



# Employer User Guide to

 handshake

# Welcome to Handshake!

Thank you for your interest in recruiting at Daemen University, Amherst, NY. We can't wait for you to get connected with our students and alumni who are looking to work for organizations like yours.

We are excited to be able to provide you and your organization with **free** access to Handshake, our online career management system. Handshake allows you to easily interact with our students and alumni, post your open positions, and register to attend our Career and Internship Expo and other recruiting events.

If you don't already have a user account and company profile in Handshake, you'll need to do this first. If you already have a Handshake account with another school, you'll want to use it to connect with Daemen University. Let's get started!

## Need Help?

We created this guide to provide you with the information you need to get started with Handshake. If other questions should come up, go to the Employer Handshake Help Center at:

<https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer>

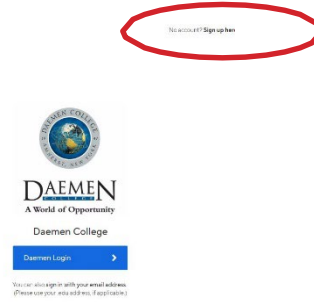
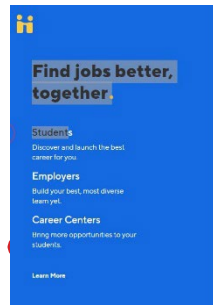
Or contact Daemen University Career Services

Telephone: (716) 839-8334

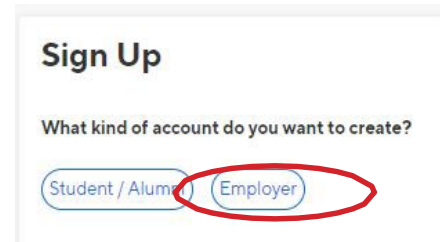
Email: [careerservices@daemen.edu](mailto:careerservices@daemen.edu)

# Create Your User Account

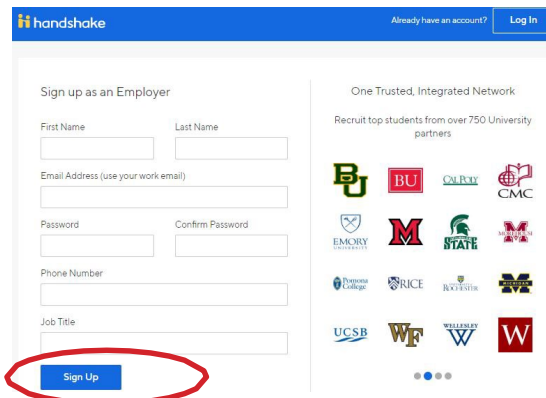
**Register:** Click on this link to create your account [daemen.joinhandshake.com](https://daemen.joinhandshake.com) and click on “Sign Up for An Account”.



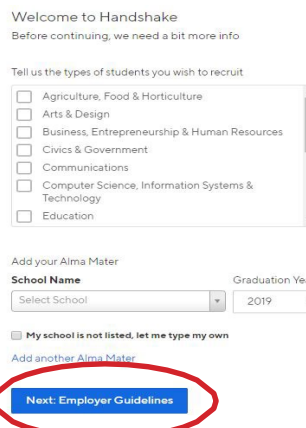
Select the **Employer** account type from the options presented.



Fill out all the information requested and then click **Sign Up**. To expedite your company approval process, you should enter your complete First Name, Last Name, Phone Number, your personal Job Title, Company Address, Telephone Number, Email and website URL. **Please note**, user account requests using gmail, hotmail, yahoo, outlook, or other public email services will slow your approval and make it harder to connect to your company's profile.

A "Sign up as an Employer" form. It includes fields for First Name, Last Name, Email Address, Password, Confirm Password, Phone Number, and Job Title. A red circle highlights the "Sign Up" button at the bottom. To the right, there is a section titled "One Trusted, Integrated Network" with logos of various universities.

Enter your recruiting interests and alma mater to help us better understand how you'll use Handshake. Then click **Continue**.





A "Welcome to Handshake" form. It asks "Tell us the types of students you wish to recruit" with a list of checkboxes for various fields of study. Below this, it asks "Add your Alma Mater" with a dropdown for "School Name" and a dropdown for "Graduation Year". A red circle highlights the "Next: Employer Guidelines" button at the bottom.

## Create Your User Account . . . Continued

Read the [Employer Guidelines](#), [Terms of Service](#), and [Privacy Policy](#). If you are **not** a 3rd party recruiter, select **No** then click **Next: Confirm Email**.

**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> <b>Be Accurate and Trustworthy:</b> Tell the truth about your company, your team and the jobs available.</p> <p> <b>Be Fair:</b> Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.</p>	<p> <b>Keep Your Commitments:</b> 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> <b>Keep Student Info Confidential:</b> Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.</p>
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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? **Yes** **No**

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**

If you are a 3rd party recruiter, select **Yes**, then review and agree to Handshake's 3rd party recruiter policy and click **Next: Confirm Email**.

Are you a 3rd party recruiter working on behalf of another company? **Yes** No

Job postings created by third parties must be for a single company. The description of the job posting must clearly state both the company name as well as the fact that you represent a third party firm recruiting on behalf of the company. You may not disclose any student information to another party without the written consent of the student.

→

☒


I agree and comply with the above third-party recruiting policies.

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

You are just one final step away from creating your user account. You should receive an automated email from Handshake within 10 minutes at the email address you used during the registration process. **You must click the link in this email to confirm your account.** If you don't receive a confirmation email, please reference the steps outlined in the [Confirmation Email Troubleshooting Guide](#).



Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

**Didn't receive the email?**

1. Is [mot2136@hotmail.com](mailto:mot2136@hotmail.com) your correct email without typos? If not, you can restart the sign up process
2. Check your spam folder
3. Add [handshake@m.joinhandshake.com](mailto:handshake@m.joinhandshake.com) to your contacts
4. [Click here](#) to resend the email

**Still having trouble?**

[Contact us](#)

## Create Your User Account . . . Continued

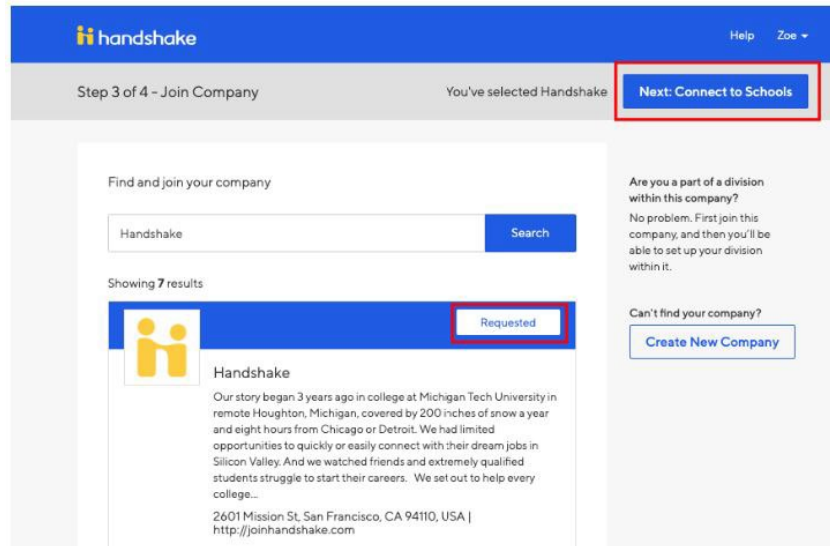
When the email arrives, click **Confirm Email** button to verify your account.



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

HAVE QUESTIONS?  
[Check out our help center](#) or sign up for one of our [upcoming webinars](#)

When you click **Confirm Email** in your confirmation email, you will be brought back to Handshake. If your company exists in our system, you'll see the following page. You can **click Request to connect** with that company and then select **Next: Connect to Schools** where you will connect with your organization or company.



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 can click the **Create New Company** button. Read [How do I create a company profile](#) to learn more about completing your company profile in Handshake.

## Create Your User Account . . . Continued

handshake Help Zoe

Step 3 of 4 - Join Company Next: Connect to Schools

Find and join your company

Search for your company Search

1 2 3

Search & request Connect Approval

Search for your company then request to join Connect to schools to recruit from Get approved by the schools or the company's staff

Are you a part of a division within this company?  
No problem. First join this company, and then you'll be able to set up your division within it.

Can't find your company?  
Create New Company

Next, you will choose schools you want to connect with. Use the filters on the left side of the screen to narrow down schools by rank, region and location. To request to connect with individual schools, click the **+** button to the right of the school. Then click **Next: Finish**.

handshake Help Zoe

Step 4 of 4 - Connect with Schools 1 School selected Next: Finish

Search

Showing 301 results

Amaranta University  
Palo Alto, California • 10,000 students • #1 Top Public Scho...

Cornell College  
Ithaca, New York • 25,000 students • #1 Undergraduate En...

Cornell University  
Ithaca, New York • 30,000 students • Top 10 Engineering U...

University of Michigan  
Ann Arbor, Michigan • 43,625 students • #1 Regional Univer...

Andover College  
Clawson, Michigan • 0 students

Johns Hopkins University  
Baltimore, Maryland • 0 students

Abilene Christian University  
San Francisco, California • 12,345 students • Top 500 Libera...

My Selected (1) Clear

Filter Schools by

Region  
Midwest  
Northeast  
South  
West

Location  
Rank

If you are not automatically connected with your company you will see a pending page. To learn more about being in a pending status at a school, read the article [“What is pending status at a school?”](#) Approving new employers is done by Career Services’ staff and can take **2-3 business days** depending on the volume of requests. Until your employer request is approved, you **cannot** post internships or jobs. If our staff has any questions about your organization, we will contact you via Handshake. It is important to be sure you have completed your employer profile completely.

Once your employer request is approved, you will receive an email from Handshake.

## Create Your User Account . . . Continued

Thank You for Signing up for Handshake!

Your Current Status:  
Pending approval at Handshake  
Pending connections with 1 school

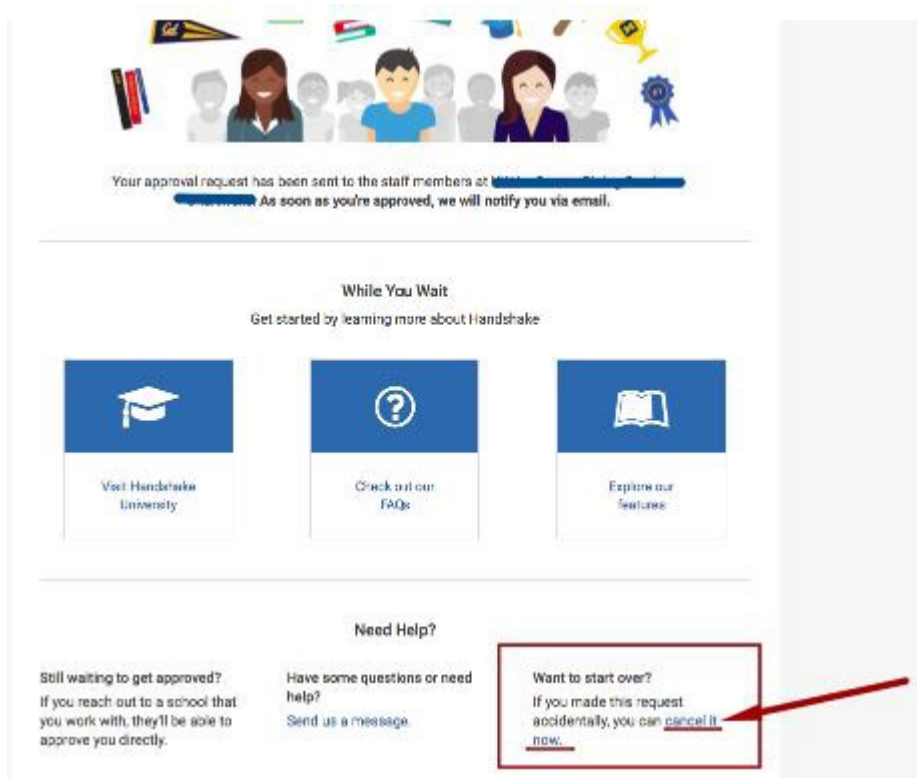


Your approval request has been sent to the Account Administrator(s) at Handshake: S. Jones, S. Sood, Z. Fluger, C. Hart, J. Pomales, H. Dudek, B. Gergen, and J. Wyzgoski. **As soon as you're approved, we will notify you via email.**

While You Wait

Get started by learning more about Handshake

**Troubleshooting Tip:** [What to do if you accidentally joined the wrong company](#)



Your approval request has been sent to the staff members at **Michigan State University**. **As soon as you're approved, we will notify you via email.**

**While You Wait**  
Get started by learning more about Handshake

- Visit Handshake University
- Check out our FAQs
- Explore our features

**Need Help?**

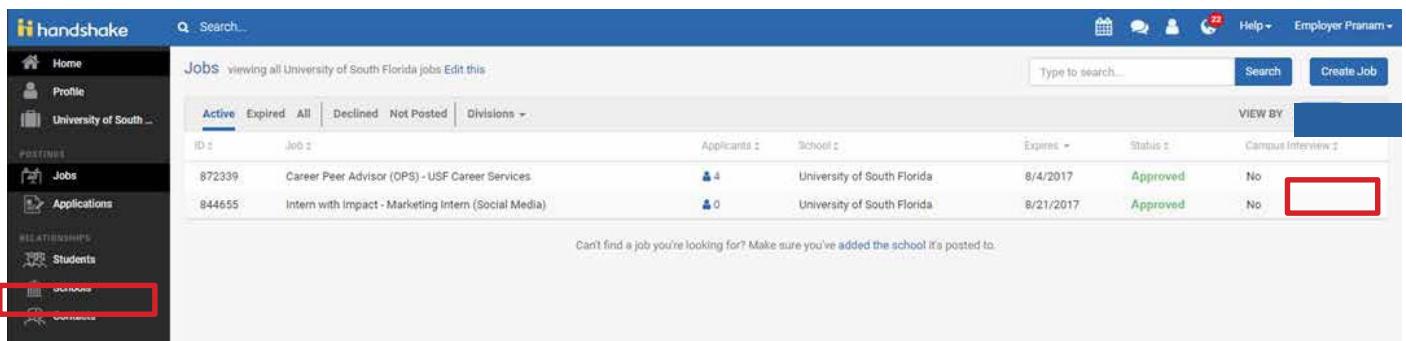
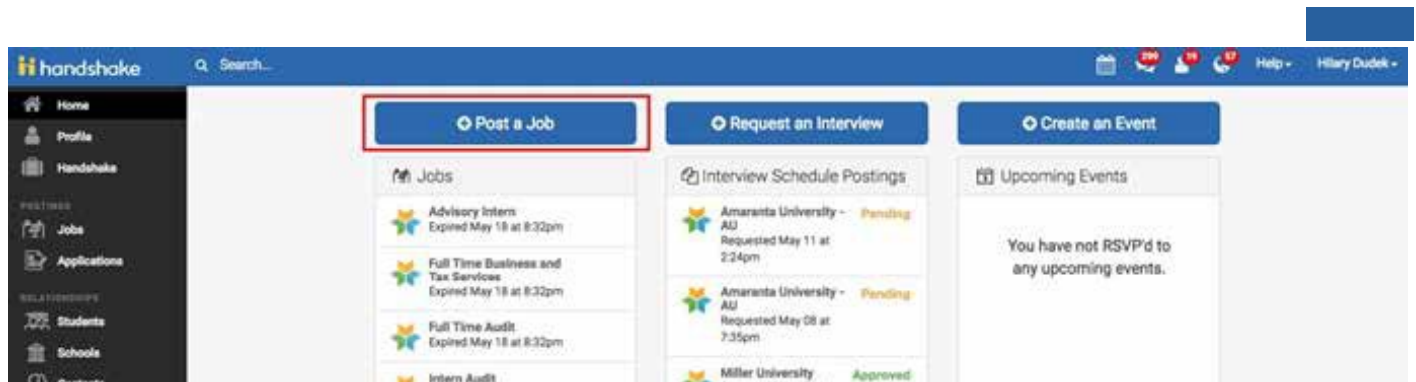
- Still waiting to get approved?  
If you reach out to a school that you work with, they'll be able to approve you directly.
- Have some questions or need help?  
[Send us a message.](#)
- Want to start over?  
If you made this request accidentally, you can **cancel it now.**

**Note:** Once you log-in to Handshake, you will be directed to your profile and you may begin posting your opportunities.



## Post a Job

Start by *clicking* **Post a Job** from your home dashboard, or *clicking* on **Jobs** in the left hand navigation bar and *clicking* **Create Job** in the top right hand corner.



There are four required pages of the job posting form: **Basics, Details, Preferences, and Schools**. You can use the toolbar at the bottom to navigate between pages on the job post form. While these pages contain both required and optional fields, we highly recommend completing all fields. Some of the fields you should expect to complete include Job Title, Job Type (job vs internship), Employment Type (full-time vs part-time), and Duration. Let's start by going through **Job Basics**.



- **Job Title:** You'll see an option below to add an ATS / job code. If you select this option, you'll be able to add a tracking code to this job that matches the job on your own external site. It's useful as a reference number, but does not actually provide any additional functionality.



Make your job posting work! Provide accurate salary and wage information, a complete list of majors you are recruiting, and a thorough job description to help encourage applicants who are skilled for and excited about the opportunity you have posted.



## Post a Job . . . Continued

- **Company Division:** If your company has Divisions set up, you'll see that drop down menu appear right below job title. Make sure to select which division within your company you're hiring for. If you need help adding a division, [check out this article here](#). .
- **Where should students submit their application?** You can elect if you'd like to collect applications in Handshake. If you have an external system (like an ATS) you'd like to direct students to, select Apply through external system and you'll be able to input a url for them to apply through.
- **Add a Job Type**
- **Add an Employment Type & Duration:** When selecting Temporary / Seasonal, you'll need to add both the start and end dates.

\* Job title

+ [add an ATS / job code](#) to match against your applicant tracking system (this will not sync applications)

Company Division

Select a division ▼

\* Where should students submit their application?

☐ Apply in Handshake

☐ Apply through external system

Display your contact information to students?

☒ Name only ☐ Don't show my info

\* Job Type

☐ Job

☐ Internship

☐ Cooperative Education

☐ Experiential Learning

☐ On Campus Student Employment

☐ Fellowship

☐ Graduate School

☐ Volunteer

\* Employment Type

☐ Full-Time

☐ Part-Time

Duration

☒ Permanent

☐ Temporary / Seasonal

Is this a work study job?

☐ Yes ☒ No

Work study jobs are for eligible students only.

## Post a Job . . . Continued

Once you're finished with **Job Basics**, choose **Next** along the bottom of your screen. Next we'll go through adding in your **Job Details**:

- Add a **Description** for your job: If you copy and paste a description from your own website, we'll retain all of the formatting for you
- Choose **Job Functions** from the dropdown: This helps students search for jobs by their functional area. This is a list defined internally created and maintained by Handshake. If you don't see the specific function you're looking for, please select the closest match. Feel free to provide any feedback on a function you'd like to see to our Support Team!
- Add **how many students** you plan on hiring for this position: This does not affect your job in any way, but rather is used for historical, data, and tracking purposes.
- You can add a **Job Salary** if you'd like, however this is completely optional. You can also toggle the dropdown on the right between per year / per month / per hour, or mark the job as an unpaid position.
- Enter a **location** for your job: As you start typing the address, some suggestions will show up in the address field - you must select one rather than manually typing it in. This can be a specific office location, or a general city like "Chicago, USA". If you do not see your location listed, please submit feedback to Mapbox here: <https://www.mapbox.com/geocoder-feedback/> If this position is located in multiple locations you can select **Add Another Location**. If your job is in the United States, you'll see an additional "Eligibility for international students" section appear. We'll talk about that below.

**\* Description**

Heading 1 **B** **I** **U** **A** **🔗** **☰** **☷** **☰** **☷** **🔗** **📷** **🔗**

You can copy and paste a description directly from your website — we'll retain all the formatting.

**\* Job function**

Choose a job function...

This will help students interested in specific functions search for your job.

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

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

**Approximate salary**

☒ Paid ☐ Unpaid

\$

Per hour

Enter a number, not a range.

**\* Job location**

Search

[+ add another location](#)

☐ Allow remote workers

## Post a Job . . . Continued

Choosing a job location in the United States, will open up an "Eligibility for international students" section. Select either of the options that appear, or read more about them with the additional links provided within the product.

**\* Job location**

[+ add another location](#)

☐ 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

**Required documents**

☐ Resume

☐ Cover Letter

☐ Transcript

☐ Other Document (e.g. work sample, course schedule, or other misc documents)

- Finally, if you'd like for a student to submit documentation in Handshake, you can select **documents to require** students to submit with their application (**TIP:** If you're having students apply via your Direct ATS and don't want them to apply in Handshake at all, we recommend not selecting any documents here. If checked, these documents will prompt an applicant to first apply with these in Handshake.)

Once you're finished with **Job Details**, choose **Next** along the bottom of your screen to reach **the Job Preferences** tab: **Note:** none of the preferences you add to this page will block students from applying for your job. But we will show you candidates that meet all of your preferences, and those who don't. You can learn more in our article on [Job Preferences](#). **Also note:** all of these preferences are completely optional.

- Add a **Graduation date range** for your job by specifying the earliest and latest graduation date for qualified applicants. Prefer to qualify students by School Year - like Freshman, Sophomore, Junior? You can select the link below to toggle to that option instead.
- Add a **Minimum GPA** value.
- Choose which **Majors** would make a student qualified for your job. This step is discussed in more detail below. Finally, configure who should receive **Applicant Packages**, and with what frequency. We've also added additional details on this below

## Post a Job . . . Continued

**i** 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

#### Latest grad date

Hiring alumni? You can leave earliest graduation date blank.

### School years

- ☐ Freshman
- ☐ Sophomore
- ☐ Junior
- ☐ Senior
- ☐ Masters
- ☐ Doctorate
- ☐ Postdoctoral Studies
- ☐ Alumni

### Minimum GPA

- Setting up your **Major Preferences**: So by choosing "Computer Science", I am mapping my major preference to each schools' individual term for "Computer Science". Even if it's name "Software Engineering" at a different school, it will still get bucketed into this major correctly. **Note**: these majors are consolidated across every school on Handshake. Once you select a category (by clicking on the checkbox next to it), that category will expand to show the majors within it. **All majors within a category will be selected by default**. But you can remove them by simply clicking on the major you'd like to remove.

Minimum GPA

Major categories

- ☐ Agriculture, Food & Horticulture - 0 of 9 majors selected
- ☐ Arts & Design - 0 of 19 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 - 8 of 10 majors selected
  - Agriculture Education
  - Early Childhood Education
  - Education Administration
  - Elementary Education
  - Health & Physical Education
  - Higher Education
  - Language Arts Education
  - Mathematics Education
  - Secondary Education
  - Special Education
- ☐ 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

< Basics Details Preferences Schools Preview Next >

Save

## Post a Job . . . Continued

In the image on the previous page, Agriculture Education and Health & Physical Education have been removed from the Education Major Category leaving 8 of 10 majors selected.

If you know of a very specific major at a school that you'd like to choose instead of our mappings, choose the link at the bottom. This will open up a modal to pick your school and major manually:

Language Arts Education Mathematics Education Secondary Education Special Education

- ☐ 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 11 majors selected
- ☐ Social Sciences - 0 of 9 majors selected

These consolidate individual majors across every school on Handshake. [Choose a specific major by school.](#)

**Applicant package recipients**

Choose recipient

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

**X Zoe Delaney**

☒ 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

Basic Details Preferences Schools Preview Next Save

**Select Individual Majors**

Select school

Finish

☐ Humanities & Languages - 0 of 12 majors selected

☐ Life Science - 0 of 14 majors selected

**Select Individual Majors**

Amaranta University

X Anthropology X Arabic X Advertising X Applied Spanish Linguistics

Finish

## Post a Job . . . Continued

- Setting up who should receive **Applicant Packages: Email a summary** - you'll receive one email once your job expires. **Email every time** - you'll get emails each time a new student applies. If you choose this option, you can then specify whether you want every student who applies, or only students who match all of your preferences (Eligibility for international students, grad date / year, GPA, and Major). You'll see your name listed first. You can select (or remove) the following options: You can also add other teammates to receive packages by choosing from the dropdown. If you haven't added them as a contact yet, there will be + add new contact at the bottom of the dropdown.

### Applicant Packages *Specify who should receive the applicant packages*

👤 Employer Dolores University

- ☒ Email a summary of all applicants once my job expires
- ☐ Email every time a new student applies
  - ☐ Send all applicants
  - ☐ Only send me applicants who match all of my preferences

Add someone else to receive packages

Once you're finished with **Job Preferences**, choose **Next** along the bottom of your screen. Next we'll go through **School selection**:

- Add schools** using the dropdown, and you'll see them appear in the table below. **Note:** if your company has **not been approved to post jobs at a school**, you will not see that school as an option. If you have **not been approved at any schools**, you can still create this job and come back later to add schools. If you'd like to post this job to all schools you've been approved at, select **"Add All Schools"** at the top.

Once you've added schools, you'll see a few options to manage them:

- Remove a school:** The (-) to the left of each school allows you to remove it from the list.
- Interview on campus?** Selecting this will simply flag this job on the school side, as an employer potentially interested in interviewing. To actually request an on campus interview, please see the relevant help article.
- Apply start date:** You can choose if you'd like to block students from applying to your job until a specific date.
- Expiration date:** You can update the date that the job will expire at that school (and students will no longer be able to apply).
  - Adding a **Global apply start date** allows you to update the job start date for every school on your list (it will overwrite previously set start dates).
  - Adding a **Global post expiration** allows you to update the post expiration for every school on your list (it will overwrite previously set expiration dates).

The screenshot shows the 'Job postings' section of a web application. On the left, there is a dropdown menu with the placeholder text 'Search your schools to add job postings'. Below this, a list of schools is displayed: 'Accidental Saints Academy', 'Alverno College', 'Cal Poly Demo', 'California State University San Marcos', 'CivCom', and 'Cornell College'. To the right of the dropdown, there are two date selection fields: 'Global apply start date' and 'Global expiration date'. Each field has a 'Set global start' or 'Set global expiration' button with a calendar icon. Below these, there are two more date selection fields: 'Apply start date' and 'Expiration date'. The 'Apply start date' field shows '2018-07-12 02:00 pm' and the 'Expiration date' field shows 'yyyy-mm-dd'. Both of these fields also have calendar icons.

## Post a Job . . . Continued

You're all set! Choose **Save** on the bottom navigation to create and review your job:

Job postings

Search your schools to add job postings






Add All SchoolsFind More

Global apply start date \*

Set global start

Global expiration date \*

2018-11-09 2:00 pm

Schools	Status	Interview on campus?	Apply start date	Expiration date
 Accidental Saints Academy		<input type="checkbox"/>	2018-09-06 02:00 pm	2018-11-09 2:00 pm
 Adams State University		<input type="checkbox"/>	2018-09-06 02:00 pm	2018-11-09 2:00 pm
 Agnes Scott College		<input type="checkbox"/>	2018-09-06 02:00 pm	2018-11-09 2:00 pm
 Albertus Magnus		<input type="checkbox"/>	2018-09-06 02:00 pm	2018-11-09 2:00 pm
 Alexander University		<input type="checkbox"/>	2018-09-06 02:00 pm	2018-11-09 2:00 pm

Cancel

←

Basics

Details

Preferences

Schools

Next >

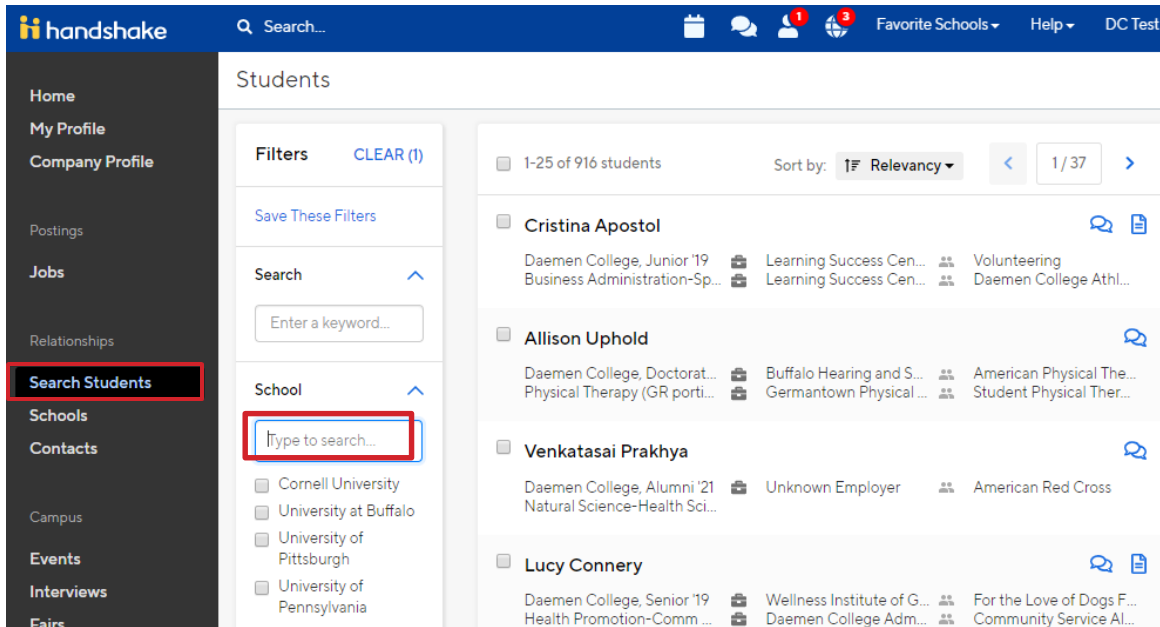
Delete

Save

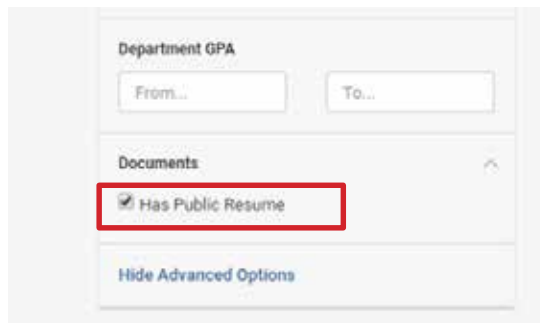


## Search for Student Resumes

Log into Handshake and click the **Students** tab. Locate and check the box next to Daemen College.



Use the check box, drop-down, and fill-in filters to find the students of your choice. Click **Show Advanced Options** and check **Has Public Resume**.



To download a resume, click the box next to the student's name and click **Download Resumes**. To download multiple, click the box at the top or click **Select all** and click **Download Resumes**.

