Handshake Employer User Guide

Rollins School of Public Health Office of Career Development





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Troubleshooting Tip:

We strongly recommend using **Google Chrome** or **Mozilla Firefox**, *not Internet Explorer*, as your web browser, if able. If you are already using Chrome or Firefox, kindly try clearing your web browser's cache prior to logging back in to Handshake and try downloading again.



HOW TO CREATE AN EMPLOYER USER ACCOUNT

- 1. Go to: https://rsph.joinhandshake.com/employer_registrations/new
- 2. Enter your work email address and create a password and click "Sign Up"



3. Enter your information and recruiting interests and click "Next: Employer Guidelines"

weicome to Han	lasnake	Rich, Validated Data
Before continuing, we	e need a bit more info	Find the right fit across 8.5 million verified student profiles
First Name	Last Name	
Phone Number		550k business students
Job Title		360k finance students
Tell us the types of can	didates you would like to find	245k computer science
Agriculture, Food	d & Horticulture	students
Business, Entrep Resources	reneurship & Human	435k consulting students
Communications Computer Scient Technology	s ce, Information Systems &	••••
<u> </u>	*	
Add your Alma Mater	Oraduation	
Select School	Year	
	2020 *	
My school is not liste	d, let me type my own	
Add another Alma Mat	er	

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4. Read the Employer Guidelines and select "Yes" or "No" to "Are you a 3rd party recruiter...".

	Handshake Employer Guidelines	
Millio	ons 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:	
	Be Accurate and Trustworthy: Tell the truth about your company, your team and the jobs available.	
52	Be Fair: Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.	
In ad	ddition, 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?	
y continu olicy, and ommunic	uing, you agree to the Terms of Service, acknowledge you have read the Privacy d agree to Handshake's Employer Guidelines. You will also receive cation from Handshake related to your jobs and on campus activities. Next: Confirm Email	
As with EEO	DC's Title VII, this does not apply to institutions whose purpose and character are primarily	

5. Confirm your email address. Check your inbox or junk/spam folder for a confirmation email to verify your account.





- 6. Connect with your company (i.e. place of employment). A company profile may be shown and pre-populated based on your email address.
 - If this is not the right company, or if no company pre-populates, you can use the search bar to find your company. If your company does not exist, you may click the "Create New Company" button to create a new company profile.
 - Please refrain from creating duplicate company profiles, if possible.
- 7. Connect with schools.
 - If your company is already an approved Handshake employer at Rollins School of Public Health, no additional steps are necessary.
 - If your company is not yet an approved Handshake employer at Rollins School of Public Health, please type Rollins School of Public Health in the search box and click the + button to connect with our school.



Still waiting to get your account or company approved? Please email us: rsphcareerdev@emory.edu

For more tutorials and FAQs, please visit the Handshake Help Center.

Account Setup & Settings

Understanding School Approvals





HOW TO POST A JOB

- 1. Log in to Handshake: https://rsph.joinhandshake.com/login
- 2. Click "Jobs" on the left side navigation panel or the "Post a Job" button on the homepage.



3. Click the "Create Job" button at the top right.

lit this			
	Type to search	Search	Create Job
		VIEW BY	School Job



- 4. Fill in the *required* fields on the first page of the job posting form:
 - Where/how students should apply
 - Job title
 - Job Type
 - Employment Type

Job title	please include the URL:
Company Division (Optional)	* Where should students submit their application?
Select a division	Apply in Handshake
Display your contact information to students? Name only Don't show my info	Apply through external system Website or Applicant Tracking System URL
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?	
Work study jobs are for eligible students only.	
tes	



- 5. Fill in the required fields on the Details page:
 - Description
 - Job function
 - How many students do you expect to hire?
 - Job location (City, State or City, Country will suffice. Street address not required)

Heading 1 🗧 B I U A 💥 😑 😑 :		4-	9	<u>.</u>	Τ.							
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You can copy and paste a description directly from your website – w	ve'll retain a	III the for	rmattir	ng.								
Solution												
Choose a job function						*						
This will help students interested in specific functions search for you	ur job.											
* How many students do you expect to hire for this position?												
							- 1					
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6. The next Preferences page is optional.

Students who do not meet your work authorization, graduation date, still be able to apply but we'll bight which easy don't match (and		-
still be able to apply but we'll highlight which once don't match (and	, GPA, and major preferences will	
suit be able to apply, but we in highlight which ones don't match (and	l let you filter them out).	
Graduation date range	9	
month Vear Month	vear	
living alumpi2 Veu can lance gadiest graduation date black	, your	
ining auminity fou can leave earliest graduation date blank.		
chool years		
] Freshman		
] Sophomore		
Junior		
Senior		
Masters		
Doctorate		
Alumni Destdestard Studies		
Postdoctoral Studies		
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 selecte	ed	
Civics & Government - 0 of 9 majors selected		
Communications - 0 of 7 majors selected		
Computer Science, Information Systems & Technology - 0 of 10 majors se	electe To add co	lleagues who should receive student applications.
Education - 0 of 10 majors selected	accrah the	reginient here
Engineering - 0 of 19 majors selected	search the	recipient nere.
General Studies - 0 of 3 majors selected		
Health Professions - 0 of 17 majors selected	Can't find	them? Click "Create a new contact" to create their
Humanities & Languages - 0 of 12 majors selected	contact ar	d them add them.
Life Science - 0 of 14 majors selected		
Math & Physical Sciences - 0 of 4 majors selected		
	ars selected	
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7. Search and select Rollins School of Public Health in the search field.

	Global apply start date •	Global expiration date
Rollins School of	▼ Set global start 🗯	Set global expira
Rollins School of Public Health at Emory Univ	versity	

- 8. Enter an expiration date for your job posting.
 - Note: There is no field to enter a limit on the number of applicants. If at any point you feel you have received enough applications, you may close the job posting early at your discretion. See instructions on next page.

Schools		Interview on campus?	Apply start date	Expiration date	
X ROLLINS SCHOOL OF HEALTH	Rollins School of Public Health at Emory University		2017-10-05 08:00 am	yyyy-mm-dd	
					•



HOW TO EDIT A CURRENT JOB POSTING

- 1. Log in to Handshake: https://rsph.joinhandshake.com/login
- 2. Click "Jobs" on the left-side navigation panel.
- 3. Find and select your job posting.

POSTINGS	Jobs viewing all	Company Jobs	Edit this	
िन्द्री Jobs			Type to search	
Applications	Active Expired	All Declined Not Posted Divisions -		
Students	עסנ ⇒ טו	Арриса	nts≑ School≑	Expires 🔺 Stat
Schools			Rollins School of Public	

Jobs viewing all XYZ Company Jobs	Edit this
	JOB VIEW SETTINGS
Active Expired All Declined Not Posted	XYZ Company
D ¢ doL ¢	Jobs created by me Expire
	Rollins School of Public

- 4. Select/click on your job posting.
- 5. See options to review applicants, edit jobs, expire job, and duplicate job.

Review Applicants	Edit / Renew Job Details	Duplicate Job
View applicant profiles and download application documents.	Edit qualifications, target schools and change or ren <u>ew expiration dat</u> es.	Duplicate this job and start editing t duplicate.
Review 9 Applicants	Edit Job Expire Job	Duplicate Job

Note: Duplicating a job post will generate a <u>new job number</u> for the duplicate posting.



HOW TO REPOST AN EXPIRED JOB POSTING

- 1. Log in to Handshake: https://rsph.joinhandshake.com/login
- 2. Click "Jobs" on the left-side navigation panel.
- 3. Click the "Expired" filter shown on the top row

	Jobs	viewing all R	ollins School of Pul	blic Health at	Emory University Jobs Edit ti	nis		
ाँ्द्री Jobs			_			Type to search		
Applications								
	Act	ive Expired	All Declined	Not Posted	Divisions 👻			
RELATIONSHIPS								
Students	ID ¢	Job \$	-		Applicants	¢ loo	Expires 🔺	Stat

- 4. Select the expired job posting.
- 5. Click the "Edit Details" button.

My Profile Company Profile	dof	Applicants
	Edit Details	Review 13 Applicants
	Duplicate job	View profiles and download
Jobs	· · · · · · · · · · · · · · · · · · ·	
	School	Applicant Count
Relationships		

- 6. Click on the "Schools" tab at the bottom of the form.
- 7. Select a new Expiration Date and click Save.

Schools	Status	campus?	Apply start date	Expiration date
Rollins Sc Health at	thool of Public Emory University	×.	2018-10-26 12:00 pm	2018-10-30 12:00 pr
Cancel	< Basics	Details Prefe	renc is Schools Next	> Delete Save

To view only a list of jobs that you created, go to the Jobs tab and click "Edit This" and select "Jobs created by me":

Home	Jobs only viewing jobs created by pu Edit this	
My Profile Company Profile	Active Expired All Declined Not Posted	JOB VIEW SETTINGS All Rollins School of Public Health at
	¢ doL ¢ CI	Emory University jobs Jobs created by me
Postings	Health Research Analyst	



HOW TO MANAGE APPLICANTS ON A JOB POSTING

- 1. Log in to Handshake: https://rsph.joinhandshake.com/login
- 2. Click "Jobs" on the left-side navigation panel.
- 3. Search for your job posting.

POSTINGS	Jobs viewing all Company Jobs	Edit this
न्द्री Jobs		Type to search
Applications	Active Expired All Declined Not Posted Divisions -	
Students	Approx - UC - U	ncants 🗘 School 🗘 🔹 Expires 🔺 Sta
Schools		Rollins School of Public

4. Select the applicant icon to view all applicants for the job posting.

My Profile Company Profile	Active Expired All Declined Not Posted Divisions -		
	□ ID \$ Job \$	Applicants 🔺	School :
Postings Jobs	Graduate Research Assistant	▲ 31	Rollins Health Univers

- 5. You may filter your candidates in a variety of ways, and you may also use the checkboxes at the top of the page to exclude students that do not match your job preferences.
- 6. You may also change students' application status from *Pending* to: Reviewed, Declined, or Hired, if you choose.

 School Year or Grad Major 	uation Date 📄 Minimum GPA 📄 Work Authorization Status			ocuments
🔲 First 🗘 Last 🗘	School \$	Preferences \$	Status ‡	Date \$
	Rollins School of Public Health at Emory University	i initia an	Pending -	05/16/19
	Rollins School of Public Health at Emory University	i initia	Reviewed Declined Hired	05/16/19



HOW TO DOWNLOAD APPLICATIONS

- 1. Log in to Handshake: https://rsph.joinhandshake.com/login
- 2. Click "Jobs" on the left-side navigation panel.
- 3. Search for and select your job posting.

POSTINGS	Jobs viewing all	Company Jobs	Edit this	
हिंदूी Jobs			Type to search	
RELATIONSHIPS	Active Expired	All Declined Not Posted Divisions 🗸		
De Students	v 300 - v 01	Арриса	ants ≑ School ≑	Expires 🔺 Stat
Schools			Rollins School of Public	

4. Click the "Review [#] Applicants" button

ii handshake	Q Search	
Home	# Graduate Res	earch Assistant
My Profile Company Profile	Job Preview job posting Applicants	
	Edit Details Expire Job	Review 31 Applicants
Postings	Duplicate job	View profiles and download plica
Jobs		

5. Click the "Export Documents" button

#	Graduate R	esearch Assistant		Job Detail	s Edit Applicants
Filters	CLEAR	Showing All Applicants at Yo	ur Schools EDIT	Í	Export CSV
Keyword		Exclude Students That Do Not Mat	tch Minimum GPA	4	입 Export Document
Categories	Δ	Major	Work Authorization Sta	atus	



6. Select the documents you want to download and click Next.



7. Confirm your download.

Download Applicant Packages	×
Are you sure you want to perform this action on the selected results?	
Cancel	irr

8. Click on the hyperlink to retrieve the file.

Download building	×
Your download is ready. Click here to retrieve the file. We've also sent you an email with this file.	
	Close





HOW TO LEAVE CURRENT EMPLOYER/COMPANY

You can follow the steps below to disconnect yourself from the company profile you're currently connected to by following the steps here.

- 1. Log in to Handshake: https://rsph.joinhandshake.com/login
- 2. Click your name at the top right corner of the page.
- 3. Select "User Settings" from the drop-down.

Your Profile
User Settings
Company Settings
Employee Directory
Surveys
Product Announcements
Switch Users
Sign Out €→

- 4. Scroll down to the bottom of the page, where it says "Leave Employer".
- 5. Click directly on "leave them and connect with a different employer account".

To edit your pho	sto, check out our in-place editor on your profile page.
	Leave Employer
	Is Sprinkle Dreams not your employer? You can leave them and connect with a different employer account.
	Cancel

6. You will then be redirected to search a company profile and join another company in Handshake.

Note: Some company profiles may automatically approve you as a user, and some may not. Please <u>email us</u> if you have any issues with your approval or to request a manual approval from us.



For more information and other tutorials, please check out the Handshake Help Center.

Questions?

Contact us at <u>rsphcareerdev@emory.edu</u>.

Please be sure to include the job posting number for reference, if possible.

Troubleshooting Tip:

We strongly recommend using **Google Chrome** or **Mozilla Firefox**, *not Internet Explorer*, as your web browser, if able. If you are already using Chrome or Firefox, kindly try clearing your web browser's cache prior to logging back in to Handshake and try downloading again.