Supervisor Handshake Tips and Hints

How to post a job
https://support.joinhandshake.com/hc/en-us/articles/221565247-Video-How-to-Post-a-New-Job

How to edit a job https://support.joinhandshake.com/hc/en-us/articles/115002790408

How to add an attachment to job:
https://support.joinhandshake.com/hc/en-us/articles/115009218167-About-Adding-an-Attachment-to-a-Job

How to delete an attachment on a job:
https://support.joinhandshake.com/hc/en-us/articles/115008414048-About-Deleting-an-Attachment-on-a-Job

To close a job posting:
https://support.joinhandshake.com/hc/en-us/articles/115011841627-About-Expiring-a-Job-Posting

I selected the wrong employer (UNT instead of UNT-Student Employment)
https://support.joinhandshake.com/hc/en-us/articles/218693308

On campus employer listed as a student
https://support.joinhandshake.com/hc/en-us/articles/115011549548-Creating-an-employer-account-linked-to-my-student-account

How to send declined emails to applicant:
https://support.joinhandshake.com/hc/en-us/articles/360004424894

How to change applicant status:
https://support.joinhandshake.com/hc/en-us/articles/227951067-How-to-Change-Applicant-Status

How to duplicate a job posting:
https://support.joinhandshake.com/hc/en-us/articles/219132977-How-to-Duplicate-a-Job-Posting

How to filter jobs by your division:
https://support.joinhandshake.com/hc/en-us/articles/219049298-How-to-Filter-Jobs-by-Your-Division

How to hide declined applicants:
https://support.joinhandshake.com/hc/en-us/articles/226346728-How-to-Hide-Declined-Applicants

How to share a job posting via social media:
https://support.joinhandshake.com/hc/en-us/articles/115015920027-How-to-Share-a-Job-Posting-via-Social-Media

How to view comments on a job posting:
https://support.joinhandshake.com/hc/en-us/articles/227653187-How-to-View-Comments-on-a-Job-Posting

How will I know when someone applies to the job:
https://support.joinhandshake.com/hc/en-us/articles/360000962327-How-will-I-know-when-someone-applies-to-my-job-

How to access applications:
https://support.joinhandshake.com/hc/en-us/articles/115012930067-How-To-Access-Applications

How to contact applicants on a job:
https://support.joinhandshake.com/hc/en-us/articles/226294668-How-to-Contact-Email-Message-Applicants-on-a-Job

Managing applicants:
https://support.joinhandshake.com/hc/en-us/articles/115013307228-Managing-Applicants-on-a-Job-Posting

Understanding job and applicant preferences:
https://support.joinhandshake.com/hc/en-us/articles/218693208-Understanding-Job-and-Applicant-Preferences-

How to set us Automatic Applicant Status Messaging:
https://support.joinhandshake.com/hc/en-us/articles/360004424894

How to view only jobs that you created
- Go to your Employer account
- Go to Jobs
- Above the Jobs list, it says "Jobs – viewing all University of North Texas – Student Employment jobs." Click on **Edit this**.
- Change to "Jobs Creating by Me."
- From your account, click on Jobs. Click on the "Edit this" button under the blue bar next to Jobs. Under Job View Settings, click on the circle for "Jobs created by Me."

OR
- Another way to see all of your department's jobs is to click on the menu "Divisions" above the job list and type in your department name. That way, you can see your jobs as well as anyone else who posted from your department.