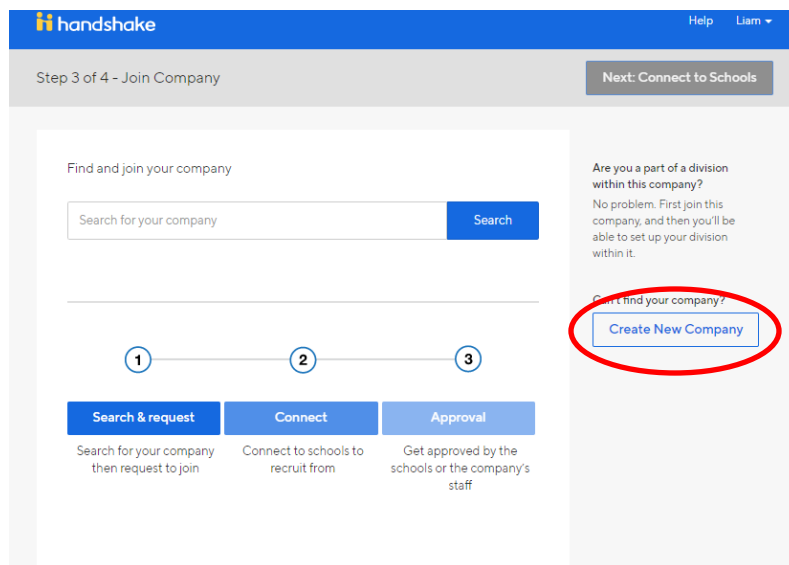
By continuing, you agree to the Terms of Service, acknowledge you have read the Privacy Policy, and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

[Next: Confirm Email](#)

[Next: Employer Guidelines](#)

5. Confirm your email (this may take a couple minutes)
6. Create a new company on the right side



handshake Help Liam ▾

Step 3 of 4 - Join Company [Next: Connect to Schools](#)

Find and join your company

Search for your company [Search](#)

1 2 3

Search & request **Connect** **Approval**

Search for your company then request to join Connect to schools to recruit from Get approved by the schools or the company's staff

Are you a part of a division within this company?
No problem. First join this company, and then you'll be able to set up your division within it.

Can't find your company?
[Create New Company](#)

7. Make sure to create your company name as Mercy College - "Your Department". Fill out the rest of information, but do not worry about a lot of detail with this information. See below for example:

[Help](#)
[Liam](#)

Start your company profile

Add a name, images and other important details to build your company's profile

Company Name:

Company Logo:

This is the main image associated with your company. Make it count!

Banner Image:

This is the background image that will display on the profile.

Industry:

Website:
The company's main web presence. Alternatively, you can use a public page on Facebook, Yelp, etc.

Location:

Description:
Students read company descriptions to learn what you do and who you are. Make it count!

Company Size:
Choose one of the given options

Public Email:
What is your company's public facing careers email address?

[Go Back](#)
[Create New Company](#)

Logo preview
This is how your company's name and logo will display when students search for your profile or jobs.

- 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.

[Favorite Schools](#)
[Help](#)
[Zoe Delaney](#)

[Home](#)
[My Profile](#)
[Company Profile](#)

[Postings](#)
[Jobs](#)
[Relationships](#)
[Search Students](#)
[Schools](#)
[Contacts](#)

[Campus](#)
[Events](#)
[Interviews](#)
[Fairs](#)

[Post a Job](#)

[Request an Interview](#)

[Create an Event](#)

Jobs

Pickle Counter

Requested September 08 at 8:09am

Pending

Pickle Counter

Approved about 1 hour ago

Approved

Interview Schedule Postings

You have not requested any on campus interviews yet.

Upcoming Events

On Campus Event

June 1st 2019 at 12:00 pm PDT

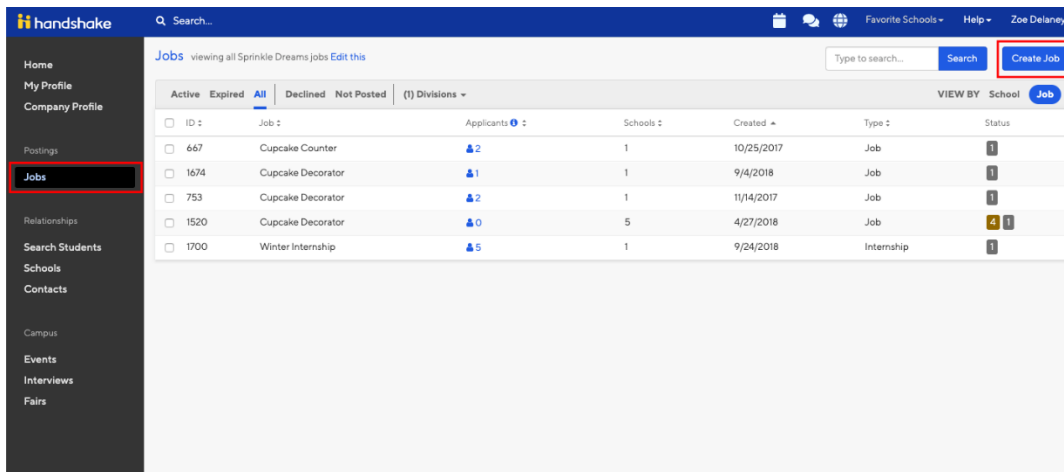
Upcoming Career Fairs

Fall Career Fair

May 7th 2019 at 11:45 pm PDT

Humanities and Social Sciences Career Fair

May 16th 2019 at 11:45 pm PDT



8. 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.

Job Basics:

1. **Job Title (Please Include if this is a Federal Work Study Position, Internship, or Graduate Student Worker i.e. Student Assistant Federal Work Study)**
2. **Where should students submit their application?**
 - a. You can elect if you'd like to collect applications in Handshake.
 - b. If you have an external system (like an ATS) you'd like to direct students to, select 'Apply through external system' and you'll be able to input a url for them to apply through.
3. Add a **Job Type**
4. Add an **Employment Type & Duration**
 - a. When selecting Temporary / Seasonal, you'll need to add both the start and end dates.
5. **Work Study Job**
 - a. Please keep in mind that if this *is* a work-study job, students that are *not* eligible for work study at their school will not be able to view or apply to this position.

*** Job title**

+ [add an ATS / job code](#) to match against your applicant tracking system (this will not sync applications)

Company Division

*** Where should students submit their application?**

☐ Apply in Handshake

☐ Apply through external system

Display your contact information to students?

☒ Name only ☐ Don't show my info

*** Job Type**

☐ Job

☐ Internship

☐ Cooperative Education

☐ Experiential Learning

☐ On Campus Student Employment

☐ Fellowship

☐ Graduate School

☐ Volunteer

*** Employment Type**

☐ Full-Time

☐ Part-Time

Duration

☒ Permanent

☐ Temporary / Seasonal

Is this a work study job?

☐ Yes ☒ No

Work study jobs are for eligible students only.









Once you're finished with **Job Basics**, choose **Next** along the bottom of your screen.

Job Details:

1. Add a **Description** for your job
 - a. If you copy and paste a description from your own website, we'll retain all of the formatting for you
2. Choose **Job Functions** from the dropdown
 - a. This helps students search for jobs by their functional area
 - b. This is a list defined internally created and maintained by Handshake. If you don't see the specific function you're looking for, please select the closest match.
3. Add **how many students** you plan to hire for this position.
 - a. This does not affect your job in any way, but rather is used for historical, data, and tracking purposes.
4. You can add a **Job Salary** if you would like, however this is completely optional.

- a. You can also toggle the dropdown on the right between per year / per month / per hour, or mark the job as an unpaid position
5. Enter a **location** for your job
- a. As you start typing the address, some suggestions will show up in the address field - you must select one rather than manually typing it in.
 - b. This can be a specific office location, or a general city like "Chicago, USA"
 - c. If this position is located in multiple locations you can select **Add Another Location**
 - d. If your job is in the United States, you'll see an additional "Eligibility for international students" section appear.
6. Finally, if you'd like a student to submit documentation in Handshake, you can select **documents to require**. students to submit with their application. **Federal Work Study positions, should not require a resume but require the FWS Application (uploaded as 'Other Document'), which can be found here:** <https://career.mercy.edu/federal-work-study-student-worker-forms/>

*** Description**

Heading 1 ▾ B I U A        

You can copy and paste a description directly from your website — we'll retain all the formatting.

*** Job function**

Choose a job function... ▾

This will help students interested in specific functions search for your job.

*** How many students do you expect to hire for this position?**

This number can be approximate and will not be displayed to students.

Approximate salary

☒ Paid ☐ Unpaid

\$

Per hour ▾

Enter a number, not a range.

*** Job location**

Search

[+ add another location](#)

☐ Allow remote workers

Required documents

- ☒ Resume
- ☐ Cover Letter
- ☐ Transcript
- ☐ Other Document (e.g. work sample, course schedule, or other misc documents)

Once you're finished with **Job Details**, choose **Next** along the bottom of your screen.

Job Preferences:

Note: none of the preferences you add to this page will block students from applying for your job. But we will show you candidates that meet all of your preferences, and those who don't. You can learn more in our [article on Job Preferences](#).

Also note: all of these preferences are completely optional and **NOT RECOMMEND TO ADD TO MANY. IT MAY BE BEST TO SKIP THIS PART AND REVIEW APPLICATIONS.**

1. Add a **Graduation date range** for your job by specifying the earliest and latest graduation date for qualified applicants
 - a. Prefer to qualify students by **School Year** - like freshman, sophomore, junior? You can select the link below to toggle to that option instead.
2. Add a **Minimum GPA** value
3. Choose which **Majors** would make a student qualified for your job.
 - a. Once you select a category (by clicking on the checkbox next to it), that category will expand to show the majors within it.
 - b. **All majors within a category will be selected by default.** However, you can remove them by simply clicking on the major you'd like to remove.
 - c. By choosing "Computer Science", you are mapping your major preference to each schools' individual term for "Computer Science". These majors are consolidated across **every school on Handshake**.

Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

Graduation date range

Earliest grad date

Latest grad date

month

year

month

year

Hiring alumni? You can leave earliest graduation date blank.

School years

☐ Freshman

☐ Sophomore

☐ Junior

☐ Senior

☐ Masters

☐ Doctorate

☐ Postdoctoral Studies

☐ Alumni

Minimum GPA

- Setting up who should receive **Applicant Packages**

- **Email a summary** - you'll receive one email once your job expires
- 4. Finally, configure who should receive **Applicant Packages**, and with what frequency.
 - a. **Email every time** - you'll get emails 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 of your preferences (Eligibility for international students, grad date / year, GPA, and Major).
 - b. You'll see your name listed first. You can also add other teammates to receive packages by choosing from the dropdown. If you haven't added them as a contact yet, there will be + add new contact at the bottom of the dropdown.

Applicant Packages *Specify who should receive the applicant packages*

👤 Employer Dolores University

- ☒ Email a summary of all applicants once my job expires
- ☐ Email every time a new student applies
 - Send all applicants
 - Only send me applicants who match all of my preferences

Add someone else to receive packages ▼

Once you're finished with **Job Preferences**, choose **Next** along the bottom of your screen.

School selection:

1. **Add schools** using the dropdown, and you'll see them appear in the table below
 - a. **Note:** if your company has **not** been **approved to post jobs at a school**, you will not see that school as an option. If you have **not been approved at any schools**, you can still create this job and come back later to add schools.
 - b. If you'd like to post this job to all schools you've been approved at, select "Add All Schools" at the top.
2. Once you've added schools, you'll see a few options to manage them
 - a. **Remove a school** - The (-) to the left of each school allows you to remove it from the list
 - b. **Interview on campus?** - selecting this will simply flag this job on the school side, as an employer potentially interested in interviewing. To actually request an on campus interview, please see the [relevant help article](#).
 - c. **Apply start date** - you can choose if you'd like to block students from applying to your job until a specific date.
 - d. **Expiration date** - you can update the date that the job will expire at that school (and students will no longer be able to apply).
3. Adding a **Global apply start date** allows you to update the job start date for every school on your list (it will overwrite previously set start dates).
4. Adding a **Global post expiration** allows you to update the post expiration for every school on your list (it will overwrite previously set expiration dates).

Job postings

Accidental Saints Academy

Alverno College

Cal Poly Demo

California State University San Marcos

CivCom

Cornell College

Global apply start date ⓘ

Set global start

Global expiration date ⓘ

Set global expiration

Apply start date

2018-07-12 02:00 pm

Expiration date

yyyy-mm-dd

4. You're all set! Choose **Save** on the bottom navigation to create and review your job.

Job postings

Add All Schools






Find More

Global apply start date ⓘ

Set global start

Global expiration date ⓘ

2018-11-09 2:00 pm

Schools	Status	Interview on campus?	Apply start date	Expiration date
<div>×</div> <div>  <div>Accidental Saints Academy</div> </div>		<input type="checkbox"/>	2018-09-06 02:00 pm <div></div>	2018-11-09 2:00 pm <div></div>
<div>×</div> <div>  <div>Adams State University</div> </div>		<input type="checkbox"/>	2018-09-06 02:00 pm <div></div>	2018-11-09 2:00 pm <div></div>
<div>×</div> <div>  <div>Agnes Scott College</div> </div>		<input type="checkbox"/>	2018-09-06 02:00 pm <div></div>	2018-11-09 2:00 pm <div></div>
<div>×</div> <div>  <div>Albertus Magnus</div> </div>		<input type="checkbox"/>	2018-09-06 02:00 pm <div></div>	2018-11-09 2:00 pm <div></div>
<div>×</div> <div>  <div>Alexander University</div> </div>		<input type="checkbox"/>	2018-09-06 02:00 pm <div></div>	2018-11-09 2:00 pm <div></div>

Cancel

<

Basics

Details

Preferences

Schools

Next >

Delete

Save

Questions?

Contact CPD@Mercy.edu