



 **Handshake**

Employer User Guide

Rollins School of Public Health
Office of Career Development



EMORY

ROLLINS
SCHOOL OF
PUBLIC
HEALTH

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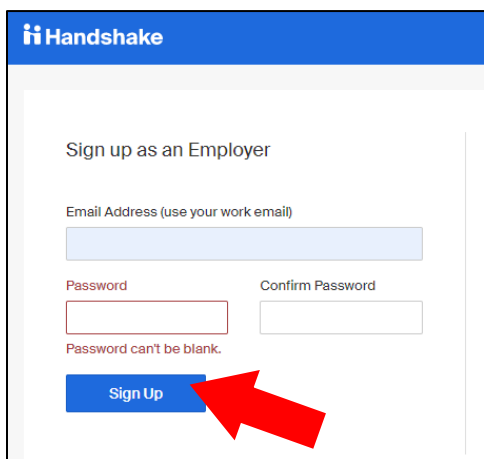
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Troubleshooting Tip:

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”



Handshake

Sign up as an Employer

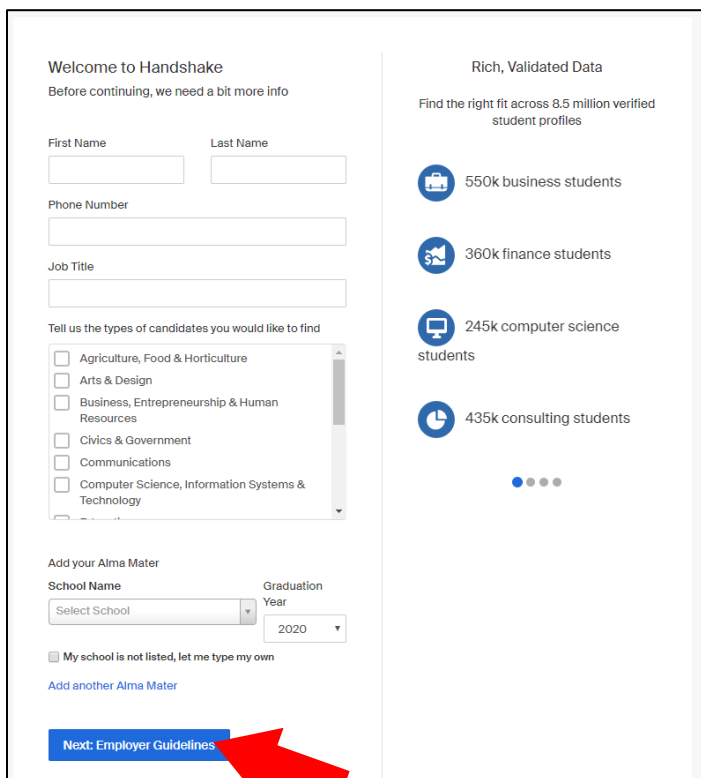
Email Address (use your work email)

Password Confirm Password

Password can't be blank.

Sign Up

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



Welcome to Handshake
Before continuing, we need a bit more info

Rich, Validated Data
Find the right fit across 8.5 million verified student profiles

550k business students
360k finance students
245k computer science students
435k consulting students

First Name Last Name
Phone Number
Job Title

Tell us the types of candidates you would like to find





Add your Alma Mater
School Name Graduation Year
My school is not listed, let me type my own
Add another Alma Mater

Next: Employer Guidelines

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

Handshake Employer Guidelines

Millions 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](#):

 <p>Be Accurate and Trustworthy: Tell the truth about your company, your team and the jobs available.</p>	 <p>Keep Your Commitments: When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.</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?

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

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

[Next: Confirm Email](#)

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

handshake Need Help?

Confirm your email address on Handshake

Hi Jade ,

Welcome to Handshake! Please confirm your email address to get started:

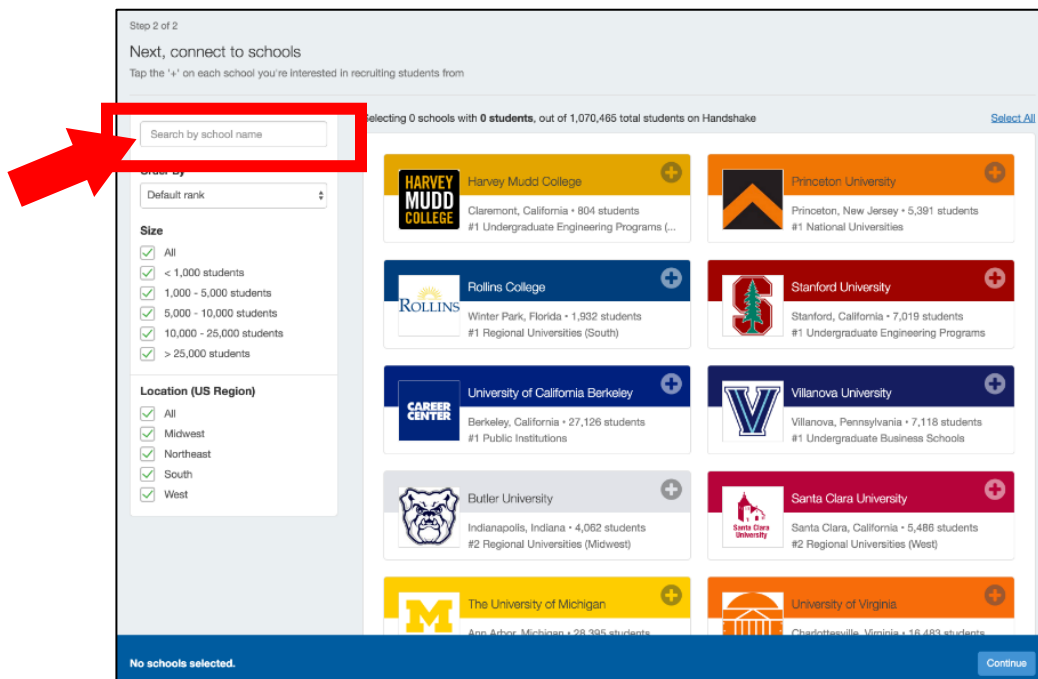
[Confirm Email](#)

If this is a mistake, you can [cancel the registration](#) at any time.

HAVE QUESTIONS?
Email us at support@joinhandshake.com or check out our [upcoming webinars](#)

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

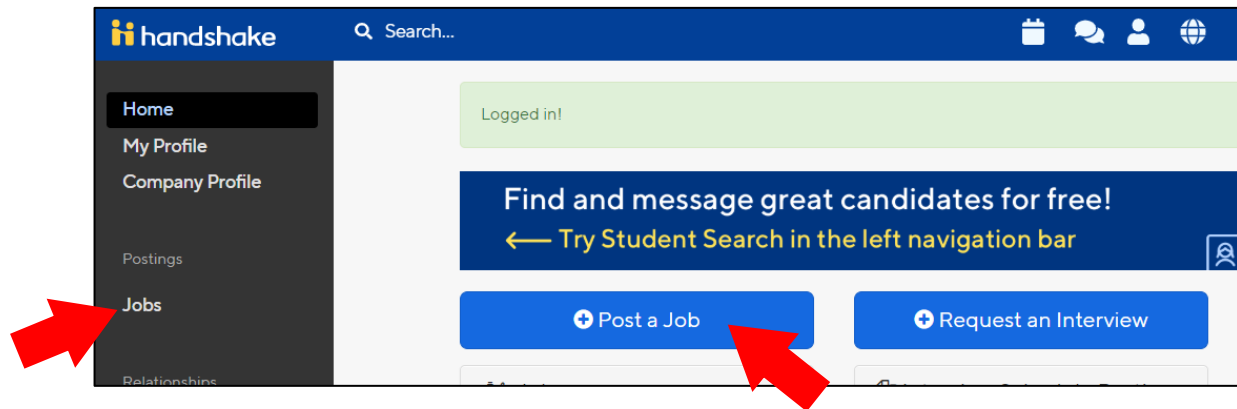
For more tutorials and FAQs, please visit the [Handshake Help Center](#).

[Account Setup & Settings](#)

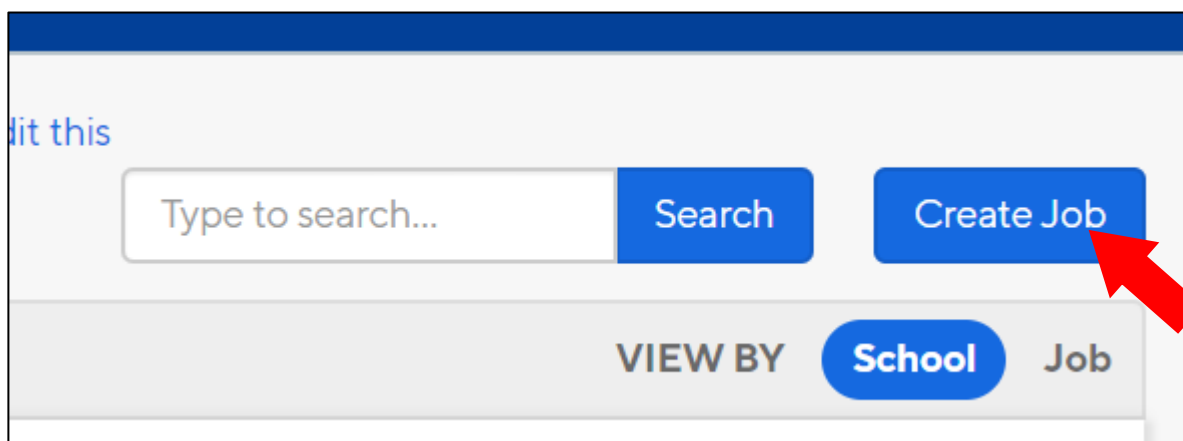
[Understanding School Approvals](#)

▶ 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.



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

Where should students submit their application?

Apply in Handshake

Apply through external system

Job title

Company Division (Optional)

Select a division

Display your contact information to students?

Name only

Don't show my info

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.

Yes

No

* Where should students submit their application?

Apply in Handshake

Apply through external system

Website or Applicant Tracking System URL

< Basics Details Preferences Schools Preview Next >

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)

The screenshot shows the 'Details' page of a job posting on Handshake. Red arrows point to four required fields:

- Description:** A rich text editor with a toolbar (Heading 1, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Image, Unlink) and a text area. Below it is a note: "You can copy and paste a description directly from your website – we'll retain all the formatting."
- Job function:** A dropdown menu with the placeholder text "Choose a job function...". Below it is a note: "This will help students interested in specific functions search for your job."
- How many students do you expect to hire for this position?:** A text input field. Below it is a note: "This number can be approximate and will not be displayed to students."
- Approximate salary:** Radio buttons for "Paid" (selected) and "Unpaid". A text input field with a "\$" symbol and a dropdown menu for "Per hour". Below it is a note: "Enter a number, not a range."
- Job location:** A search input field. Below it are links for "+ add another location" and a checkbox for "Allow remote workers".

At the bottom, there are tabs for "Basics", "Details" (selected), and "Preferences".

If Job Location is in the USA, please answer 2 additional questions regarding international students:

The inset screenshot shows the following questions:

- Job location:** A dropdown menu with "Atlanta, Georgia, United States" selected. Below it are links for "+ add another location" and a checkbox for "Allow remote workers".
- Eligibility for international students (non-US citizens or permanent residents):**
 - Would you sponsor a work visa for the right candidate?
 Yes No
 - Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for an internship under OPT/CPT)
 Yes No

6. The next Preferences page is optional.

! Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

Graduation date range
Earliest grad date: month [v], year [v]
Latest grad date: month [v], year [v]
Hiring alumni? You can leave earliest graduation date blank.

School years

- Freshman
- Sophomore
- Junior
- Senior
- Masters
- Doctorate
- Alumni
- 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 selected
- Civics & Government - 0 of 9 majors selected
- Communications - 0 of 7 majors selected
- Computer Science, Information Systems & Technology - 0 of 10 majors selected
- Education - 0 of 10 majors selected
- Engineering - 0 of 19 majors selected
- General Studies - 0 of 3 majors selected
- Health Professions - 0 of 17 majors selected
- Humanities & Languages - 0 of 12 majors selected
- Life Science - 0 of 14 majors selected
- Math & Physical Sciences - 0 of 4 majors selected
- Natural Resources, Sustainability & Environmental Science - 0 of 10 majors selected
- Social Sciences - 0 of 9 majors selected

These consolidate individual majors across every school on Handshake. Choose a school to filter by.

Applicant package recipients

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

John Doe

- 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

To add colleagues who should receive student applications, search the recipient here.

Can't find them? Click "Create a new contact" to create their contact and then add them.

New Contact

Contacts | **New Contact**

*** Email address**

*** First name**

Last name

Title

*** Location**

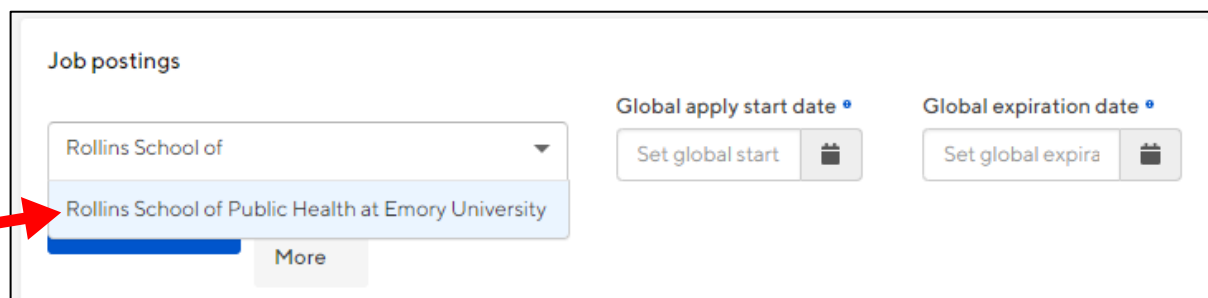
Phone

Cell phone

Fax

Description

7. Search and select **Rollins School of Public Health** in the search field.



Job postings

Rollins School of

Rollins School of Public Health at Emory University

More

Global apply start date

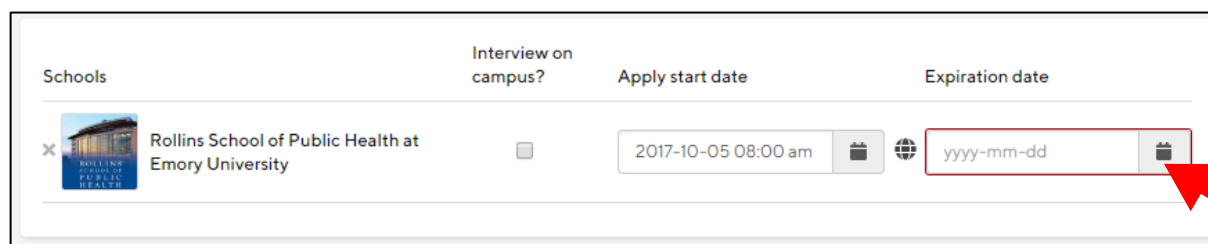
Set global start


Global expiration date

Set global expira

8. Enter an expiration date for your job posting.

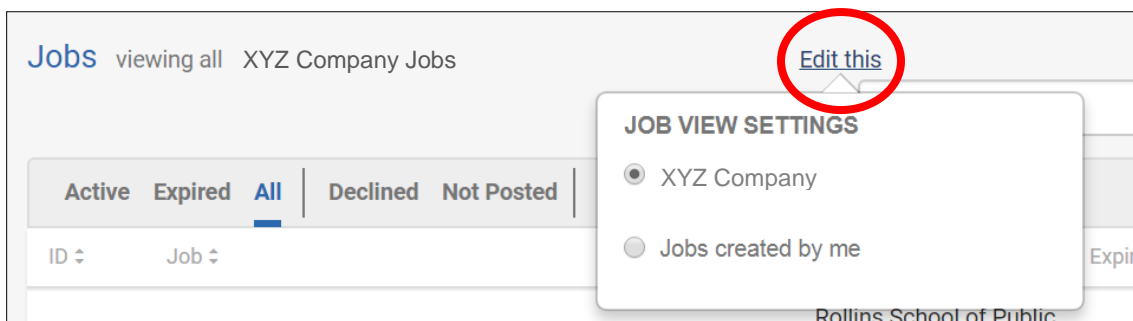
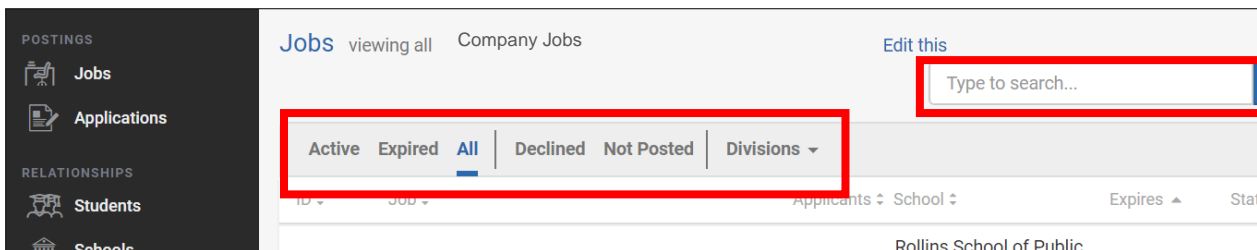
- Note: There is no field to enter a limit on the number of applicants. If at any point you feel you have received enough applications, you may close the job posting early at your discretion. See instructions on next page.



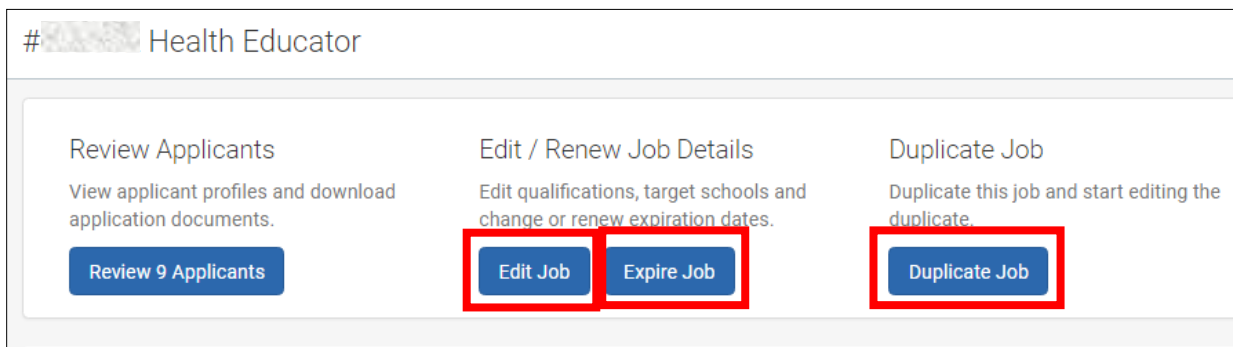
Schools	Interview on campus?	Apply start date	Expiration date
 Rollins School of Public Health at Emory University	<input type="checkbox"/>	2017-10-05 08:00 am	yyyy-mm-dd

▶ 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.



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



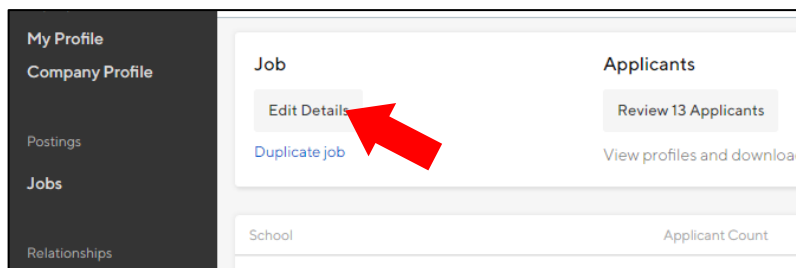
Note: Duplicating a job post will generate a new job number for the duplicate posting.

▶ HOW TO REPOST AN EXPIRED JOB POSTING

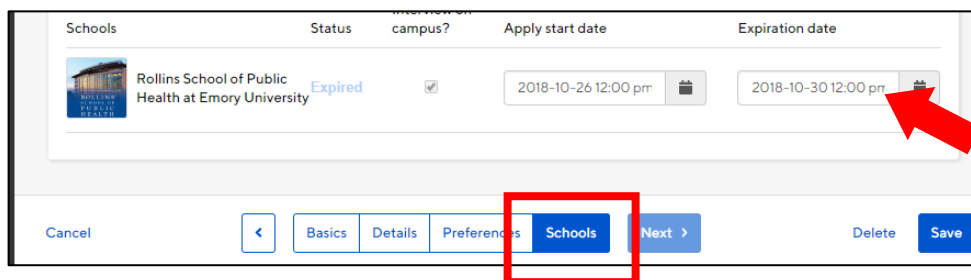
1. Log in to Handshake: <https://rsph.joinhandshake.com/login>
2. Click “Jobs” on the left-side navigation panel.
3. Click the “Expired” filter shown on the top row



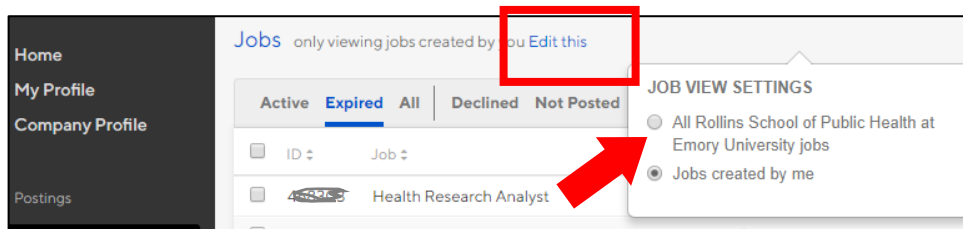
4. Select the expired job posting.
5. Click the “Edit Details” button.



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

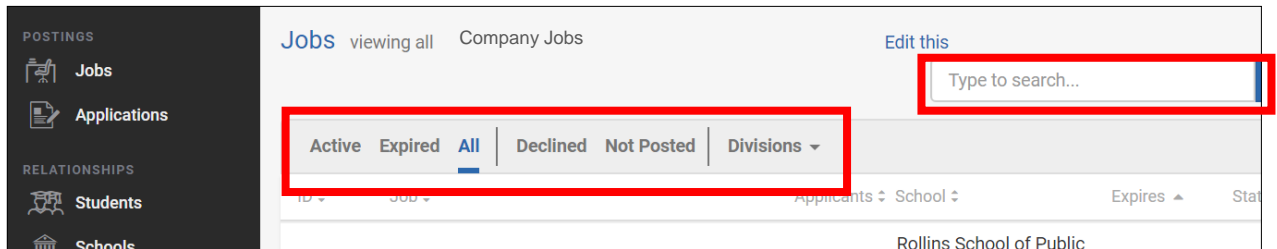


To view only a list of jobs that you created, go to the Jobs tab and click “Edit This” and select “Jobs created by me”:

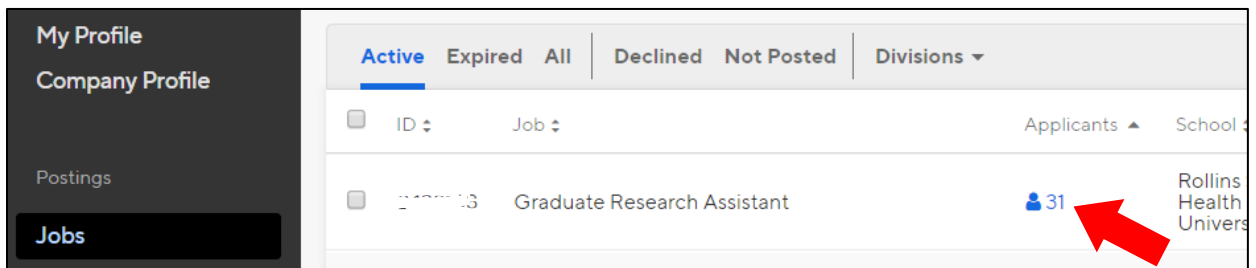


▶ HOW TO MANAGE APPLICANTS ON A JOB POSTING

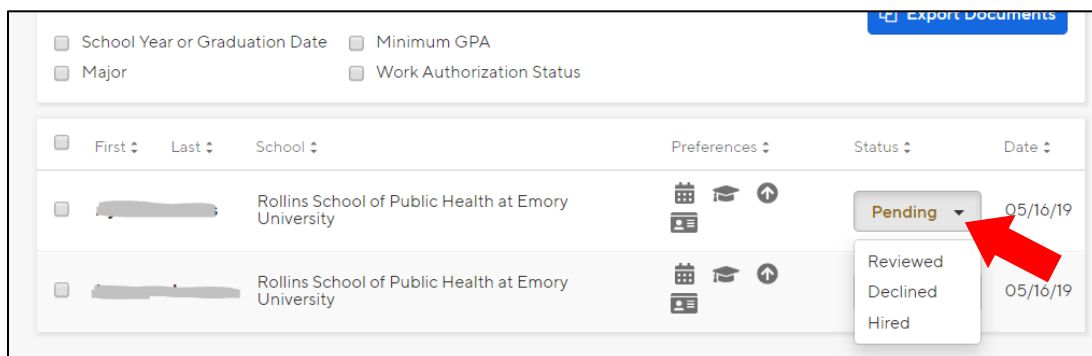
1. Log in to Handshake: <https://rsph.joinhandshake.com/login>
2. Click “Jobs” on the left-side navigation panel.
3. Search for your job posting.



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



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.

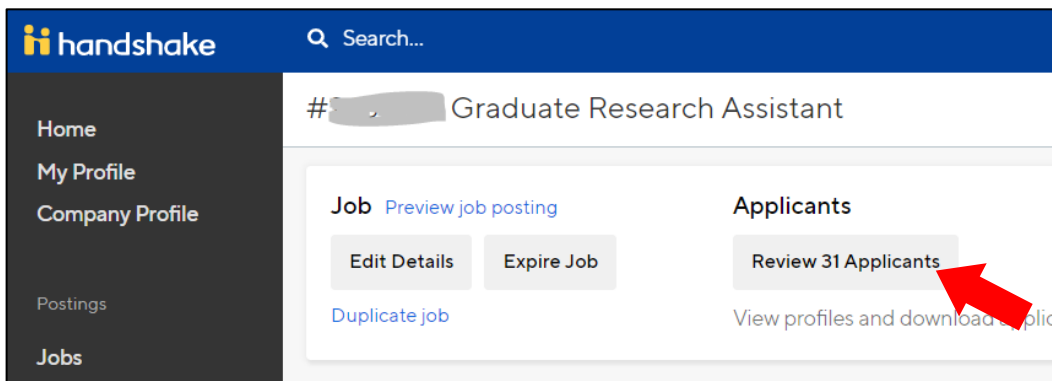


▶ HOW TO DOWNLOAD APPLICATIONS

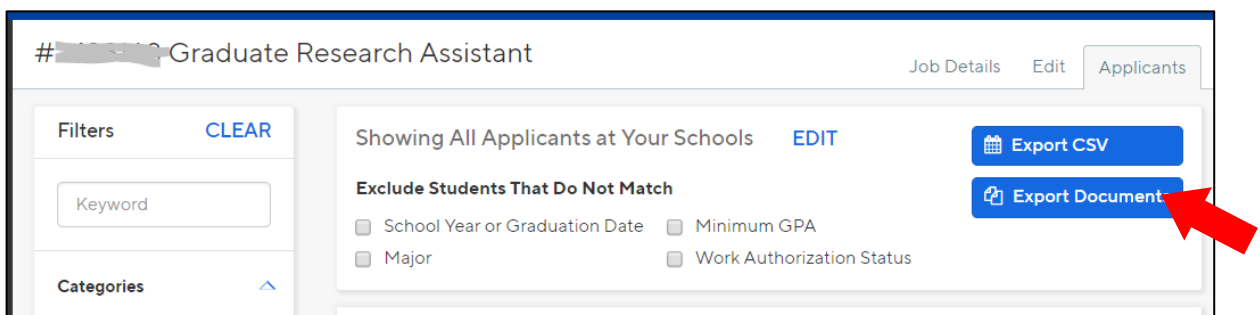
1. Log in to Handshake: <https://rsph.joinhandshake.com/login>
2. Click “Jobs” on the left-side navigation panel.
3. Search for and select your job posting.



4. Click the “Review [#] Applicants” button



5. Click the “Export Documents” button



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

Download Documents

Select which documents you would like to download.

Please note that non-required documents may not be present for each student. Thus, if you select to download "cover letters" and it's not a required document, you might not find any in your PDF packet.

- Resume
- Cover Letter
- Transcript
- Other Document

Cancel Next...

7. Confirm your download.

Download Applicant Packages

Are you sure you want to perform this action on the selected results?

Cancel Confirm

8. Click on the hyperlink to retrieve the file.

Download building

Your download is ready. [Click here to retrieve the file.](#)

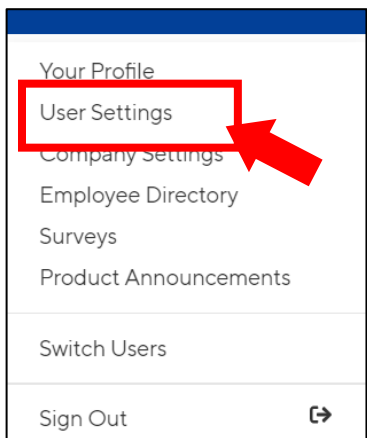
We've also sent you an email with this file.

Close

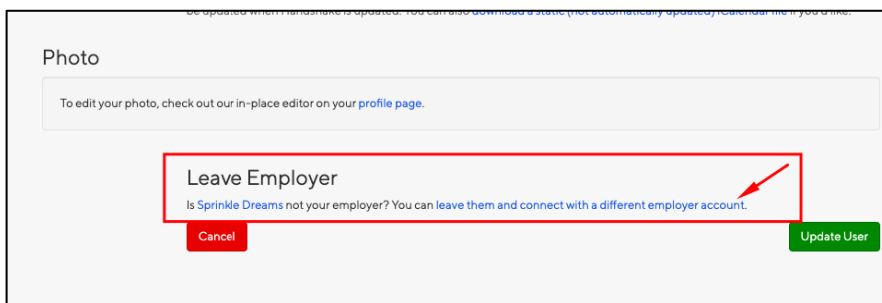
▶ HOW TO LEAVE CURRENT EMPLOYER/COMPANY

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.



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](#)".



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 [email us](#) 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 rsphcareerdev@emory.edu.

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.