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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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://nwciowa.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

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.

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.
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.
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.
         1. 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.
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.

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
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).

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