

## Student Employment-Faculty and Staff FAQ's



### 1.) Do I need to post my available student positions in Handshake?

Yes, President Behre and his cabinet made posting available student positions in Handshake, a mandatory campus practice. This was decided at the Cabinet Meeting on August 8, 2019. Handshake enables us to offer a centralized unbiased job search platform for students to find campus employment, and helps SRU stay in compliance with the BOG Policy 1983-10: Guidelines for Student Employment.

### 2.) If I have not been trained on Handshake, who do I contact for training?

Payroll and Student Employment is working hard to onboard departments as quickly as possible. Training dates and times can be found in the Professional Development Catalog. If you have questions about training or are unavailable to come to a training session, contact Payroll and Student Employment at 724-738-2069 or [studentemployment@sru.edu](mailto:studentemployment@sru.edu); we are happy to accommodate.

### 3.) I use an external site and application process for student employment, do I really need to use Handshake?

Yes, all campus jobs need to be posted in Handshake. However, Handshake's has an option within the job listing to choose to have students apply through an external website.

### 4.) I do not want to use another platform and remember another password.

Good news! We will be giving faculty and staff single sign on (the ability to sign into Handshake with their SRU credentials) by the end of the Fall 2019 semester. So please, hang tight! We appreciate your patience.

### 5.) I want to try Handshake on my own, where can I find instructions.

Detailed instructions on how to create an Employer Account (which you will need to do before posting a position); how to post a position; how to view applicants; how to hire a student through Handshake; etc. can be found on Payroll and Student Employment's webpage under the student employment accordion.

### 6.) Students aren't applying to my position, what can I do?

Great news! Payroll and Student Employment can send targeted emails to students in order to generate interest. This email can be sent to students based on their major, QPA, and class level. Email [studentemployment@sru.edu](mailto:studentemployment@sru.edu) if you would like your position sent as a targeted and specific what group of students you would like to target.

### 7.) Someone in my department already has an employer account, can I have one too?

Yes! Employer Accounts are individual accounts linked to departments within Handshake. Therefore, anyone who wants access to SRU's company profile for student employment will need to create their own employer account. Instructions to create an employer account can be found on Payroll and Student Employment's webpage.

Login Today!