



Handshake Instructions

Guide for Student Supervisors

Handshake is Slippery Rock University's campus student employment platform. Departments and programs will use this platform to provide students with a centralized job search experience and ensure compliance with the BOG Policy 1983-10: Guidelines for Student Employment.

Posting campus positions in Handshake requires an employer account. If you do not have an employer account, follow these instructions or contact Payroll and Student Employment at 724-738-2069 or studentemployment@sru.edu








The Company Profile within the Employer Portal of Handshake is to be edited by the Payroll Department only.





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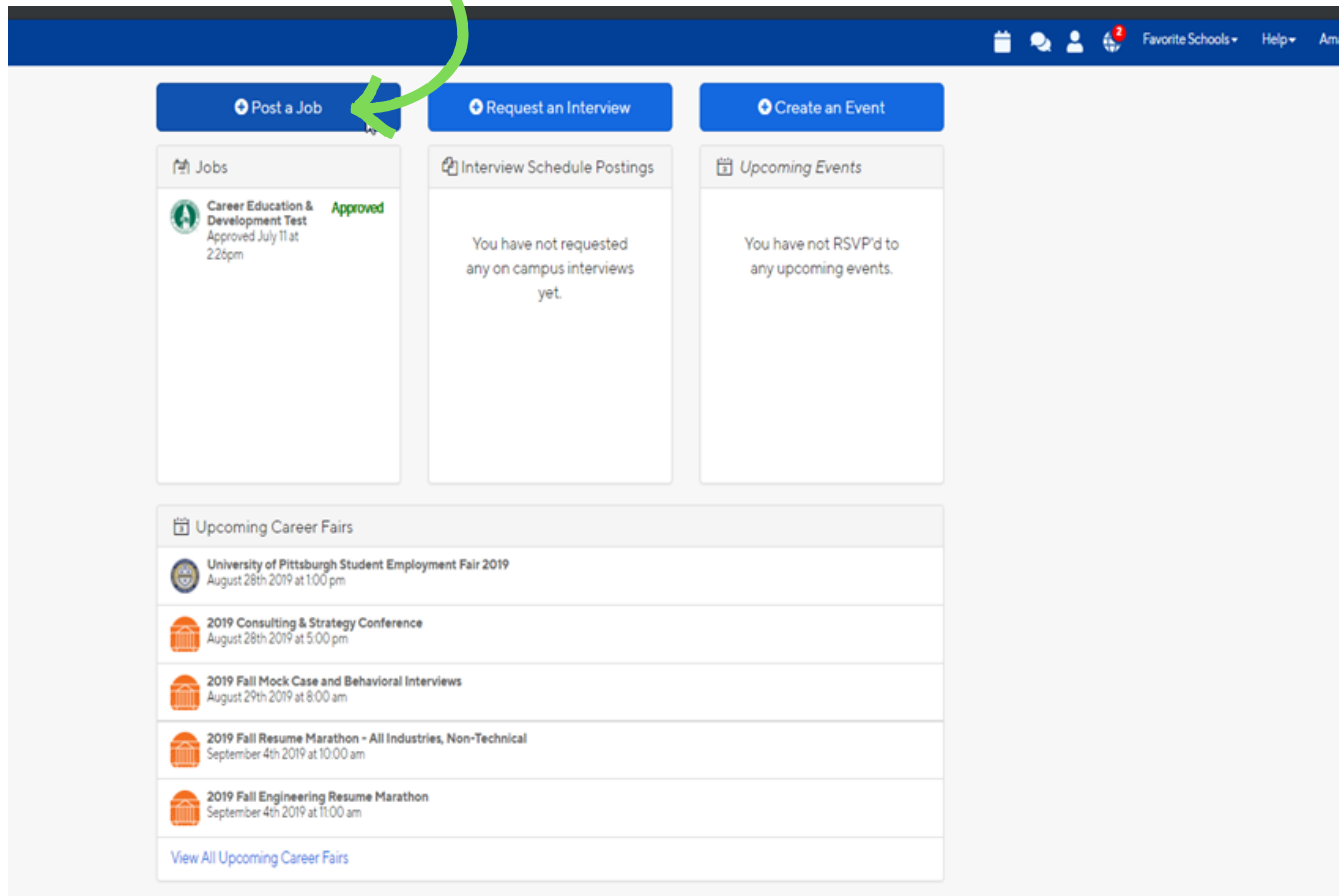
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How to Post a Job in Handshake

1.) Go to <https://sru.joinhandshake.com>

- If you do not have an employer account contact studentemployment@sru.edu or 724-738-2069

2.) Click "Post a Job"



3.) Choose "Apply in Handshake"

- If you use an external system to collect student employment information choose "apply through external system" and provide your tracking system URL in the provide field.

VIEW JOB

Jobs

New

Where should students submit their application?

- Apply in Handshake
- Apply through external system

How to Post a Job in Handshake

4.) Enter a Job Title:

- Job titles must follow this format: **Department Name: Student Position Title**
- **EX: Payroll and Student Employment: Student Assistant**

5.) Company Division:

- Select your department from the drop down (if you do not see your department or your department name has changed, contact studentemployment@sru.edu or 724-738-2069)
 - Jobs must be posted under the department you are posting the position for

Job title

Payroll and Student Employment: Assistant

Company Division (Optional)

Payroll and Student Employment



6.) Job Type:

- **On Campus Student Employment** for positions that are NOT Graduate Assistantships
- **Graduate School** for Graduate Assistantships

Job Type

- Internship
- Cooperative Education
- Experiential Learning
- On Campus Student Employment

Job Type

- Internship
- Cooperative Education
- Experiential Learning
- On Campus Student Employment
- Fellowship
- Graduate School

How to Post a Job in Handshake

7.) Employment Type: Part-Time

8.) Duration: Temporary/Seasonal

- Dates do not need to be entered here unless you want to

9.) Is this a work-study job? Select "No"

- Work study awards change daily for some students, selecting "no" will ensure that all students have a chance to view and apply for positions. If you have questions about students work-study eligibility, please contact Financial Aid.

Employment Type

- Full-Time
 Part-Time

Duration

- Permanent
 Temporary / Seasonal

Start date

End date

Is this a Work Study job?


Work study jobs are for eligible students only.


- Yes
 No

10.) Are you open to speaking with interested candidates? "Yes I want interested candidates to reach out to me for a conversation"

- **Select: Message me on Handshake**

Are you open to speaking with interested candidates?


Yes, I want interested candidates to reach out to me for a conversation


No, I'd rather candidates apply without contacting me

How do you want candidates to contact you?

- Message me on Handshake
 Schedule a virtual info chat based on my availability
[Learn more about virtual info chats](#)

How to Post a Job in Handshake

11.) Description: must include the following -hiring semester, expected hours per week, contact supervisor (name and phone or email), positions duties and responsibilities, desired qualifications, and any other information you would like to provide about the position.

- [Examples on pages 17-19](#)
- [Student Employment Tier System](#)

12.) How many students do you expect to hire for this position?

This number is for reporting reasons, a number must be entered, but it does not need to be approximate.

How many students do you expect to hire for this position?

This number can be approximate and will not be displayed to students.

13.) Estimated Salary: Students are paid hourly, and the minimum hourly rate for students on campus is \$8.50/hr with a tier range of up to \$11.00/hour.

- [Student Pay Tier Information](#)

Estimated salary

Paid Unpaid

\$	<input type="text" value="8.5"/>	Per hour	▼
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Enter a number, not a range. Specifying a salary value is optional.

14.) Job Location: [Slippery Rock, Pennsylvania, United States](#)

Job location

[+ add another location](#)

How to Post a Job in Handshake

15.) Required Documents: check the documents you wish to receive from students applying to your position:

- If you choose "Other Document" this is where you will provide a description of the additional document you want to student applicant to upload i.e. availability schedule, application, etc.
- **All students must apply through Handshake, even if you do not require them to upload documents for your position.**
- Do not ask student applicants to provide transcriptions

Required documents (Optional)

- Resume
- Cover Letter
- Transcript
- Other Document (e.g. work sample, course schedule, or other misc documents)

16.) Click "**Next**"

How to Post a Job in Handshake

17.) Preference Page: This page is used to filter applicants by allowing the posted to specify certain criteria they are looking for. These include graduate date specifications, school years, majors, minimum and GPA qualifications. We ask everyone to keep in mind that 1st year students are always very eager to work, so please think of this group of students when selecting preferences for your positions.

Earliest grad date

Latest grad date

Hiring alumni? You can leave earliest graduation date blank.

School years (Optional)

- Freshman
- Sophomore
- Junior
- Senior
- Masters
- Doctorate
- Alumni
- Postdoctoral Studies
- Masters of Business Administration
- First Year Community / Technical College
- Second Year Community / Technical College
- Certificate Program

Minimum GPA (Optional)

Major categories (Optional)

- Agriculture, Food & Horticulture - 0 of 9 majors selected
- Arts & Design - 19 of 19 majors selected
 - Architecture
 - Art History
 - City, Urban, Regional Planning
 - Cosmetology
 - Culinary Arts
 - Design & Applied Arts

How to Post a Job in Handshake

18.) Applicant Package Recipients: This section will automatically add the job poster as the recipient, additional recipients can be added if they have an employer account by typing their name in the field and selecting them.

- Check **"email a summary of all applicants once my job expires"** to receive a summary of student applicants once the position expires, or;
- Check **"email every time a new student applies"** to receive an email in your Microsoft Office "other" folder each time a student applies to the position (this is a good option if you are trying to find an immediate hire).

Applicant package recipients (Optional)

Not seeing the recipient you're looking for? [Create a new contact](#)

✕ Amanda Nichols

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

✕ Charlotte Kohler

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

✕ Carrie Peluso

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

How to Post a Job in Handshake

19.) Link to Schools: This section is where the position is linked to the university. In the "search your schools" field start typing "Slippery Rock University" and select it when it pops up. This will drop the university to the lower part of the screen, where the start date and end expiration date for the position can be chosen.

The screenshot shows the 'Job postings' section of the Handshake interface. At the top, there is a search bar labeled 'Search your schools to add job postings' with buttons for 'Add All Schools', 'Add Favorite Schools', and 'Find More'. To the right are fields for 'Global apply start date' and 'Global expiration date', each with a 'Set global' button. Below this is a table with columns for 'Schools', 'Status', 'Interview on campus?', 'Apply start date', and 'Expiration date'. The table contains one entry for 'Slippery Rock University of Pennsylvania' with a status of 'Expired' and an 'Interview on campus?' checkbox that is unchecked. The 'Apply start date' is '2022/11/11 09:00 AM' and the 'Expiration date' is '2022/11/16 11:25 AM'. A green arrow points to the 'Expiration date' field.

20.) Click "Next"

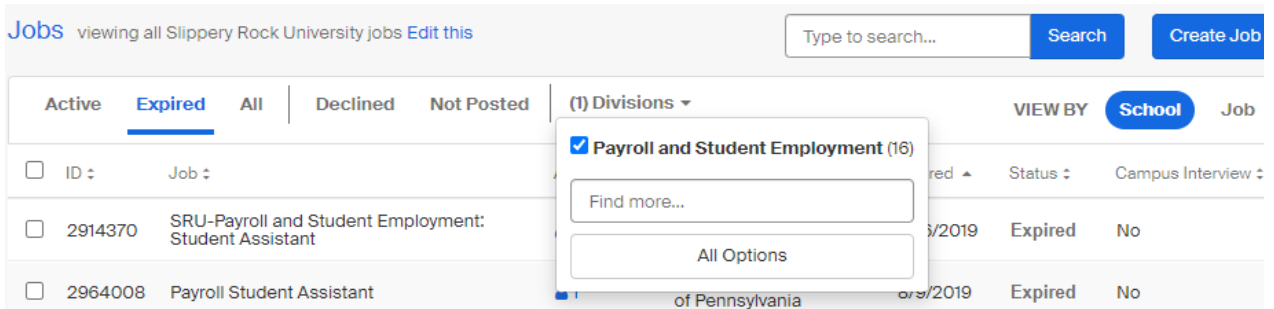
21.) Preview Page: this page is a double check, review the information and then click "save" in the bottom right hand corner.

- If something needs edited, you can click the pencil next to the area and go back to edit it.
- The social media and email icons can be used to share the position with students.

The screenshot shows the 'Preview Page' for a job posting. At the top is the 'Slippery Rock University of Pennsylvania' logo. Below it is the job title 'Payroll: Student Intern Spring 2022' and the employer 'Slippery Rock University'. The job details include: 'Slippery Rock, Pennsylvania, United States of America', 'Higher Education', 'Seasonal Part-Time On Campus Student Employment', '5,000 - 10,000 employees', and '\$7.25 per hour'. There is a note 'No on-campus interviews'. Below the job details is a green 'Apply' button. At the bottom, there is a 'Job Description' section with the text 'Spring 2022 Student Internship Opportunity' and a 'Share Job' section with social media icons for Facebook, Twitter, LinkedIn, and Email. A green pencil icon is visible next to the job title and description, indicating an edit option.

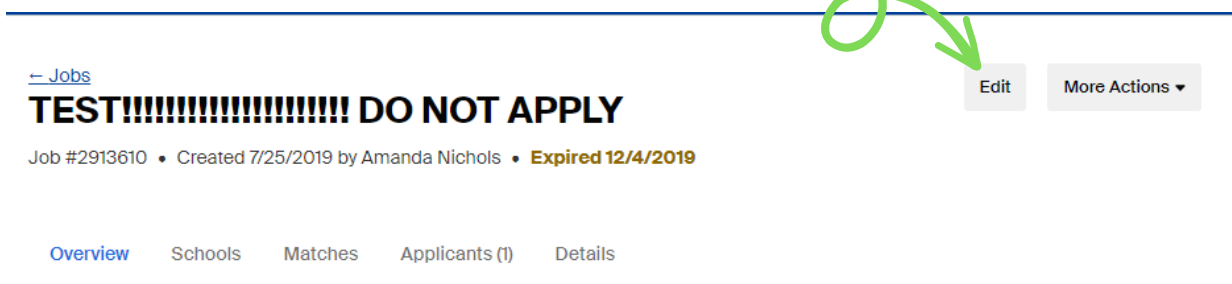
Edit A Job Posting

1.) To edit a job posting, go to your division (department) and click on the job you want to edit.



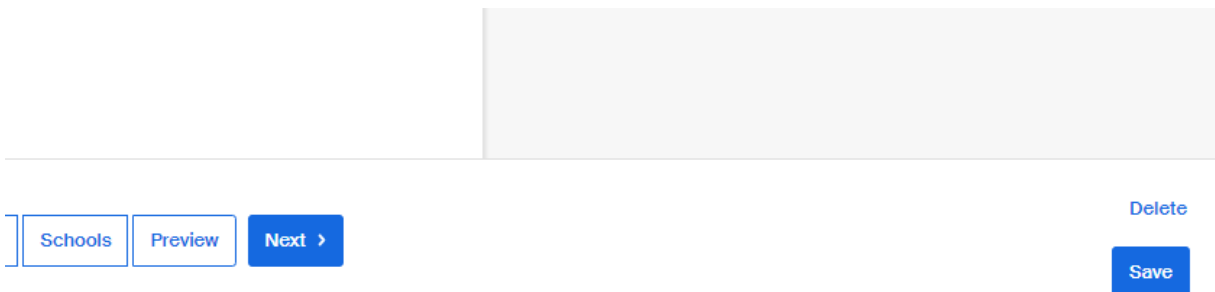
The screenshot shows a web interface for viewing jobs. At the top, there's a search bar and a 'Create Job' button. Below that, there are tabs for 'Active', 'Expired', 'All', 'Declined', and 'Not Posted'. A dropdown menu for '(1) Divisions' is open, showing 'Payroll and Student Employment (16)' selected. Below the menu, there's a table of job listings with columns for ID, Job, Status, and Campus Interview.

2.) Once inside the position, click "edit" in the upper right-hand corner, this will take you into the position template.



The screenshot shows a job detail page. At the top, there's a breadcrumb link '- Jobs'. Below that, the job title is 'TEST!!!!!!!!!!!!!!!!!!!!!! DO NOT APPLY'. Underneath, it says 'Job #2913610 • Created 7/25/2019 by Amanda Nichols • Expired 12/4/2019'. There are tabs for 'Overview', 'Schools', 'Matches', 'Applicants (1)', and 'Details'. In the upper right corner, there are two buttons: 'Edit' and 'More Actions ▾'. A green arrow points from the text above to the 'Edit' button.

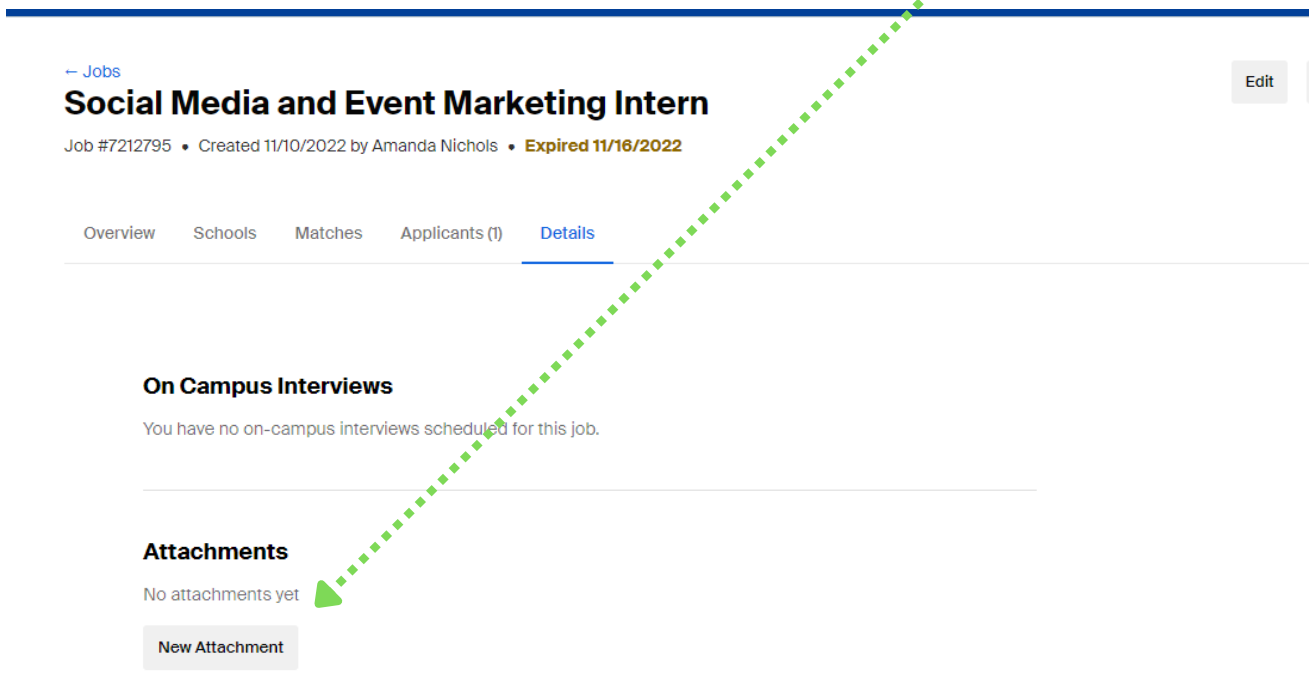
3.) Edit the position where needed. Once editing is complete, click "save" in the bottom-right corner. This step is very important, if you do not save the edit, the position will remain unchanged.



The screenshot shows the bottom of a job editing page. On the left, there are three buttons: 'Schools', 'Preview', and 'Next >'. On the right, there are two buttons: 'Delete' and 'Save'.

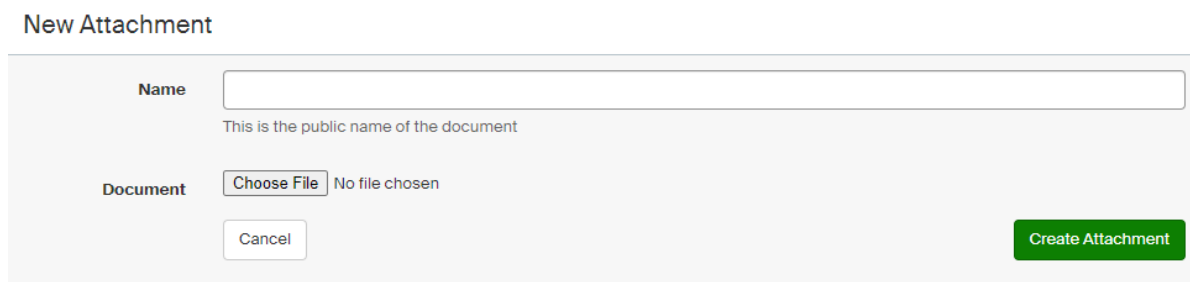
ADDING ATTACHEMENTS TO POSTINGS

- 1.) Adding an attachment provides students with information and direct links to applications, instructions, etc. specifically for the job posting.
- 2.) Click on the position you want to add an attachment(s) to, click **"Details"** and scroll to the bottom of the page, and click **"New Attachment"**



The screenshot shows a job posting interface. At the top, there is a breadcrumb link for 'Jobs' and an 'Edit' button. The job title is 'Social Media and Event Marketing Intern', with job ID #7212795, created on 11/10/2022 by Amanda Nichols, and expired on 11/16/2022. Below the title are tabs for 'Overview', 'Schools', 'Matches', 'Applicants (1)', and 'Details'. The 'Details' tab is active. Under 'On Campus Interviews', it states 'You have no on-campus interviews scheduled for this job.' Below that is the 'Attachments' section, which says 'No attachments yet' and features a 'New Attachment' button. A green dotted arrow points from the 'New Attachment' button to the 'Details' tab.

- 3.) Enter the name of the attachment, select the file you want to attach, then click **"Create Attachment"**



The 'New Attachment' form contains the following fields and buttons:

- Name:** A text input field with the placeholder text 'This is the public name of the document' below it.
- Document:** A 'Choose File' button followed by the text 'No file chosen'.
- Buttons:** A 'Cancel' button and a green 'Create Attachment' button.

Viewing Student Applicants

1.) To view student applicants, go to your division and click on the position you want to view applicants for. Once inside the position, click on "**Applicants**"

The screenshot shows a job listing interface. At the top, there's a breadcrumb trail for 'Jobs' and a job title 'DO NOT APPLY TEST'. Below the title, it says 'Job #4417465 • Created 2/11/2021 by Amanda Nichols • Expired 5/11/2021'. There are 'Edit' and 'More Actions' buttons. A navigation bar includes 'Overview', 'Schools', 'Matches', 'Applicants (1)', and 'Details'. The 'Applicants (1)' section shows a search bar, an engagement filter, and a status filter. A table lists one applicant: Amanda Nichols, Slippery Rock University of Pennsylvania, with a 'Pending' status and a date of 3/15/21. A 'Download all' button is also present.

2.) Click on the students name to view their profile. This will provide information from Banner and what they have completed on their profile.

The student profile for Amanda Nichols is displayed. It includes a profile picture, her name, and her affiliation with Slippery Rock University of Pennsylvania. Her business major and graduation details (December 2008, GPA: 3.08) are listed. The profile is divided into sections: Education, Work Experience, Actions, Skills, and Labels. Under Education, she has a Bachelor's degree from Slippery Rock University of Pennsylvania (Aug 2005 - Dec 2008) and a Master's degree from Youngstown State University (Jan 2015 - May 2017). Her work experience includes a role as Payroll Specialist at Slippery Rock University and Co-Chair of the GIESO commission. The Actions section offers options to 'Send a Message' and 'View & Add Notes'. Skills listed include Customer Service, Data Analysis, Excel, Leadership, PowerPoint, Project Management, and Public Speaking.

Viewing Student Applicants


3.) To view the student application documents, click on the paper icon to the right of their name, then choose the document you would like to view. The chosen document will be downloaded and change be saved and shared with others in your department.

1 Applicant

Download all ▾

View only those who match my preferences for:

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

Name	School	Status	Preferences	Date	
<input type="checkbox"/> Amanda Nichols	Slippery Rock University of Pennsylvania	Reviewed ▾	0 of 1	3/15/21	 TEST.pdf Test_Resume_222.docx

< 1/1 >

4.) If you want to download the documents for every student who applied, click on "Download All" and select "Download Application Packages (PDF)". This will provide a document package that can be saved to a desktop and shared as a PDF file with others in the department.

← Jobs

SRU-Payroll and Student Employment: Student Assistant

Edit

More Actions ▾

Job #2914370 • Created 7/25/2019 by Charlotte Kohler • Expired 7/26/2019


Overview Schools Matches Applicants (1) Details

1 Applicant

Download all ▾

View only those who match my preferences for:

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

Name	School	Status	Preferences	Date	
<input type="checkbox"/> Amanda Nichols	Slippery Rock University of Pennsylvania	Hired ▾	1 of 1 ✓	7/25/19	

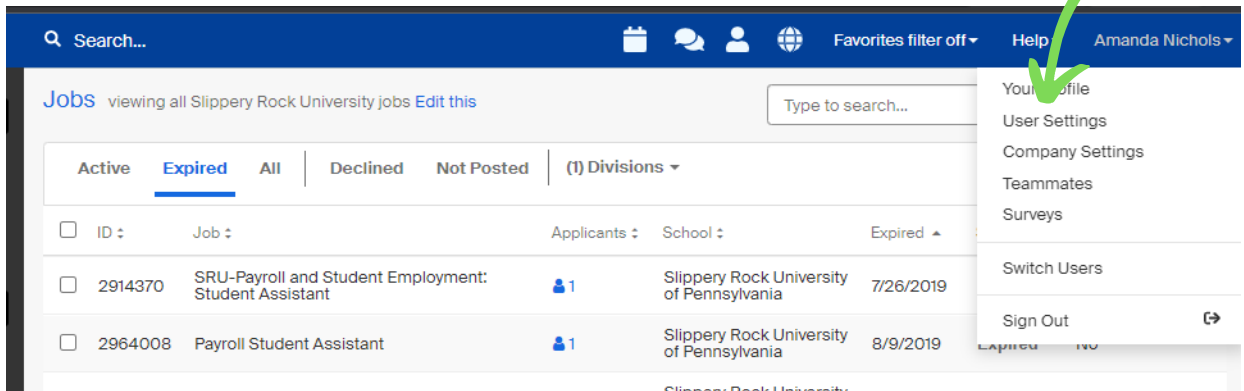
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Download all ▾

- Download applicant data (CSV)
- Download application packages (PDF)

Update Status Message Emails

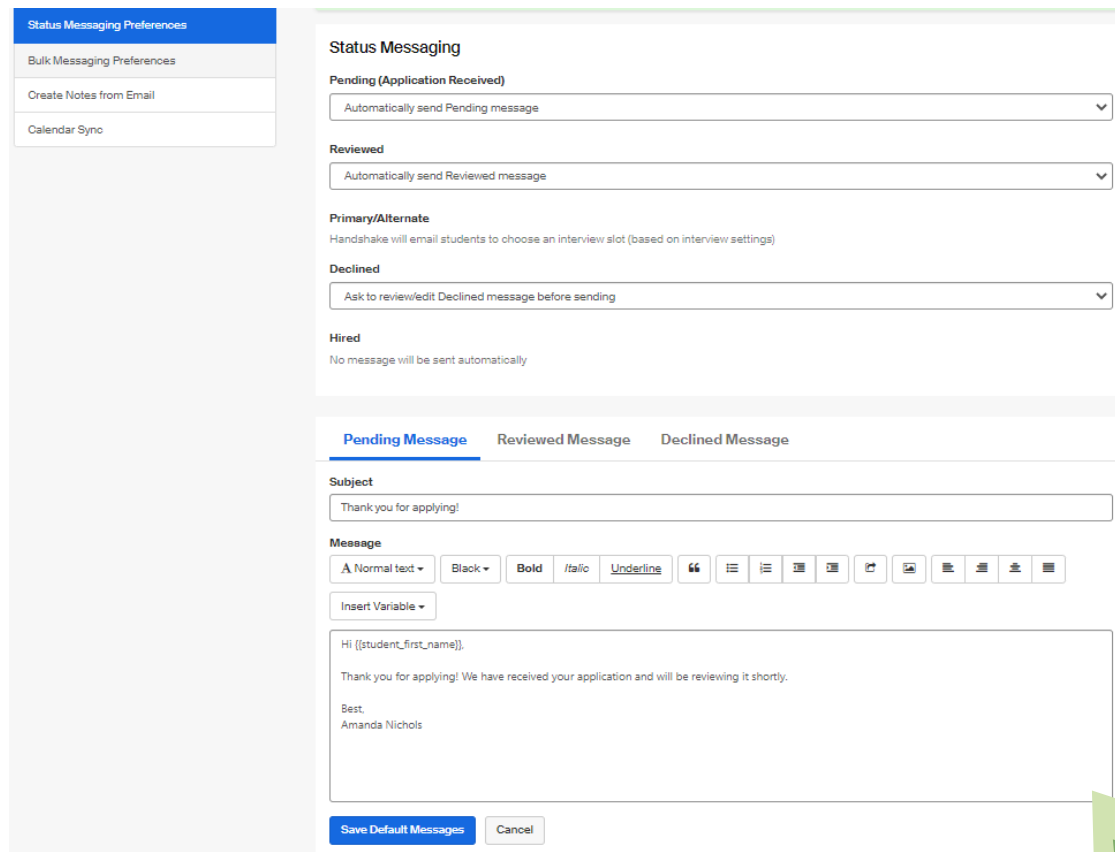
1.) Login to your Handshake Employer's Account. Once on the main page click on your name from the upper-right corner, and click **"User Settings"**.



The screenshot shows the Handshake Employer's Account interface. At the top right, the user's name 'Amanda Nichols' is displayed. A dropdown menu is open, showing options: 'Your Profile', 'User Settings', 'Company Settings', 'Teammates', 'Surveys', 'Switch Users', and 'Sign Out'. A green arrow points to 'User Settings'. Below the menu, there is a search bar and a table of jobs. The table has columns for 'Active', 'Expired', 'All', 'Declined', 'Not Posted', and '(1) Divisions'. The table lists two jobs: 'SRU-Payroll and Student Employment: Student Assistant' and 'Payroll Student Assistant'.

2.) Select **"Status Messaging Preferences"**

- Make sure all drop downs are marked as **"Automatically send message"** this will ensure students receive updates when you update their status.
- To edit the messages students receive, scroll down and click on whichever message tab you would like to update. Enter the message and click **"Save"**



The screenshot shows the 'Status Messaging Preferences' page. On the left, there is a sidebar with options: 'Status Messaging Preferences', 'Bulk Messaging Preferences', 'Create Notes from Email', and 'Calendar Sync'. The main content area is titled 'Status Messaging' and has several sections:

- Pending (Application Received)**: A dropdown menu set to 'Automatically send Pending message'.
- Reviewed**: A dropdown menu set to 'Automatically send Reviewed message'.
- Primary/Alternate**: A note stating 'Handshake will email students to choose an interview slot (based on interview settings)'.
- Declined**: A dropdown menu set to 'Ask to review/edit Declined message before sending'.
- Hired**: A note stating 'No message will be sent automatically'.

Below these sections, there are three tabs: 'Pending Message', 'Reviewed Message', and 'Declined Message'. The 'Pending Message' tab is selected. It shows a 'Subject' field with the text 'Thank you for applying!' and a 'Message' field with the following content:

Hi {{student_first_name}},
Thank you for applying! We have received your application and will be reviewing it shortly.
Best,
Amanda Nichols

At the bottom, there are two buttons: 'Save Default Messages' and 'Cancel'.

Duplicate Prior Semester Listing

- 1.) Click on the position you want to duplicate. Inside the position, click "**More Actions**" and choose "**Duplicate Job**" from the dropdown.
 - Duplicating the position allows you to create a new position with an empty applicant bucket, while keeping all the information such as the job description, hourly rate, contacts, and more the same.

← Jobs

Social Media and Event Marketing Intern

Job #7212795 • Created 11/10/2022 by Amanda Nichols • Expired 11/16/2022

Edit

More Actions ▾

Duplicate job

Expire job

Preview job

Overview

Schools

Matches

Applicants (1)

Details

🕒 This job is expired

No students can apply to this job currently. It has expired at all schools it was posted to.

WHAT YOU CAN DO

View your applicants

Browse your applicants, and check out resumes and profiles

View applicants

Renew this job

Get more applicants by renewing this job

Renew job

Job Description Example Tier 1

STUDENT EMPLOYMENT JOB DESCRIPTION REQUIREMENTS

Handshake job postings MUST include the following:

HIRING SEMESTER:

ex: Spring 2022

STUDENT WAGE TIER:

ex: Tier 1

EXPECTED HOURS PER WEEK:

ex: 10-15 hours per week

LENGTH OF POSITION:

ex: Until graduation, Spring 2022, Academic year 2022/2023

PURPOSE OF THE POSITION:

ex: to assist student new hires with their paperwork and clearance process

POSITION DUTIES & RESPONSIBILITIES:

ex: Payroll and Student Employment is looking for a customer service friendly student who is student service oriented; proficient in Microsoft Office products, specifically Excel; enjoys learning new ERP systems; has a flexible schedule; enjoys working as a team; and is self motivated.

DESIRED QUALIFICATIONS:

ex: business major (Accounting, Finance, Management, Marketing, etc.)



Job Description Example Tier 2

STUDENT EVENT & PROGRAM ASSISTANT

Handshake job postings MUST include the following:

HIRING SEMESTER:

ex: Spring 2022

STUDENT WAGE TIER:

Tier 2

EXPECTED HOURS PER WEEK:

ex: 10-15 hours per week

LENGTH OF POSITION:

ex: Until graduation, Spring 2022, Academic year 2022/2023

PURPOSE OF THE POSITION:

To assist and work events and programs on campus

POSITION DUTIES & RESPONSIBILITIES:

Assist in planning and documenting events and programs. Attend meetings and provide ideas/feedback. Provide set up and tear down assistance at events including seating, stage, equipment, microphone, decorating, etc. Provide support during events by assisting attendees with questions/concerns, assist with ticket collection and check-in, and other miscellaneous tasks that arise.

DESIRED QUALIFICATIONS:

Customer service skills, flexible schedule

Job Description Example Tier 3

TECHNICAL SUPPORT SERVICES

Handshake job postings MUST include the following:

HIRING SEMESTER:

ex: Spring 2022

STUDENT WAGE TIER:

Tier 3

EXPECTED HOURS PER WEEK:

ex: 10-20 hours per week

LENGTH OF POSITION:

ex: Until graduation, Spring 2022, Academic year 2022/2023

PURPOSE OF THE POSITION:

Assist with troubleshooting computers and other technical issues

POSITION DUTIES & RESPONSIBILITIES:

Student Technical Support is responsible for troubleshooting classroom tech, recycling old computers, installing new computers, computer office moves, desktop repairs, and walk in appointments. Students will also be responsible for answering technical phone call issues, assisting with password resets, and helping individuals with single sign on issues. Miscellaneous tasks as they arise.

DESIRED QUALIFICATIONS:

flexible schedule, customer service skills, and ability to work independently