

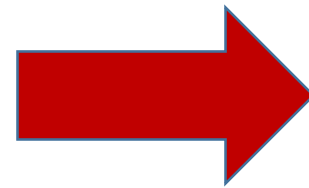


Using Handshake to recruit student employees

# Getting started



- Visit <https://app.joinhandshake.com/register>
- Select the **Employer** account type from the options presented
- Fill out the requested information, then click **Sign Up**

The registration form is titled "Sign up as an Employer" and is part of the Handshake website. It features a blue header with the Handshake logo and a "Log In" button for existing users. The form fields include: "First Name" and "Last Name" (two separate input boxes), "Email Address (use your work email)" (a single input box), "Password" and "Confirm Password" (two separate input boxes), and "Phone Number" (a single input box). A large orange "Sign Up" button is located 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 400 University partners". Below this text is a grid of 16 university logos, including ASU, UIUC, Carnegie Mellon University, Columbia University, Stanford University, Harvard University, Tufts University, Princeton University, Berkeley, and others. At the bottom of the grid are four small blue dots, with the first one being filled, indicating the current step in a multi-step process.


# Getting started



Select majors you would like to recruit

- Clicking on a category will allow you to drill down
- Note: categories are set by Handshake, and may not map exactly to Ursinus
- If you are agnostic about majors, select all 15 categories

No need to add Alma Mater, unless it is important to you that people know that you graduated from Ursinus College.

 Already have an account? [Log In](#)

### Welcome to Handshake

Before continuing, we need a bit more info

First Name

Last Name

Phone Number

Job Title

Tell us the types of students you wish to recruit

☐ Agriculture, Food & Horticulture

☐ Arts & Design

☐ Business, Entrepreneurship & Human Resources

☐ Civics & Government

☐ Communications

☐ Computer Science, Information Systems & Technology

☐ Education

☐ Engineering

Add your Alma Mater

School Name

Graduation Year


☐ My school is not listed, let me type my own


[Add another Alma Mater](#)


[Next: Employer Guidelines](#)


### Rich, Validated Data

Find the right fit across 8.5 million verified student profiles

 550k business students

 360k finance students

 245k computer science students

 435k consulting students





# Getting started



- Read Employer Guidelines, Terms of Service, and Privacy Policy
- Where prompted “Are you a 3<sup>rd</sup> party recruiter...,” select **NO**

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](#):

 <b>Be Accurate and Trustworthy:</b> Tell the truth about your company, your team and the jobs available.	 <b>Keep Your Commitments:</b> 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.
 <b>Be Fair:</b> Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.	 <b>Keep Student Info Confidential:</b> 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.

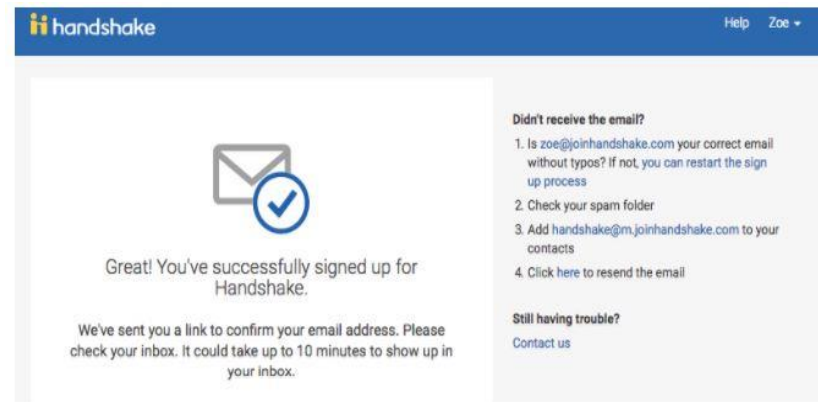
[Next: Confirm Email](#)

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

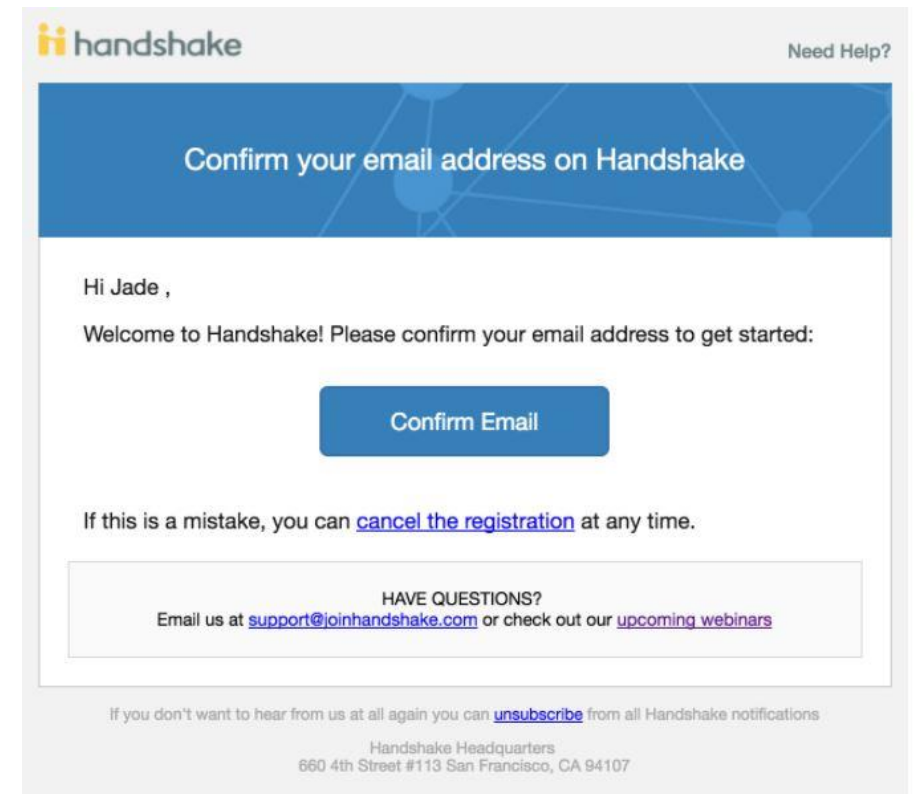
# Getting started



**A link will be sent  
to your email, then...**



**Confirm your email address on  
Handshake**



# Getting started



Find and join your company

Search

Showing 3 results

 Ursinus College

Request

## Ursinus College: Career and Post-Graduate Development

The office of Career and Post-Graduate Development (CPD) seeks to ensure that Ursinus graduates are strongly positioned to succeed. By using a customized approach that integrates the core curriculum, campus resources, and a holistic Ursinus experience, we aim to help all students and alumni envision and realize meaningful lives.

601 E Main St, Collegeville, PA 19426, USA |  
<http://www.ursinus.edu/career>

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

Once you have clicked on link to confirm email address, you will be brought back to Handshake. Now, connect with your “Company,” which will be “Ursinus College: Name of your department. If you are the “Point of Contact (POC)” and thus creating your company, click on “Create New Company”.

Home

My Profile

Company Profile

Postings

Jobs

Relationships

Search Students

Schools

Contacts

Campus

Events

Interviews

Fairs

Logged in!

# Ursinus

## COLLEGE

## CAREER AND POST-GRADUATE DEVELOPMENT



### Ursinus College: Career and Post-Graduate Development

601 E Main St, Collegeville, PA 19426, USA

Private

Higher Education

1,000 - 5,000 employees

Overview

Reviews 0

Interviews 0

#### About Ursinus College: Career and Post-Graduate Development

The office of Career and Post-Graduate Development (CPD) seeks to ensure that Ursinus graduates are strongly positioned to succeed. By using a customized approach that integrates the core curriculum, campus resources, and a holistic Ursinus experience, we aim to help all students and alumni envision and realize meaningful lives.

#### Contact Information

Website

<http://www.ursinus.edu/career>

Phone

610-409-3599

Email

[career@ursinus.edu](mailto:career@ursinus.edu)

## Getting started



- Final step is to connect with Ursinus College, since that is the school at which you will be recruiting:

The screenshot shows the Handshake web interface for connecting with schools. At the top, there's a blue header with the Handshake logo and user information. Below the header, a grey bar indicates 'Step 4 of 4 - Connect with Schools' and '0 Schools selected', with a yellow 'Next: Finish' button. The main content area has a search bar and a list of schools. The sidebar on the right allows filtering schools by Region (Midwest, Northeast, South, West), Location, and Rank.

Search	My Selected (0)	Clear
Showing 62 results		
	Amaranta University Palo Alto, California • 10,000 students • #1 Top Public Scho...	+
	University of Michigan Ann Arbor, Michigan • 43,625 students • #1 Regional Univer...	+
	Andover College Clawson, Michigan • 0 students	+
	Johns Hopkins University Baltimore, Maryland • 0 students	+
	Northern Michigan University Marquette, Michigan • 9,000 students • #1 Regional Univers...	+
	LDAP University Houghton, Michigan • 5,000 students • #1 Historically Black...	+
	SAML University Houghton, Michigan • 15,000 students • #1 Best Undergrad...	+

- Click yellow “Next: Finish” button and you are all set! We will approve your account on our end.
- If there is a “POC” already assigned for your department (usually the department administrative coordinator), that person will approve your account





# Posting a job



- Job basics: fill out basic information, then choose Next

... Job title

Front Desk Library Staff

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

... Where should students submit their application?

☐ Apply in Handshake

☒ Apply through external system

Website or Applicant Tracking System URL

+ add instructions for external applications

Display your contact information to students?

☒ Name only ☐ Don't show my info

... Job Type

☐ Internship

☐ Cooperative Education

☐ Experiential Learning

☒ On Campus Student Employment

☐ Fellowship

☐ Graduate School

☐ Job

☐ 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.

## Posting a job



- Job details: fill out job description, functions, required documents; then choose Next

Choose “Other” to request supplemental materials such as a copy of their schedule. If you don’t want to have students submit a resume, you can select “other documents” and then can upload a letter or statement of why they want the job.

\* 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...

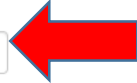
This will help students interested in specific functions search for your job.

\* 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  This is optional

Enter a number, not a range.

\* Job location

Search

[+ add another location](#)

Required documents

☒ Resume

☐ Cover Letter

☐ Transcript

☒ Other Document (e.g. work sample, course schedule, or other misc documents)

Describe what other document the student should submit with their application

# Posting a job



- Job preferences: choose your preferences, then choose Next
  - NOTE: preferences will NOT prevent anyone from applying for your job. You can filter out these applicants as you review applications

**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: month ▼ year ▼ Latest grad date: month ▼ year ▼  
Hiring alumni? You can leave earliest graduation date blank.

**School years**

- ☐ Freshman
- ☐ Sophomore
- ☐ Junior
- ☐ Senior
- ☐ Masters
- ☐ Doctorate
- ☐ Alumni
- ☐ Postdoctoral Studies
- ☐ Masters of Business Administration

**Minimum GPA**

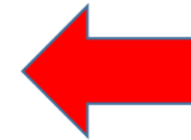
**Major categories**

- ☐ Agriculture, Food & Horticulture - 0 of 9 majors selected
- ☐ Arts & Design - 0 of 17 majors selected
- ☐ Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- ☐ Civics & Government - 0 of 9 majors selected

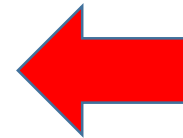
**Applicant package recipients**  
Choose recipient ▼  
Not seeing the recipient you're looking for? [Create a new contact](#)

**✕ Sharon Hansen**

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



List goes on... just cropped for this visual



Choose whether you want to see application packets all at once, or as applications come in

# Posting a job

- Add school: Choose Ursinus College, then choose apply and expiration dates. Then choose preview and save.



New Job

Jobs New Job

Job postings

Type to search...

Add All Schools

Find More

Global apply start date ⓘ

Set global start

Global expiration date ⓘ

Set global expiration

Schools

Interview on  
campus?

Apply start date

Expiration date

×



Ursinus College



2019-04-25 03:00 pm



yyyy-mm-dd



# Editing and duplicating jobs



- Click Jobs category on menu to left side of Home page
- View expired jobs to find the job you would like to repost...

Click on the name of job

Home  
My Profile  
Company Profile  
Postings  
**Jobs**  
Relationships  
Search Students  
Schools  
Contacts  
Campus  
Events  
Interviews  
Fairs

Find and message great candidates for free!  
← Try Student Search in the left navigation bar

Post a Job Request an Interview Create an Event

Jobs  
You have not distributed any jobs to a school yet.

Interview Schedule Postings  
You have not requested any on campus interviews yet.

Upcoming Events  
You have not RSVP'd to any upcoming events.

Upcoming Career Fairs  
[View All Upcoming Career Fairs](#)

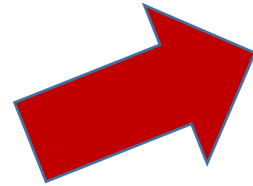
Jobs viewing all Ursinus College: Career and Post-Graduate Development jobs [Edit this](#)

Type to search... Search Create Job

Active Expired All Declined Not Posted		VIEW BY School Job				
ID	Job	Applicants	School	Expired	Status	Campus Interview
2410440	Work at the Job, Internship & Networking Event on Wednesday February 20th	3	Ursinus College	2/12/2019	Expired	No
250904	Testing for On Campus Employment	0	Ursinus College	3/9/2019	Expired	No
2515230	Testing for On Campus Employment	1	Ursinus College	3/21/2019	Expired	No
2473381	Career and Post-Graduate Development office Peer Associate, Communications special area focus	1	Ursinus College	3/22/2019	Expired	No
2532922	Testing for On Campus Employment	1	Ursinus College	3/29/2019	Expired	No

Can't find a job you're looking for? Make sure you've [added the school](#) it's posted to.

# Editing and duplicating jobs



#2410440 Work at the Job, Internship & Networking Fair on Wednesday Fe...

**Job** [Preview job posting](#)

**Applicants**

[Edit details](#)

[Duplicate job](#)

[Review 3 Applicants](#)

[Load application documents.](#)

School

Ursinus College

Comment Count

None

Work at the Job, Internship & Networking Fair on Wednesday February 20th  
Ursinus College: Career and Post-Graduate Development

[Favorite Job](#)

### About this Job

**Career and Post-Graduate Development is hiring students for the Job, Internship, and Networking Fair on Wednesday, February 20th!**  
**To apply or if you have questions, email Michele Poruban at [mporuban@ursinus.edu](mailto:mporuban@ursinus.edu) with the hours during which you are available. If applying through Handshake, send hours during which you are available in your "other document"**  
**Shift hours are still available for 10:00 AM to 1:00 PM.**

Important Notes:

- Wear business casual dress- no jeans, leggings or sweat pants
- Bring a positive and professional attitude
- Arrive at the indoor track of the FLB Center, connect with Michele or Amy at the employer check-in table


Student Job responsibilities (you will be assigned to a role upon arrival):


- Greeting employers and guiding them to their table location
- Using a dolly or carrying employer items to their table location
- Fair set-up, such as linen placement and distribution of administrative items
- Reviewing chair placement and making needed adjustments
- Hanging employer name signs
- Placement of directional signage
- Collection of student evaluations
- Computer check-in for students
- Creating and placing helium balloon bouquets


### About Ursinus College: Career and Post-Graduate

# Viewing applicants



 Thu 1/4/2018 2:38 PM  
Handshake <handshake@notifications.joinhandshake.com>  
Application package for Administrative Support Specialist

To  Barbara L. Johnson

 If there are problems with how this message is displayed, click here to view it in a web browser.



New application for Administrative Support Specialist

Hello Barbara,

Charlotte Torquato has applied for Administrative Support Specialist on Handshake.

To browse, view, message and search through applicants, please log in to [Handshake](#) and go to the 'Applications' tab.

To turn off these emails, edit the job and turn off the 'Email application packages' option.

Thank you,  
The Handshake Team

If you don't want to hear from us at all again you can unsubscribe [from all Handshake notifications](#)

Handshake Headquarters  
660 4th Street #113 San Francisco, CA 94107



# Hiring



#2410440 Work at the Job, Internship & Networking Fair on Wednesday Fe...

Job Details

Edit

Applicants

Filters

CLEAR

Categories

☐ Sourced Students

Status

☐ Hired (3)

[View all](#)

Label

Not Labels

Showing All Applicants at Your Schools

EDIT

Export CSV

Export Documents

Exclude Students That Do Not Match

☐ School Year or Graduation Date

☐ Minimum GPA

☐ Major

☐ Work Authorization Status

<input type="checkbox"/>	First	Last	School	Preferences	Status	Date
<input type="checkbox"/>	Maria	DiCioccio	Ursinus College		Hired	02/12/19
<input type="checkbox"/>	Emelyn	Rodriguez	Ursinus College		Pending	02/11/19
<input type="checkbox"/>	Sabrina	Tusavitz	Ursinus College		Hired	02/08/19

Can't find an applicant you're looking for? Make sure you've [added the school](#) they belong to.

- Click on job
- View Applicants
  - For each applicant, choose Hired or Declined
  - IMPORTANT: Students marked Hired will receive a notification. Students marked Declined will not receive a notification, but will be able to check their status on Handshake. You can email declined applicants (after Hired student has accepted!) to thank them for their interest.

## Important Notes

- All students who are hired will have to complete the same forms found in the Student Employment Packet on the HR website.
- You have control and can manage your postings- leaving them up for however long you like, taking them down, and editing them in real time.
  - All existing postings on HR website will be moved to Handshake by CPD.

With questions about Handshake, contact [career@ursinus.edu](mailto:career@ursinus.edu) or 610-409-3599.

SH to add links to Handshake help documents and cheat sheet