

Hiring a Student in Handshake

1) As students apply for jobs, you can access those job applications in TWO ways:

a. You will see all active positions right away when you log into Handshake.

The screenshot shows the Handshake dashboard for a user named Lea Staedtler. The dashboard is divided into three main sections: "Jobs", "Interview Schedule Postings", and "Upcoming Events". The "Jobs" section displays three active job postings from Earham College, all marked as "Approved". The "Interview Schedule Postings" section shows a message: "You have not requested any on campus interviews yet." The "Upcoming Events" section shows a message: "You have not RSVP'd to any upcoming events." A red arrow points to the "Jobs" section, and a red text box says "You can access activate jobs right from the login page".

Logged in!

Post a Job Request an Interview Create an Event

Jobs Interview Schedule Postings Upcoming Events

Approved Approved Approved

You can access activate jobs right from the login page

You have not requested any on campus interviews yet.

You have not RSVP'd to any upcoming events.

b. If you are looking for expired positions, click on Jobs on the left and then filter for Expired positions.

The screenshot shows the Handshake Jobs page for a user named Lea Staedtler. The page is displaying a list of expired job postings. The "Jobs" menu item on the left sidebar is highlighted with a red arrow. The "Expired" filter is selected in the top navigation bar. The list of jobs includes details such as ID, Job title, Applicants, Schools, Created date, Type, and Status.

Jobs viewing all Fairham College - Career and Community Engagement jobs Edit this

Active Expired All Declined Not Posted Divisions

VIEW BY School Job

ID	Job	Applicants	Schools	Created	Type	Status
3284704	Connect 100 Internship Program	4	1	11/8/2019	Internship	1
3264202	Ackerman-Nicholson Fellowship	10	1	11/1/2019	Fellowship	1
3040926	Belmonte Scholarship - Earham Application	2	1	8/28/2019	Fellowship	1
2946504	Driver for First Year Seminar Class Trip - 0520	0	1	8/5/2019	On Campus Student Employment	1
2771898	Peer Career Coach - 0550	7	1	5/31/2019	On Campus Student Employment	1
2228085	Ackerman-Nicholson Fellowship	6	1	12/6/2018	Fellowship	1
2065390	Connect 100 Internship Program	29	1	10/10/2018	Internship	1

2) *Select the position and click on review applicants*

#825468 TEST

Job Details Edit Applicants

Job [Preview job posting](#)

[Edit Details](#)

[Duplicate job](#)

Applicants

[Review 1 Applicant](#)

View profiles and download application documents.

School	Applications	Last Update	Status	Comments
Earlham College	1	Expired 2 years ago	Expired	0

Posted to 1 School

1 expired posting

This job was live to students until December 08, 2017 at 12:03pm.

[Target More Schools](#)

Labels

3) *You can download the applicant packages either in bulk or one at a time. You can message students through here as well:*

handshake Search...

#863410 TEST

Job Details Edit Applicants

How would you rate our new applicant management page?

Ability to filter by: [Status](#) [Major](#) [Skills](#)

Filters

Showing All Applicants at Your Schools EDIT

Exclude Students That Do Not Match

School Year or Graduation Date Minimum GPA Major Work Authorization Status

1 of 1 applicants selected Clear selection Message Applicants Download Applicant Packages More

1. Select Applicant
2. Click Download Applicant packages for: Resume, Cover Letter, required items.
OR Message Applicants

Bulk Actions possible

Add Label
Remove Label
Download Applicant Packages: Zip
Download Applicant Data to CSV
Mark Applications as Hired
Mark Applications As Declined

Export CSV
Export Documents

- 4) To hire a student, choose either *Hired* or *Declined* under the status field. Making this choice **DOES NOT** automatically email the student about their hiring status. You will need to reach out to the student to confirm/decline the job.

The screenshot shows the Handshake applicant management interface for a job posting titled "#863410 TEST". The interface includes a navigation sidebar on the left with options like Home, Profile, and Jobs. The main content area displays a list of applicants. A red arrow points to the "Status" dropdown menu for an applicant from "Earlham College", which is currently set to "Declined". The dropdown menu also shows "Pending" and "Hired" options. Above the applicant list, there are filters and a note that says "Choose either Hired or Declined DO NOT leave Pending".

- 5) Finally check in with your newly hired students if they have completed all their tax paperwork with HR. You can also see the status of their tax paperwork in the Student Directory in The Heart. If they have not completed their documents, send them to HR. **They cannot start their position until they have submitted their paperwork.**