

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.


Sign up as an Employer

Email Address (use your work email)

Password Confirm Password

The most trusted recruiting platform for early talent

Access 13M+ early talent professionals—the largest, most active and diverse network in the US.







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

Handshake Employer Guidelines

Millions of early talent professionals 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](#):

 <p>Be Accurate and Trustworthy: Tell the truth about your company, your team and the jobs available. If your opportunities require upfront costs, disclose that in your company description and job postings.</p>	 <p>Keep Your Commitments: When you make a commitment to a school or candidate, keep it. If you can't, work to provide a fair and equitable path for affected candidates.</p>
 <p>Be Fair: Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.</p>	 <p>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.</p>

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?

I agree to the [Terms of Service](#) and [Privacy Policy](#)

I agree to receive marketing messages including promotions and special offers from Handshake.

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

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

Posting a Position

Login to [Handshake](#). 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])

- b. 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


Location requirements

Where should candidates expect to work?




Onsite

Employee works in person from a specific location.



Remote

Employee works from home.



Hybrid

Employee works a combination of onsite and remote.

Onsite location

Add the city and state where the job is located. If you're hiring in multiple cities, include them all.

Denver, Colorado, United States
✕

Job is located at residential address

Back
Continue

Tip

Job seekers are more likely to apply when a location is included. Adding one here ensures your job shows up in location-based searches and recommendations.

6. Time Requirements
- a. 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 


Number of hires

This will not show up to candidates.

1

How will candidates submit applications?

 **On Handshake**
Keep all your applications in one place.

 **On a separate website**
Enter a website or Applicant Tracking System URL.

Additional required documents on Handshake

Handshake profile

Resume

Cover letter

Transcript

Other

Your hiring team [Edit](#)

Job owner
Lee Cooper

Hiring team members
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- 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.
- 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.
- Your job is now live. You may start reviewing candidates.
- 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

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

Overview Schools Matches **Applicants (6)** Job details

Search ▼

Engagement ● ▼

Status ▼

Labels ▼

Not Labels ▼

Schools ▼

Skills ▼

Majors ▼

Individual Majors ▼

Date ▼

6 Applicants Download all ▼

View only those who match my qualifications for

Graduation Date / School Years
 GPA
 Majors
 Work Authorization ⓘ [Select All](#)

Name	School	Status	Qualifications	Date
<input type="checkbox"/> Nora Hart	School of Life	Reviewed ▼	3 of 4	8/13/23
<input type="checkbox"/> Erin Frazier	School of Life	Reviewed ▼	3 of 4	8/13/23
<input type="checkbox"/> Amanda Ray	School of Life	Reviewed ▼	3 of 4	8/11/23
<input type="checkbox"/> Chloe Lane	School of Life	Reviewed ▼	3 of 4	8/11/23
<input type="checkbox"/> Al Simmons	School of Life	Reviewed ▼	3 of 4	8/10/23
<input type="checkbox"/> Leah Cole	School of Life	Hired ▼	4 of 4 ✔	8/9/23

- 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.
- The Interview feature is not available for On Campus Student Employment.
- If you specified qualifications, the number of qualifications that the applicant meets will be shown in the Qualifications column.

- 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.
- 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.
- Once you know who you want to hire, change their status to Hired.

Name	School	Status	Qualifications	Date
<input type="checkbox"/> Amanda Ray	School of Life	Reviewed	2 of 2	8/19/23
<input type="checkbox"/> Leah Cole	School of Life	Pending	2 of 2	8/19/23

View Application Documents (PDF)

- 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.

The screenshot shows the 'Applicants (25)' page in Handshake. On the left is a sidebar with filters for Search, Engagement, Status, Labels, Not Labels, Schools, Skills, Majors, Individual Majors, and Date. The main content area shows a list of 25 applicants. The first applicant, Nick Morton, is selected with a blue checkmark. Above the list, there are options to 'Message Students', 'Download applicant packages (PDF)', and a 'More' button which is circled in red. Below the list, the first four applicants are visible: Nick Morton, Antwan Murphy, Samaar Scott, and Haley Horvath, all with a 'Pending' status.

- 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.
- Make sure your student hires have completed all necessary employment paperwork through the Human Resources Office.