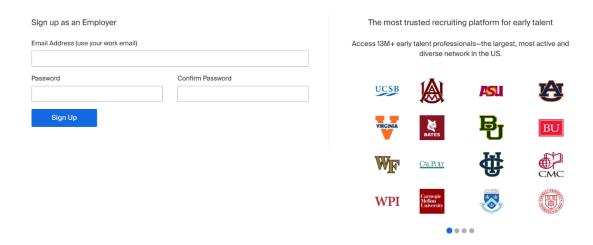
Using Handshake for On-Campus Student Employment

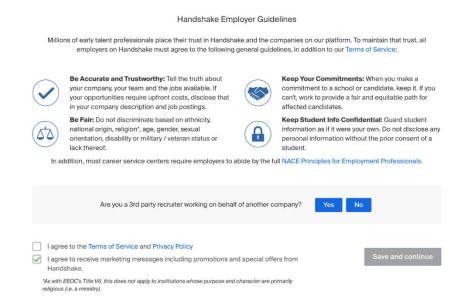
Posting student positions on Handshake streamlines and centralizes your student employment process. While the initial setup might take some time, once you're familiar with the system, the Handshake platform simplifies the process significantly.

Create a Handshake Account (for new users to Handshake)

1. Go to https://app.joinhandshake.com/emp and enter in your Muskingum email address and desired password, then click Sign Up.

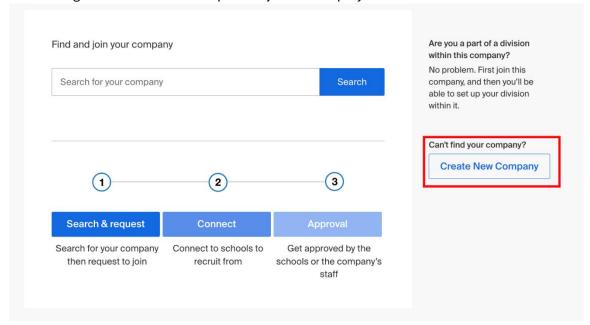


- 2. Type in the requested information. You do not need to complete optional categories. Click Save and Continue.
- 3. A popup will appear with Hanshake Employer Guidelines, which include their terms of service.





- 4. Click No to the 3rd Party Recruiter question. Click the box for "I agree to the Terms of Service and Privacy Policy" then click Save and Continue.
- 5. The next page contains instructions on how to verify your account via email. When the email arrives, click Confirm Email.
- 6. After you click Confirm Email you will be directed to Handshake where you will connect to Muskingum by typing Muskingum University in the search box. Once Muskingum appears, click on the + sign to add. Click on Request to join the employer account and then click Finish.



7. One you have joined Muskingum; you may post a job on Handshake.

Posting a Position

Login to <u>Handshake</u>. You can either post a new job or duplicate a current job.

To Create a New Job

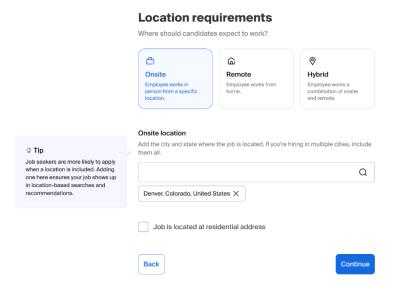
1. Click on Post a Job



- 2. Under Basic Information, type or paste your job description in the textbox. Check the box for "Automatically fill in the rest of this job post using the job description". To copy an existing job, click on the link "Copy description from existing job".
- 3. Click on Continue to proceed to the next section.
- 4. Under Position Details:
 - a. Job Title (ex. Student Assistant [department name])



- Position Type- On Campus Student Employment (do not choose the work study option)
- c. Click Continue
- 5. Location Requirements
 - a. Choose Onsite, Remote or Hybrid-Onsite location enter New Concord, OH
 - b. Click Continue



- 6. Time Requirements
 - Select Full-time or Part-time (all student jobs are part time during the academic year)
 - b. Employment Duration: Select Permanent
 - c. Click Continue
- 7. Expected Pay

You may either:

a. Use an hourly rate (exact amount). Current minimum wage information may be found here.

~or~

- b. Click 'Don't show pay" (top right corner). Check the acknowledgement box. The pay rate will be processed when completing the Request to Hire Student Employee Form. You may discuss the pay rate with the student during your applicant selection process.
- c. Leave optional sections blank.
- d. Click Continue.
- 8. Add a job role group. This field is a required field in Handshake. Please search for at least one job role that most closely matches your job description. Options may include: Office and Administrative Support Workers, General Maintenance, etc. Click Continue.
- 9. Candidate Qualifications allows you to set up screening criteria for your position; however, all students will still be able to apply regardless of the criteria. Handshake will categorize students



- based on criteria. This section is helpful if you do not require a resume to apply. Click the Continue button.
- 10. Choose Schools. Click on "Post to specific schools", enter Muskingum in the search box and select. Click Continue to proceed.
- 11. Timeline and Process.
 - a. Application Timeline. Choose the application open and close date.
 - b. Enter the number of students you will be hiring.
 - c. Select the box "candidates will submit applications on Handshake".
 - d. Select any documents you want to require on the application. Handshake requires that students have a complete Handshake profile.
 - e. Add additional members to your hiring team (if applicable). This option gives access to applicant information to other hiring team members.
 - f. Click continue.

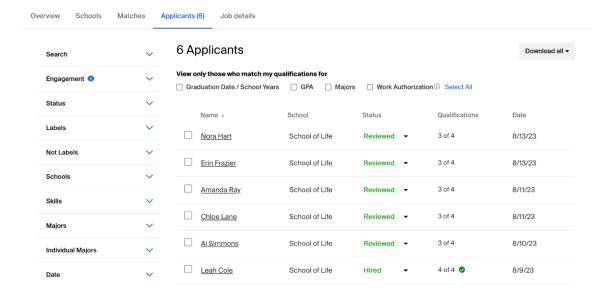
Application process		Cancel	Save
Application open date			
2024-02-02 06:00 AM GMT-5			
Application close date			
2025-08-22 05:47 PM GMT-4			Θ
Number of hires			
This will not show up to candidates.			
1			
How will candidates submit applica	tions?		
H	ď		
On Handshake	On a separate	website	
Keep all your applications in one place.	Enter a website System URL.	or Applicant 7	Tracking
Additional required documents on I	Handshake		
✓ Handshake profile			
Resume			
Cover letter			
Transcript			
Other			
Your hiring team			∠ Edir
Job owner			
Lee Cooper			
Hiring team members			



- 12. 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 Continue button to save changes, and to reach the last page of the job form.
- 13. To post your job, click the Post Job button in the upper-right corner of the job form, or in the lower-bottom of the page.
- 14. Your job is now live. You may start reviewing candidates.
- 15. Once the job is open, you may make edits by clicking on the job and then Job Details. To post the same job in the future, proceed with a new job posting but use the duplicate job feature. This will assign a new job ID number. Change any information that needs updated. Click Save Changes when you are finished.

Reviewing and Approving Applicants

- 1. Login to Handshake.
- 2. Click Jobs from the left navigation bar, select the job you want to review applicants for, then click the Applicants tab.
- 3. Handshake will provide a list of applicants who applied through the platform.



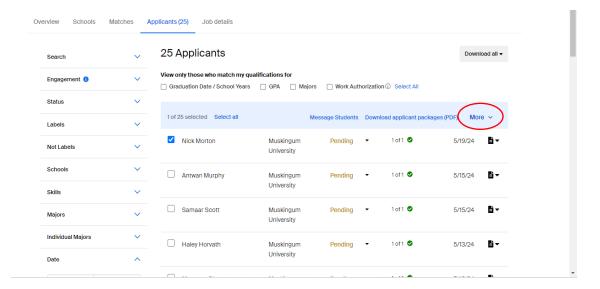
- 4. You may use the filters on the left sidebar to narrow and customize your search results. Click directly on the name of the applicant to view the student's profile. You can also Export Applicant Data and Download Applicant Documents.
- 5. The Interview feature is not available for On Campus Student Employment.
- 6. If you specified qualifications, the number of qualifications that the applicant meets will be shown in the Qualifications column.



- 7. If the applicant submitted a document, a paper icon will display to the far right of the student's name. Click on the paper icon to view the document in a new browser tab.
- 8. In the status column of the applicant listing, you may change the status of the application from Pending to Reviewed. The student will be able to check on the status of the application.
- 9. Once you know who you want to hire, change their status to Hired.



10. If you want to hire more than one student, check the box next to the student's name and then click on the More tab. Choose Mark Applications as Hired.



- 11. Messaging students directly from Handshake is not a feature available for student employment. Use your Muskingum email account to contact students about their job application status.
- 12. Make sure your student hires have completed all necessary employment paperwork through the Human Resources Office.

