

Northwestern College

Student Employment

Handshake Instructions for Supervisors

Handshake is a fairly new platform for Northwestern College. It is the only website and source we are using for advertising on-campus employment for students. All students are being directed to look for available employment here, so it will be beneficial for you to post your jobs here to allow you to get a vast array of applications.

You are encouraged to start at STEP 1.

These instructions will guide you through how to create an employer account, all the steps and options you have in posting a job, viewing applicants and corresponding with students.

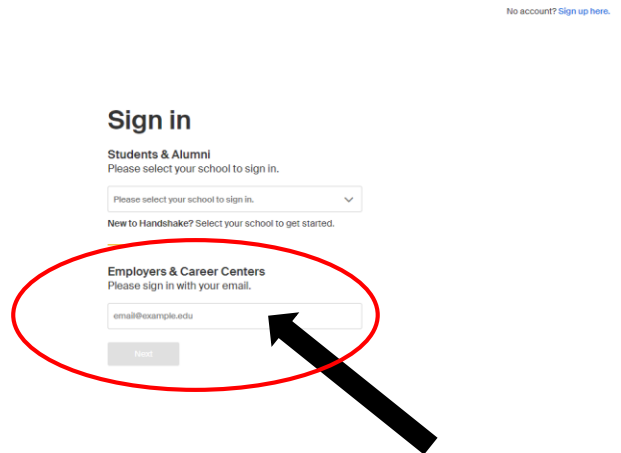
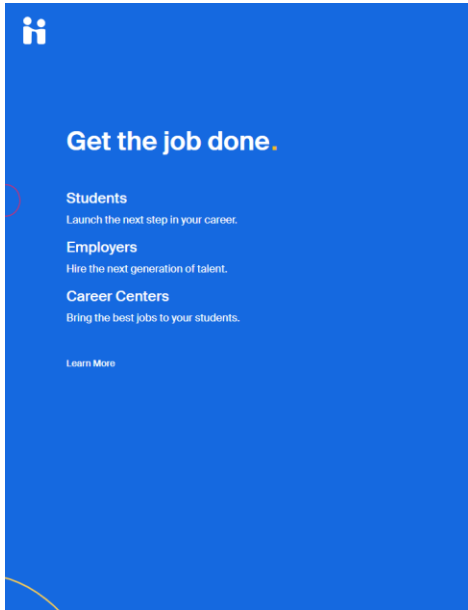
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Questions: Please contact Mindy Stichka, Student Employment & Payroll Coordinator

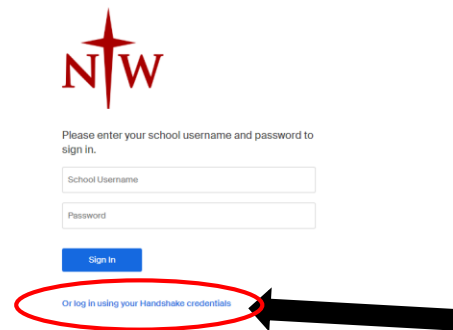
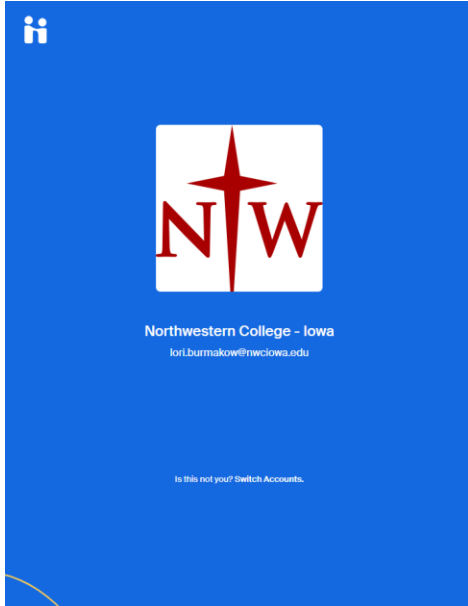
712-707-7223 ----- mindy.stichka@nwciowa.edu ----- Zwemer Hall, Human Resources Office

STEP 1: Creating an Employer Account

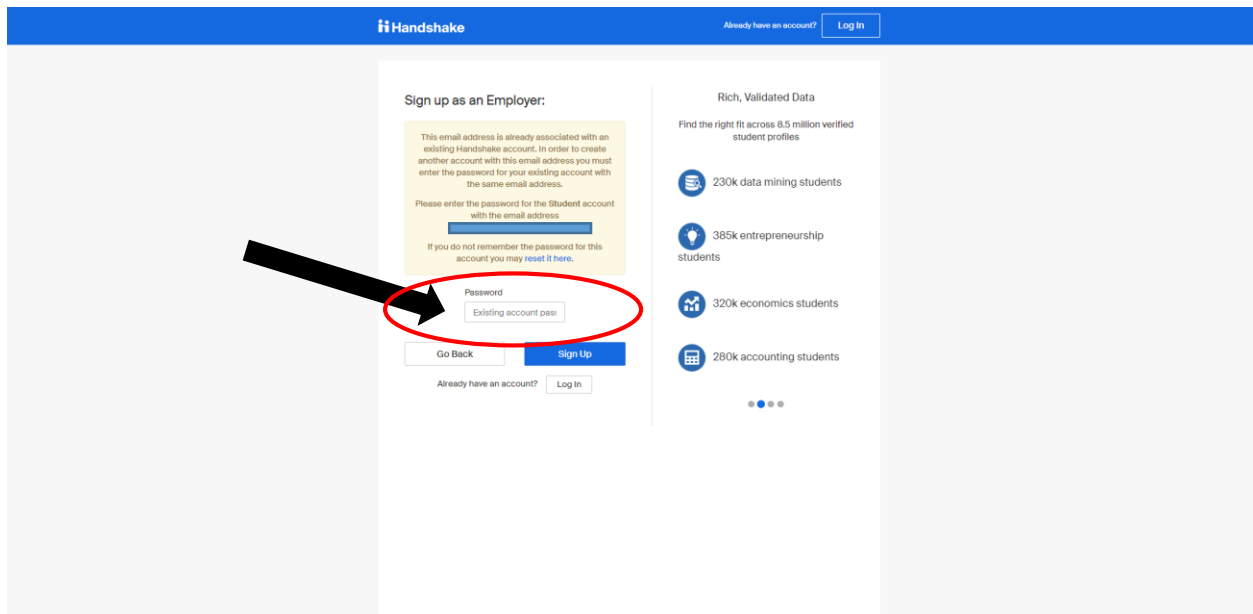
1. Go to <https://app.joinhandshake.com/login>
2. Under **Employers & Career Centers** enter your Northwestern email address
 - a. If you do not see this screen initially, you may have to click **switch accounts** on the left hand side of the screen.



3. On the next screen, DO NOT log in using Northwestern's log in. Rather, click on **Log in using your Handshake credentials**



4. At this point, you will receive an email asking you to either create or verify your password. (If you are unsure of your password, you can create a new one).
5. You can now register for your employer account by going to https://app.joinhandshake.com/employer_registrations/new and using the same credentials you just verified or created for your Handshake account. You may be asked to authenticate your password. This should be the same password that you just created.



6. You will now be prompted to complete a profile as an employer.
 - a. You are required to select the types of students you wish to recruit.
7. Once you finish your profile, you will have an employer account connected to your student account (alumni account).
 - a. If you want, you can toggle between these accounts by using the drop down menu under your name and choosing **switch users**.

Going forward, you can go to <https://nwcsiowa.joinhandshake.com/login> to log into Handshake using the Northwestern College – Iowa sign on. Just make sure you are using your Employer account to do any of the following.

STEP 2: Creating a New Job Posting

1. Click on Post a Job

The screenshot shows the Handshake website interface. At the top, there is a blue navigation bar with the Handshake logo, a search bar, and user information. Below the navigation bar is a dark sidebar with menu items: Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area features three prominent blue buttons: 'Post a Job', 'Request an Interview', and 'Create an Event'. A yellow arrow points to the 'Post a Job' button. Below these buttons are three sections: 'Jobs' (listing several approved job postings), 'Interview Schedule Postings' (displaying a message that no interviews have been requested), and 'Upcoming Events' (displaying a message that no events have been RSVP'd to).

2. The following are questions you are asked for the “Basics” page of the job posting. Complete the questions as indicated below:

- a. Where should students submit their application?
 - i. Apply in Handshake
- b. Job title
 - i. Type in the correct job title for the position you are advertising
- c. Display your contact information to students?
 - i. Name Only
- d. Job Type
 - i. On Campus Student Employment
- e. Employment Type
 - i. Part-Time
- f. Duration
 - i. Permanent
 1. NOTE: you can choose Temporary/Seasonal if you are advertising for a job that is not for the whole academic year. Choosing the Temporary/Seasonal option will require you to put in a start date and end date for that job.
- g. Is this a Work Study job?
 - i. No
 1. NOTE: because only some of our students are eligible for federal work study, and others work under the “campus employment”

coding, you should choose No for this option so all students have an opportunity to apply for your job.

Handshake Search... Favorite Schools Help Mindy Stichka

Home
My Profile
Company Profile
Postings
Jobs
Relationships
Search Students
Schools
Contacts
Campus
Events
Interviews
Fairs

Where should students submit their application?
 Apply in Handshake
 Apply through external system

Job title

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

Cancel < Basics Details Preferences Schools Preview Next > Save

3. The following are questions you are asked for the “Details” page of the job posting. Complete the questions as indicated below:
 - a. Description
 - i. Write a description of the job. Put in relevant information you think the student should know (duties and responsibilities, any specific skills they should have to complete the job, etc.).
 - ii. **NOTE:** There are updated job descriptions you can use to assist you in writing out the description found on: J:Drive / Campus Employment / WS Job Descriptions
 - b. Job role(s)
 - i. You have to choose from the job roles that are already loaded into the Handshake system. Start typing key words and a list will populate for you. Choose as many roles as you think are needed to describe your job.
 - c. How many students do you expect to hire for this position?
 - i. Put in the number of students you plan to hire. This does not have to be an exact number as this information will not be displayed.
 - d. Approximate salary

- i. Paid
- ii. Put in the current pay rate, **\$8.75 per hour**. You can put in a monthly or yearly rate also (i.e. for a stipend job).
- e. Job location
 - i. Orange City, Iowa
 - ii. **NOTE:** Handshake will not let you put in Northwestern College. For job location you have to put in Orange City, Iowa.
- f. Allow remote workers
 - i. Do not check this box. We only want Northwestern students applying for our on-campus employment jobs
- g. Required documents (Optional)
 - i. As stated, this is optional. If you do not want or require any documents for your job, please ensure you uncheck the **Resume** box. Please keep in mind that students *will be unable to complete* their application without loading a document if you have any of these boxes checked.

Handshake Search... Favorite Schools Help Mindy Stichka

Home
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Search Students
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Description

Heading 1 B I U A [Image] [List] [List] [List] [Link] [Image] [Image]

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

Job role(s)
Type to search...

Job roles are search facets for students who are looking for a certain type of work. Your selection(s) will help the students interested in these roles find your jobs. [Learn more.](#)

How many students do you expect to hire for this position?
[Input field]

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

Approximate salary
 Paid Unpaid
 \$ [Input field] Per hour [Dropdown menu]

Enter a number, not a range. Specifying a salary value is optional.

Job location
Search
+ add another location

Allow remote workers

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

Cancel < Basics Details Preferences Schools Preview Next > Save

https://nwiowa.joinhandshake.com/employers/289282

4. The following are questions you are asked for the “Preferences” page of the job posting. Complete the questions as indicated below:
 - a. Graduation date range (optional)
 - i. Not recommended as it will limit your applicants.
 - b. School years (optional)
 - i. Not recommended as it will limit your applicants.
 - c. Minimum GPA (optional)
 - i. Not recommended as it will limit your applicants.
 - d. Major categories (optional)
 - i. Not recommended as it will limit your applicants.
 - e. Applicant package recipients
 - i. Please ensure your name is checked. You may also check that you would like to receive an email every time a new student applies.

Handshake Search... Favorite Schools Help Mindy Stichka

Home
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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 (Optional)
 Earliest grad date: month year Latest grad date: month year
 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

Minimum GPA (Optional)

Major categories (Optional)

- 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 Mindy Stichka

- 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

Cancel < Basics Details Preferences Schools Preview Next > Save


5. The following are questions you are asked for the “Schools” page of the job posting. Complete the questions as indicated below:
 - a. Job Postings
 - i. Type in Northwestern College in the search bar, and choose Northwestern College, Iowa. This will then show Northwestern College as the School you selected below the **Job Postings** section.
 - ii. Do not fill out anything for the global apply start date and global expiration date.
 - iii. Do not check **Interview on Campus**.
 - iv. The Apply start date will automatically post the day you are completing the job posting. If you want it to post to Handshake at a later date, you can change it.
 - v. Put in an expiration date. Once a job is expired, it is no longer visible to students and they cannot apply.
 - I. **NOTE:** You can always edit a job later and change the expiration date to a later time if you decide you want to leave it posted longer. **AND,** you can always expire a job sooner if you have hired the applicants you need/want and no longer need the job posted.

The screenshot shows the Handshake 'New Job' page. The top navigation bar includes the Handshake logo, a search bar, and user information (Mindy Stichka). A left sidebar contains navigation links: Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area is titled 'New Job' and has tabs for 'Jobs' and 'New Job'. Below the title, there are sections for 'Job postings' and 'Schools'.

Job postings section:

- Search your schools to add job postings (dropdown menu)
- Global apply start date: Set global start (calendar icon)
- Global expiration date: Set global expiration (calendar icon)
- Buttons: Add All Schools, Add Favorite Schools, Find More

Schools section:

Schools	Interview on campus?	Apply start date	Expiration date
<input checked="" type="checkbox"/>  Northwestern College - Iowa	<input type="checkbox"/>	2019-08-30 04:00 pm (calendar icon)	2019-09-20 5:00 pm (calendar icon)

At the bottom of the page, there is a navigation bar with buttons: Cancel, <, Basics, Details, Preferences, Schools (highlighted), Preview, Next >, and Save.

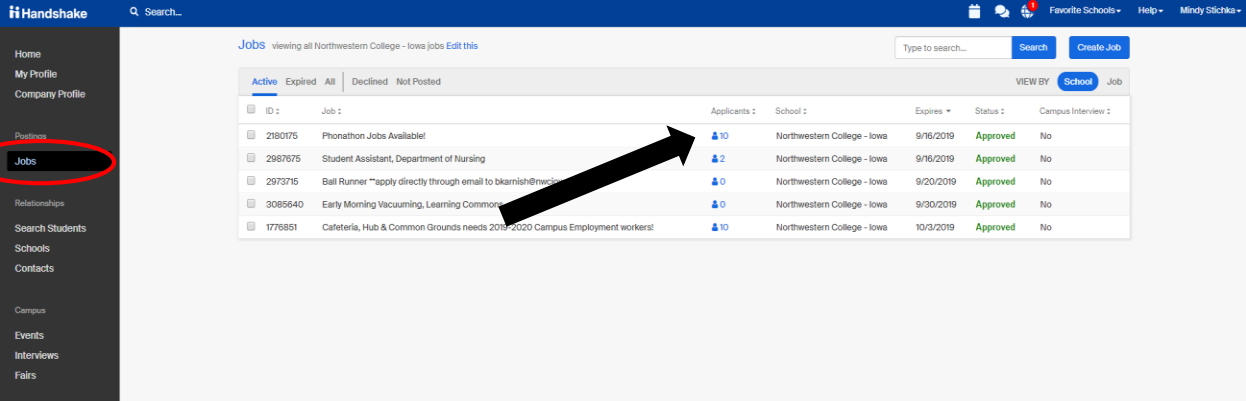
6. The following are questions you are asked for the “Preview” page of the job posting. Complete the questions as indicated below:
 - a. Look over all of the information and click on the pencil icon to edit different sections. This will take you back to that specific section, so hit “next” to get back to the preview page or just select the “preview” page at the bottom.
 - b. Once everything looks okay, hit save.
 - i. Once you hit save the job will be posted. The Student Employment & Payroll Coordinator will approve your job posting and it will be listed for students to apply.

The screenshot displays the Handshake interface for creating a new job posting. The top navigation bar includes the Handshake logo, a search bar, and user information for Mindy Stichka. A left sidebar lists navigation options such as Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area is titled 'New Job' and features a preview of the job listing. The job is for 'Human Resources Office Assistant' at Northwestern College - Iowa, located in Orange City, Iowa. Key details include 'Part-Time On Campus Student Em...', '\$8.75 per hour', and '250 - 1,000 employees'. A note states 'No on-campus interviews'. The application deadline is 'September 20th, 2019 at 5:00 pm'. The job description is redacted with a black box. A 'Share Job' section offers social media sharing options for Facebook, Twitter, LinkedIn, and Email. At the bottom, a navigation bar contains buttons for 'Cancel', 'Basics', 'Details', 'Preferences', 'Schools', 'Preview', 'Next', and 'Save'.

7. After the position is posted, you can click on the position and hit “edit details” if you want to change or edit anything in the posting. You may do this at any time.

STEP 3: Viewing Applicants

1. Log in to your employer Handshake account
2. Click on **Jobs** on the left hand side. Here you will see a list of all of the current jobs
3. Click on the blue number of applicants listed by your job



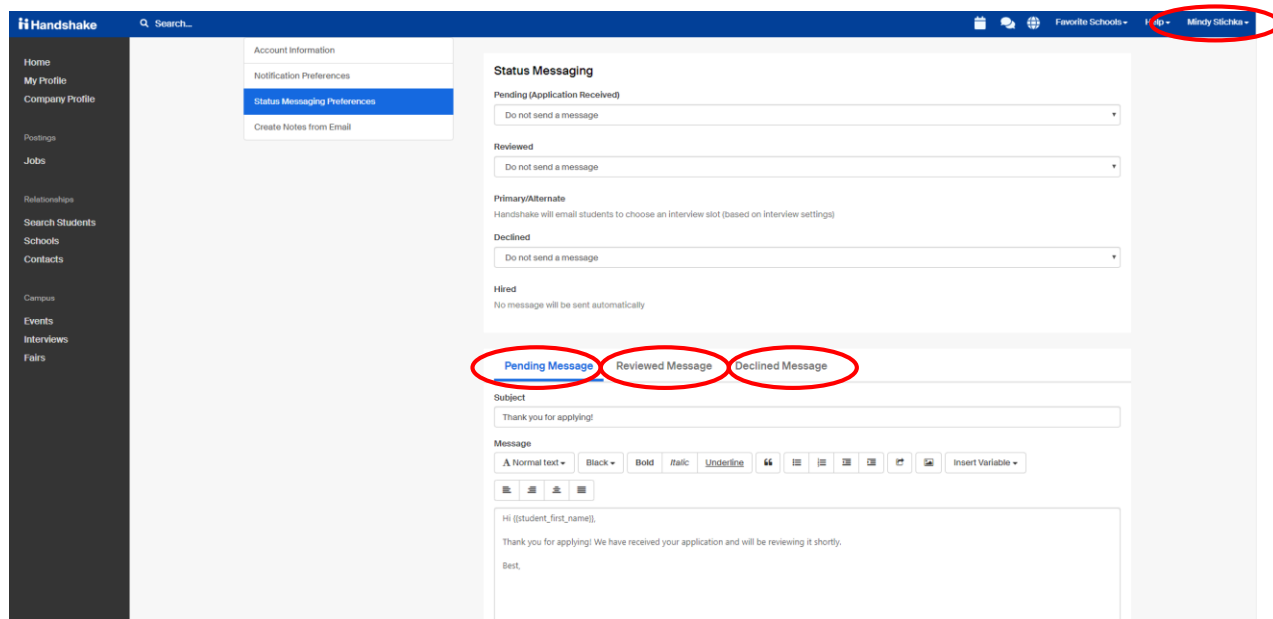
The screenshot shows the Handshake interface. On the left sidebar, the 'Jobs' link is circled in red. The main content area displays a table of jobs with columns for ID, Job, Applicants, School, Expires, Status, and Campus Interview. A black arrow points to the '10' applicant count for the first job listing.

ID	Job	Applicants	School	Expires	Status	Campus Interview
218075	Phonathon Jobs Available!	10	Northwestern College - Iowa	9/16/2019	Approved	No
2987675	Student Assistant, Department of Nursing	2	Northwestern College - Iowa	9/16/2019	Approved	No
2973715	Ball Runner "apply directly through email to bkarrish@nwcc.edu"	0	Northwestern College - Iowa	9/20/2019	Approved	No
3085640	Early Morning Vacuuming, Learning Commons	0	Northwestern College - Iowa	9/30/2019	Approved	No
1776851	Cafeteria, Hub & Common Grounds needs 2019-2020 Campus Employment workers!	10	Northwestern College - Iowa	10/3/2019	Approved	No

4. This will populate a list of all of the students who have applied
5. Click on a student to read more about them (the information they put in their Handshake profile will appear for you to see).

STEP 4: Emailing students through Handshake (Optional)

1. There is a way to send students an email through Handshake to let them know if you have chosen to hire them or to not. *This is an optional tool for you to use.* Sometimes students are unaware if they have not been chosen for a specific position – it is **highly recommended** that you use some form of communication to let them know this information.
2. To set up email notifications through Handshake
 - a. Click on your name in the top right hand corner
 - b. Choose **user settings**
 - c. Choose **status messaging preferences**
 - d. Here you can choose if you want to send a message after you received an application, after you reviewed an application and/or after you declined an application
 - e. You can type out your own message for each of those categories (or whichever categories you want to utilize)
 - i. **NOTE:** all categories are automatically set to “do not send a message” unless you manually change them
 - f. Once done with your message, hit **save default messages**



STEP 5: Expiring a Job Posting

1. Click on your job listing
2. Click on the button **expire job**
3. This will expire your job posting and students will no longer be able to view this job posting. You may expire your job posting at any time (it is recommended you do this as soon as you have filled your job(s) so you do not continue to have students apply).

The screenshot shows the Handshake interface for a job listing titled "#2180175 Phonathon Jobs Available!". The "Expire Job" button is highlighted with a red circle. The interface includes a sidebar with navigation options, a main content area with job details and a table of applications, and a right-hand panel with posting status and social media options.

School	Applications	Last Update	Status	Comments
Northwestern College - Iowa	11	Approved 5 months ago	Approved	0

4. Lastly, please contact all students who applied but were not hired so they know their status.