Handshake is Emory’s student job posting database and is managed by The Emory Career Center. Handshake allows Emory departments to post positions to recruit Emory students. The Emory Career Center primarily serves undergraduate students in The College, Goizueta Business School, School of Nursing, and Oxford College.

Your Handshake account allows you to post Federal Work Study positions, part-time on-campus positions for your department, and/or private part-time positions for your personal work-life balance interchangeably. This user guide will give you instructions on how to post each position in the approved manner through using Handshake. An Emory email address is required for each contact.

- **The Career Center** approves on-campus, non-federal work study and WorkLife’s Employer-Student Job Network positions. Job postings will be approved within 2 business days of posting date.
- **The Office of Financial Aid** approves and maintains all federal work study positions.
- While we do not counsel graduate students from Laney Graduate School and The Candler School of Theology, their students have access to view and apply to postings on Handshake.
- **We do not post for graduate students in the Law, Public Health, MBA, or Medicine.** Please reach out to those schools directly to connect with their student body.

Departments seeking information on how to post to the Rollins Earn And Learn (REAL) Program, please contact https://www.sph.emory.edu/rollins-life/community-engaged-learning/real/employers/index.html for more information. **PLEASE NOTE that REAL positions are not accepted through the account and will be declined**

### Point of Contacts

<table>
<thead>
<tr>
<th>EMORY Federal Work Study Positions</th>
<th>EMORY On-campus positions (non-Federal Work Study)</th>
<th>EMORY Employee-Student Job Network (ESJN)</th>
<th>OXFORD Federal Work Study and Oxford Work-Ship Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Office of Financial Aid</td>
<td>The Emory Career Center</td>
<td>The Emory Career Center and Emory Work Life</td>
<td>Oxford College Office of Financial Aid</td>
</tr>
<tr>
<td>Delicia Lucky, Candace Rivera, or Whitney Tucker-Jenkins at 404-727-6039</td>
<td>Tricia Herold at <a href="mailto:recruiting@emory.edu">recruiting@emory.edu</a></td>
<td>Aaronnette McFarlin at <a href="mailto:ATMCFAR@emory.edu">ATMCFAR@emory.edu</a> Handshake questions? Tricia Herold at <a href="mailto:recruiting@emory.edu">recruiting@emory.edu</a></td>
<td>Bonnie Cowan at 770-784-8328</td>
</tr>
</tbody>
</table>

Post to Handshake account **On-Campus & ESJN Student Positions: Emory University**

| | | | |
| | | | Post to Handshake account **Oxford College Student Employment** |

For questions on People Soft, hiring a student, documents needed to hire… please reach out to your department’s contact in Emory University's Human Resources.
CREATING A NEW JOB

A new job can be posted from your Home page, or the Jobs tab.

Once created, you will need to complete 3 of the 4 tabs (Basics, Details, and Preferences) to enter all details about the job. Under tab 4, Connect to Schools, DO NOT select any schools and move straight to the FINISH button. This account is for Emory faculty, staff, and students ONLY. Any user requesting access and posting jobs to any school(s) outside of Emory University will be removed.

You will also have an option to use the Preview tab to see what your posting will look like from the student view.

BASICS TAB

FIELD: WHERE SHOULD STUDENTS SUBMIT THEIR APPLICATION?

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

Contacts can have students Apply in Handshake by submitting documents to the job posting. Contacts will have the option to receive documents as they are submitted, or in one bundle after the application deadline. You can also log in to view your applicants at any time.

If you would like students to Apply through an external system, such as a website or form, upon selecting this option, a field will open to enter the URL.
**FIELD: JOB TITLE**

- **Job title**
  - EMORY Federal Work Study Positions
  - EMORY On-campus positions (non-Federal Work Study)
  - EMORY Employee-Student Job Network (ESJN)
  - OXFORD Federal Work Study and Oxford Work-Ship Positions

"FWS" is **required** in the job title (e.g., FWS – Lab Assistant)

*Please note, one of the most common reasons your posting may be declined by The Career Center is by not including “FWS” in the title of a Federal Work Study position. Our offices will approve hundreds of job postings a day within the first month of each semester. Your help in making sure this is formatted correctly will help your postings get approved promptly.*

**FIELD: COMPANY DIVISION**

- Company Division (Optional)
  - Select a division

<table>
<thead>
<tr>
<th>EMORY Federal Work Study Positions</th>
<th>EMORY On-campus positions (non-Federal Work Study)</th>
<th>EMORY Employee-Student Job Network (ESJN)</th>
<th>OXFORD Federal Work Study and Oxford Work-Ship Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REQUIRED:</strong> Begin typing in keywords to your department and select as your division. <strong>DO NOT SELECT</strong> ‘Emory Employee-Student Job Network’. <strong>Your posting may be declined.</strong></td>
<td><strong>REQUIRED:</strong> Begin typing in the keyword “network” and select <em>Emory Employee-Student Job Network</em>. This is how students search for ESJN positions.</td>
<td>Not Required</td>
<td></td>
</tr>
</tbody>
</table>

**FIELD: JOB TYPE**

- Internship
- Cooperative Education
- Experiential Learning
- On Campus Student Employment
- Fellowship
- Graduate School
- Job
- Volunteer

<table>
<thead>
<tr>
<th>EMORY Federal Work Study Positions</th>
<th>EMORY On-campus positions (non-Federal Work Study)</th>
<th>EMORY Employee-Student Job Network (ESJN)</th>
<th>OXFORD Federal Work Study and Oxford Work-Ship Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REQUIRED:</strong> Select ‘On Campus Student Employment’</td>
<td><strong>REQUIRED:</strong> Select ‘Job’</td>
<td><strong>REQUIRED:</strong> Select ‘On Campus Student Employment’</td>
<td>Not Required</td>
</tr>
</tbody>
</table>
FIELDS: EMPLOYMENT TYPE, DURATION, AND DATES

All contacts must select ‘Part-Time’ for Employment Type and ‘Temporary/Seasonal’ for Duration.

The ‘End date’ should not be set for over 60 days. Contacts posting a Federal Work Study job for a position that has already been filled should contact The Office of Financial for a recommended date that will not allow other students to apply to the role.

FIELD: IS THIS A WORK STUDY JOB?

Is this a Work Study job?

Work study jobs are for eligible students only.

- Yes
- No

REQUIRED: Select Yes**

**A setting of “Work Study Eligible” will be assigned to students who have received a financial aid award. In order for eligible students to view and apply to Federal Work Study jobs, this field must be selected Yes.

Please note, one of the most common reasons your posting may be declined by The Career Center is by not selecting the correct setting for federal work study status for your job(s). Our offices will approve hundreds of job postings a day within the first month of each semester. Your help in making sure this is formatted correctly will help your postings get approved promptly.

Once you’re finished with Job Basics, select Next, or click directly on the Details Preferences tab.
REQUIRED: Job descriptions are a crucial part of hiring and managing your employees. A good job description will ensure your applicants and employees understand their roles and what they need to do to be held accountable. It should be practical, clear and accurate, and typically includes a job objective or purpose, a summary of the nature of the job, a list of duties or tasks, and qualifications needed for the job.

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

**Job role(s)**

Assigning good job roles is one of the most reliable ways to make sure the right students see their jobs.

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?**

This field is not visible to students, but you are required to insert a number.

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

**Approximate salary**

- Paid
- Unpaid

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

A student is more inclined to apply when they are able to see the compensation for the role.

Contacts posting a Federal Work Study position must insert the hourly wage required in their guidelines.

**Job location**

Contacts can enter a physical address or “Atlanta, Georgia”

+ add another location

- Allow remote workers

Check this box if this job can be done remotely.

**Required documents** (Optional)

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

Contacts accepting applications through Handshake can use this section to indicate which documents are required to apply. If ‘Other Document’ is selected, a new field will open to provide details.

Once you’re finished with Job Details, select **Next**, or click directly on the **Job Preferences** tab.
All of these preferences are completely optional, and none of the choices will block students from applying for your job. Please remember that if you have selected Yes for the Work Study Eligible field in the Basics tab, only those students with a financial aid award will be able to view the posting(s).

We do not recommend using the “Add a Graduation date range” for your job, and instead request contacts use the “School Year” field by checking the boxes (Freshman, Sophomore, Junior...)

Add a “Minimum GPA” value if this is required for the role

In addition, we do not recommend selecting any of the options in the “Majors” field.

The contact filling out the job form will default as the recipient to collect application documents. You can also add other teammates to receive packages by choosing from the dropdown and entering their name. If you haven’t added them as a contact yet, there will be + add new contact at the bottom of the dropdown. If you are unable to add or create a new contact, reach out to the appropriate office for assistance.

Contacts can select to receive applications by:

- **Email a summary** - all applicants will be sent in a bundle in one email after the job expires, or
- **Email every time** – contacts will receive an email with the application documents 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, if you have chosen these.

Once you’re finished with Preferences Details, select Next, or click directly on the School Preferences tab.
Enter your job’s expiration date and click next to Preview how students will view your position on Handshake before you SAVE.
VIEWING YOUR JOBS

From your home page, click on the link for “Jobs” under the Postings section in the black column.

You are viewing a full list of all of the positions currently running on the Emory University account. To view your position(s), click on the “Edit this” link at the top of the screen at the blue Jobs section and select “Jobs created by me” from the drop-down menu. This will populate only your ACTIVE postings.

Select Expired or Declined to view positions that are no longer running.
VIEWING YOUR APPLICANTS

From your Jobs section, click on the blue hyperlinked number listed under the Applicants column for your job posting.

If you have specified applicant Preferences in your job posting (e.g., class year, gpa) you can view why an applicant may not meet your requirements by clicking the blue I before the green preferences bar. The green bar will display the number of preferences each student matches for your job.

DOWNLOADING APPLICANTS

Make sure you are on your All Applicants tab and click the blue button Download Packages to export a full bundle of all the application documents.

NOTE: To download ALL applicants, do NOT click on any of the boxes before the applicant’s name. If you would only like to download specific students, click the button before their name before hitting the Download Packages button.
Select the application documents (resume, transcript) to include in your application download and click **NEXT**. Click the green **Confirm** button to approve your download request.

Allow the **Download building** box to run until you receive a blue link that says “Your download is ready. Click here to retrieve the file.” Click this link. An excel spreadsheet will download to your computer. Click the Close button. You will also receive an email with your download if you prefer to download later.

To view and download applicants individually, click on the applicant’s name to open a snapshot of the student’s profile for review. To view the applicant’s application documents, click on the blue **Documents** tab. You can review the applicant’s document from the window and/or click the blue **Download Document** button to download the original document to your computer.

You can review the applicant’s document from the window and/or click the blue **Download Document** button to download the original document to your computer.
You can change the applicant’s status in two separate steps:

ONE: Click the black Menu icon after the Preferences bar to reveal a drop down menu. From here you can mark the applicant as Hired or Declined individually.

TWO: Click the boxes in front of multiple students names and select the blue drop down button in the top right of the page to enter Bulk Actions on All Results and select to either “Mark Applications as Declined” or “Mark Applications as Hired”.
RENEWING AN EXPIRED JOB POSTING

From your home page, click on the link for “Jobs” under the Postings section in the black column.

You are viewing a full list of all of the positions currently running on the Emory University account. To view your position(s), click on the “Edit this” link at the top of the screen at the blue Jobs section and select “Jobs created by me” from the drop-down menu. This will populate only your ACTIVE postings.

Filter by the Expired status and open the job you would like to renew and click the Edit tab in the top, right corner.

Skip to the Schools section and edit the **Apply start date / Expiration date** to your current dates. Then select the green box to **Save Changes**.

NOTE: The status of the job will be reset from 'expired' to 'pending'.

If you would like to renew the job posting, but would not like the past applicants to be associated with it, you may want to duplicate the job, and then post the duplicated job. (see next section DUPLICATING A JOB POSTING)
DUPLICATING A JOB POSTING

Follow the instructions above for renewing a job posting up to the last step, where you locate and open the job posting.

Select the Duplicate Job box at the top. By duplicating the job posting, you’ve created a COPY of the original job posting with all of the same information, but with no applicants.

Review the duplicated posting to make changes before you save. The key areas to update are:

**Title:** “Copy of” has been inserted so that you can tell this is a new job. Make sure to remove this text and update your title.

**Apply Start Date & Apply End Date:** Review the default dates that your job is set to open / expire, and update them if needed.

Click Save Changes in the bottom right of the screen.