



WEBER STATE UNIVERSITY
Goddard School of Business & Economics

EMPLOYER'S

guide

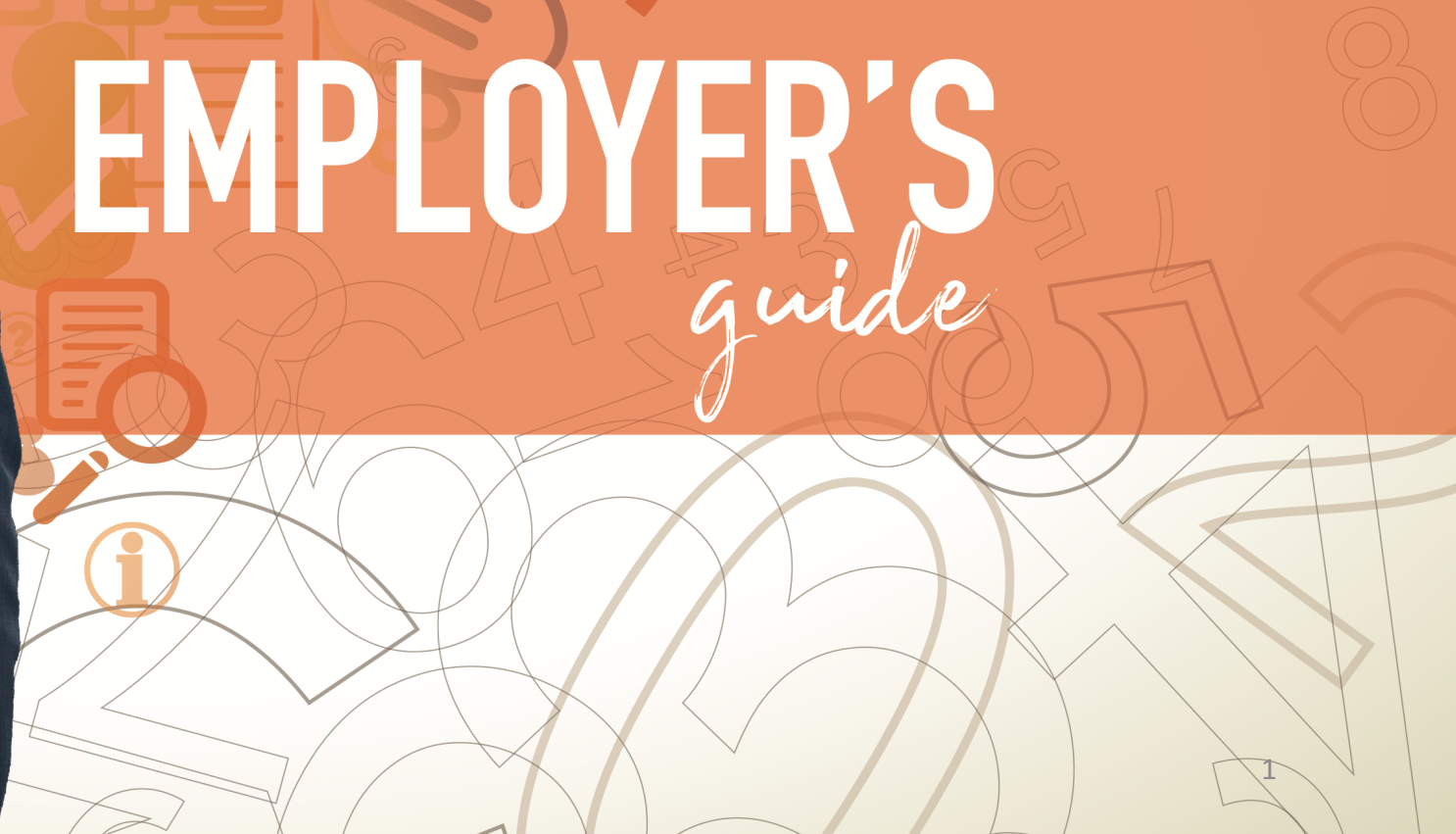


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JOINING HANDSHAKE

Before you begin...



Please read through this ENTIRE *(Joining Handshake)* section prior to creating your profile in  handshake.



Ensure that pop-ups are enabled in your browser.



JOINING HANDSHAKE

Step-by-step guide

1

LOG IN:

- Open a web browser
- Go to <https://joinhandshake.com/>
- Select "Log In"

2

SIGN UP:

- Click on "Sign up for an Account": located below the yellow Handshake icon in the center blue block.
- Select "Employer"
- Fill out YOUR information
 - List your WORK EMAIL and WORK PHONE NUMBER as the "Email Address" and "Phone Number"
- Click on "Sign Up" when you have completed all of the fields

3

WHAT TYPE OF STUDENTS DO YOU WANT TO RECRUIT?

- Select the types of majors you wish to recruit.
 - *This list can be edited after your profile is complete.*
- You can select your own alma mater by typing in the name of the school and selecting it from the drop-down menu and indicating your graduation date.
 - Continue to add as many schools as you attended.
- Click on "Next: Employer Guidelines" when complete.



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STUDENTS

Handshake Students

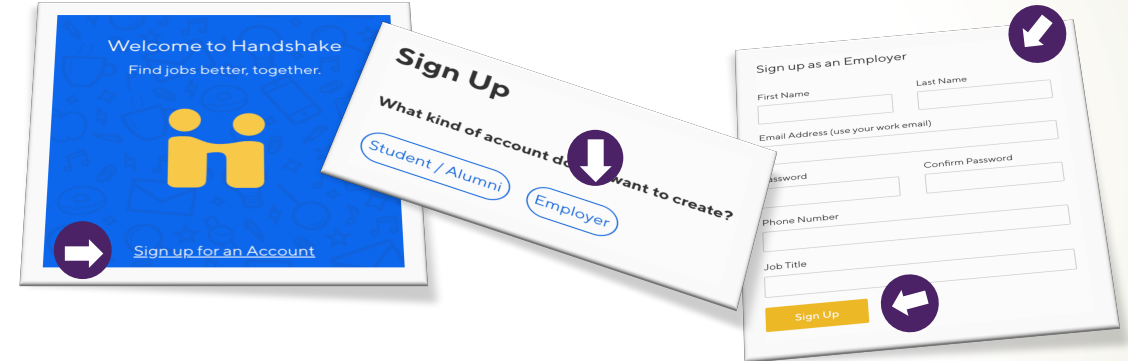
EMPLOYERS

CAREER CENTERS

LIFE AT HANDSHAKE

SUPPORT

LOG IN



JOINING HANDSHAKE

continued...



WEBER STATE UNIVERSITY
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3RD PARTY RECRUITER STATUS

A pop-up window will appear.

- If you **ARE** a 3rd party recruiter, select “**Yes**” and follow the prompts
- If you **ARE NOT** a 3rd party recruiter, select “**No**”.
- Read the Privacy Policy and the Terms of Service.
- Select “Next: Confirm Email” to continue signing up for Handshake.

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](#).

Be Accurate and Trustworthy: Tell the truth about your company, your team and the jobs available.

Be Fair: Do not discriminate based on ethnicity, national origin, religion, age, gender, sexual orientation, disability or military / veteran status or lack thereof.

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.

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.

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.

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

Next: Confirm Email

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CONFIRM YOUR EMAIL

- You will see a message asking you to confirm your email.
 - *The confirmation email can take up to 10 minutes to arrive in your Inbox.*
- Once it has been received in your Inbox, open the email and click on “Confirm Email”

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.

Confirm your email address on Handshake

Hi Niki,

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

6

JOIN or SET UP YOUR COMPANY

Upon confirming your email, you will be asked to join your company. Type in your company's name and click on “Search.”

- If your company is in Handshake, select the company from the list and click on “Next: Connect to Schools”
- If your company is not already in Handshake:
 - Click on “Create New Company” and follow the prompts. Be complete, If any field is left blank, it will delay the approval of your company within Handshake.

Handshake company setup flow showing steps: 1. Search for company, 2. Create new company, 3. Complete company profile.

JOINING HANDSHAKE

continued...

7

ADD SCHOOLS

- In the search box, type in the name of the school(s) you would like to have students apply from.
- Select the “+” sign by the school you wish to add.
 - This list can be added to and taken away from your profile is complete.
- When you have added all of the schools you would like to add at this time, click on “Next: Finish”

8

WELCOME TO HANDSHAKE

Welcome to Handshake!

- Edit the Status Messages that students will receive from you.
 - This information can also be edited at a later time.

Welcome to Handshake!



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A screenshot of the Handshake 'Connect with Schools' interface. At the top, a green banner says 'Your new company account was successfully created.' Below it, the header reads 'Step 4 of 4 - Connect with Schools' and '0 Schools selected' with a 'Next: Finish' button. A search bar contains 'Weber State University' and a 'Search' button. Below the search bar, it says 'Showing 1 result • Select all' and lists 'Weber State University, Ogden, Utah • 24,048 students' with a '+' button. To the right, a 'Filter Schools by' section has checkboxes for 'Region' (Midwest, Northeast, South, West) and 'Location' (Rank). Green arrows point to the search bar, the '+' button, and the 'Next: Finish' button.A screenshot of the Handshake 'Status Messages' settings page. The title is 'Automatically update students about their status'. The text says 'Handshake will now send customizable messages to keep students updated about their application status at three key moments'. A circular diagram shows three stages: 'Pending' (Oct 1), 'Reviewing' (Oct 15 201), and 'Declined' (Oct 1). To the right, three sections describe the messages: 'Upon receiving an application to a job you posted' (Send a personalized greeting to the students), 'Upon reviewing a profile or documents' (Let students know their application is being reviewed), and 'Upon choosing Declined' (Send a sincere follow-up to students about their application). At the bottom, it says 'The status message can be customized or turned off at any time in the Status Messaging Preferences'. There are two buttons: 'Never Send Status Messages' and 'Edit & Activate Status Messages'. A yellow arrow points to the 'Edit & Activate Status Messages' button.



JOB DESCRIPTION

sample...

When writing a job description, make sure to include the following information:

- 1) Use a Clear Job Title
- 2) Describe Task
- 3) Sell Your Job
- 4) Speak Directly to the Candidates

Helpful hints

SAMPLE:

Auditor Job Description

We are looking for an organized, analytical Auditor to help us examine our current policies and procedures and help us develop strategies to improve our internal control systems. The Auditor will meet with employees and managers to collect information, analyze data, identify problems and weaknesses, and help management develop strategies to minimize or eliminate errors. You will also ensure that all strategies, policies, and procedures comply with current local, state, and federal regulations.

To be a successful Auditor, you should be focused on helping businesses optimize operations and ensuring that their policies and procedures are in compliance with current regulations. You should be knowledgeable, objective, logical, and detail oriented.

Auditor Responsibilities:

- Working with companies and government agencies to ensure to research and solve problems and develop policies and procedures that comply with current legislation.
- Analyzing, evaluating, developing, and implementing new control systems that optimize operations or utilize new technologies.
- Recording, reviewing, and interpreting data to determine the effectiveness of operations.
- Researching discrepancies, operational problems, or other issue.
- Examining records, reports, receipts, or other documents and comparing them to company assets and liabilities.
- Generating reports and presenting findings to management or other interested parties.
- Handling additional duties and special projects to ensure the business is operating efficiently, effectively, and in compliance with all current regulations.

Auditor Requirements:

- Bachelor's degree in a related field, such as Accounting, Finance, Computer Science, or Business.
- 2+ years of experience in a relevant field is generally required.
- Additional distinctions or certifications may be preferred or required.
- In-depth industry knowledge regarding best practices, policies, current regulations, and technology.
- Exceptional research, planning, problem solving, critical thinking, and math skills.
- Excellent presentation, collaboration, and verbal and written communication skills.
- Proficiency with computers, especially bookkeeping or financial software and MS Office.
- High level of efficiency, accuracy, integrity, and attention to detail.

Betterteam. (2018, July 6). *Auditor Job Description*. Retrieved from BetterTeam.com: <https://www.betterteam.com/auditor-job-description>



JOB CREATION

instructions...

1

LOG IN:

- Open a web browser
- Go to <https://joinhandshake.com/>
- Select "Log In"

2

POST A JOB:

- On the home page, select "Post a Job".
- Fill in the appropriate information on the screens that follow.
- When each section is complete, click "Next" at the bottom of the page to progress to the next section.
- Do this for each section until you have filled in all sections.
- Click create to create the job posting.
- The more detailed you are in your information and job description, the better responses you will receive from students.

3

EMAIL BRETT MERRELL: GODDARD CAREER SERVICES

- When you have completed your job posting, send an email to brettmerrell@weber.edu
- Upon receipt, he will review the job and give any potential feedback to improve your quality of candidates

Helpful hint

Do not change this setting. Career Services will still have to approve any jobs



CREATE AN INTERVIEW *in Handshake*



1

LOG IN:

- Open a web browser
- Go to <https://joinhandshake.com/>
- Select “Log In”

2

REQUEST AN INTERVIEW:

- In the center of your Home screen, click on “Request an Interview.”
- It is best practice to already have a job posted that you will be interviewing applicants from.
- If you have not posted the job yet, please see “How to Post a Job” help for more information.
- Complete form
 - Select Weber State University from “What school would you like to interview at?”
 - Select the check box only if you have multiple jobs that you will be interviewing for on the same day.
 - Click Next to continue.

What school would you like to interview at?

Weber State University

Your employer account must be approved to post Interview Schedules at the school chosen and the school must be in their interview scheduling season.

Who from your company will be attending this interview?

☒ Shane Speck Type to filter results...

Add a contact from your company so they will receive email updates about the interview schedule. Not seeing the contact you're looking for? [Click Here](#)

Interview Schedule Name

Fall Internship Interviews

Use this field to uniquely identify an interview schedule. The interview's name will already include the job titles, dates and your company name.

Interview Schedule Description

Student will meet with interviewer for 30 minutes.

Any additional information about the schedule or your company you want to share with students and career services.

☐ Only allow students to apply to one job attached to this interview schedule?

You can set this field once more than one job is attached to the schedule.

CREATE AN INTERVIEW

continued...

3 SELECT A DAY:

- Select the day that you would like to schedule the interview.
- A pop-up screen will appear.
- Give an alternative date (if possible), number of rooms you are requesting, and any details that would be helpful to the staff (i.e. two interviewers per room or one room will be used as a testing room).
- Click on Add Date to continue.

4 TIMELINE:

- You will be taken back to the Timeline page where new options become available.
- Select the preferred timeline you would like to use:
 - *NOTE: Most interview periods will allow the students 30 days to apply and select an interview slot. Please give ample time for this process*

a. **Room Only Interview** – Use this option if you want to reserve the room and build your schedule outside of Handshake.

b. **Preselect to Alternate – 30 Day Student Application Period** – Use this option to select primary applicants and alternative applicants Primary applicants are allowed to sign up before the alternative applicants. Applicants will be given a schedule you select to schedule an interview time.

preferred

c. **Preselect Continuous – 30 Day Application Period** – Use this option to select applicants to sign up for scheduled interview slots.

d. **Open – 30 Day Application Period** – Applicants that meet the job qualifications pre-selected from the job posting will be automatically approved and allowed to set up an interview. Those that do not meet the qualifications can be manually approved.

CREATE AN INTERVIEW

continued...

5

SELECT INTERVIEW SLOT:

- Next you will select your Interview Slot Template from the following options:
 - All options contain appropriate lunch and breaks built in. These can be adjusted at a later time.



- Half Day 20 Minute Schedule (Morning)** – 8:00 AM – 12:00 PM, 20 Minutes Each – This slot configuration contains 11 slots that are 20 minutes each.
- Full Day 30 Minute Schedule** – 9:00 AM – 4:50 PM, 30 Minutes Each – This slot configuration contains 16 available slots that are 30 minutes each.
- Full Day 20 Minute Schedule** – 9:00 AM – 5:00 PM, 20 Minutes Each – This slot configuration contains 19 slots that are 20 minutes each.
- Half Day 30 Minute Schedule (Morning)** – 9:00 AM – 12:00 PM, 30 Minutes Each – This slot configuration contains 6 slots that are 30 minutes each.
- Half Day 30 Minute Schedule (Afternoon)** – 1:00 PM – 5:00 PM, 30 Minutes Each – This slot configuration contains 6 slots that are 30 minutes each.
- Full Day 60 Minute Schedule** – 9:00 AM – 5:00 PM, 60 Minutes Each – This slot configuration contains 7 slots that are 60 minutes each.

6

REVIEW & CONTINUE

- Review your interview settings and click “Next” to continue.



NEXT

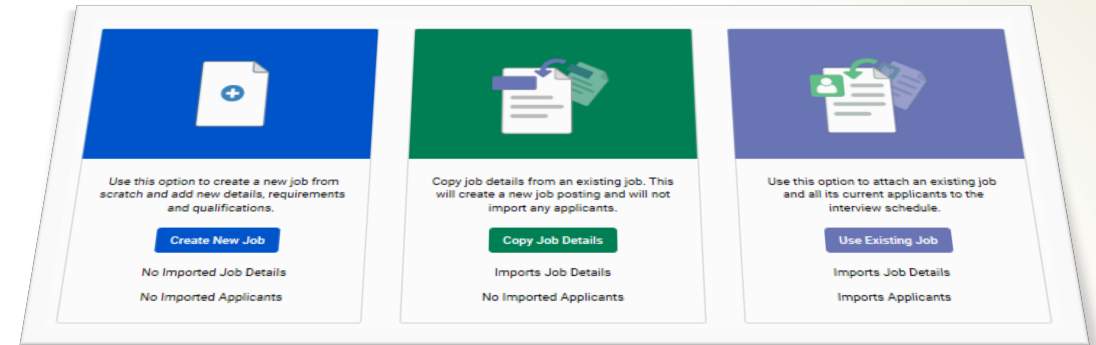
CREATE AN INTERVIEW

continued...

7

CREATE NEW JOB | COPY JOB DETAILS | USE EXISTING JOB

- “Create New Job,” “Copy Job Details,” or “Use Existing Job” to link the interview schedule to.
 - *If you do not attach a job to the interview schedule, applicants will not be able to select an interview slot via Handshake.*
- Once you have linked the jobs to the interview schedule, click Next.



8

REVIEW & CONTINUE

- Review your interview request one more time before submitting.
 - Click “Request” when you are ready to submit your schedule.

9

WAIT FOR APPROVAL

- After being reviewed by Career Services, you will receive an email (based on your notification settings).





APPROVING & SCHEDULING *Interviews*

Once you have your job posted, interview schedule requested, and the schedule has been built by Career Services, it is time to approve students applying for the interviews.

1

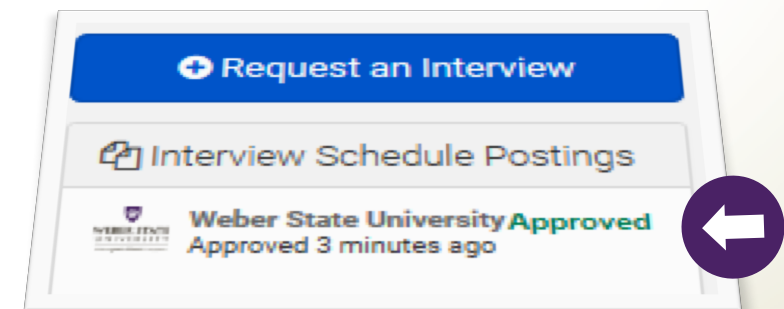
LOG IN:

- Open a web browser
- Go to <https://joinhandshake.com/>
- Select "Log In"

2

SELECT APPROVED INTERVIEW:

- In the center of your home page, under "Request an Interview," click on the interview that has been approved.



APPROVING & SCHEDULING

Interviews (cont'd)

3 REVIEW APPLICANTS

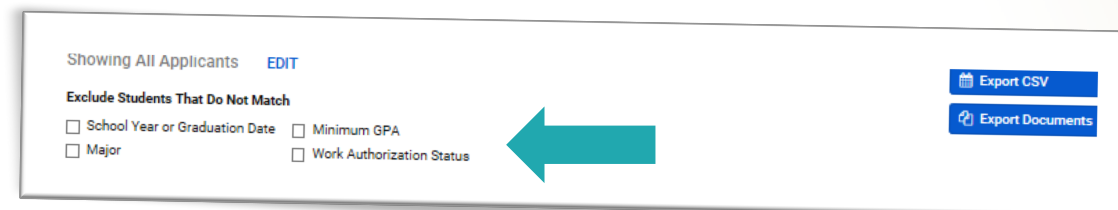
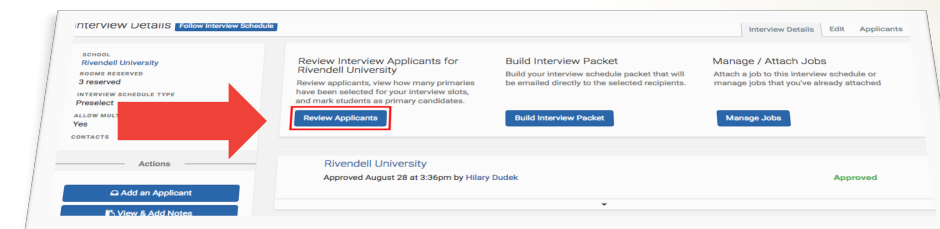
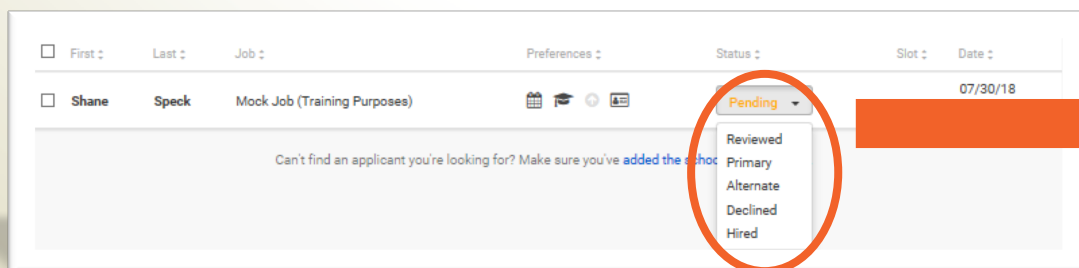
Once the interview schedule loads, you will see the schedule under options to Review Applicants, Build Interview Packets, and Manage Jobs. For now, click on Review Applicants.

4 FILTER OPTIONS

- The Review Applicants screen will give you the opportunity to view and approve or decline applicants.
- From here you can filter applicants by:
 - School Year/Graduation Date, Major, Minimum GPA, and Work Authorization Status.
- You may also export a .CSV file or the associated documents from all applicants that meet the required filters.

5 STATUS DESCRIPTION

When selecting applicants to move forward, you will notice the status drop-down box on the applicants' row. The following is a description of each choice:



1. **Pending** – This is your default setting indicating that a review of the applicant has not been performed. Resetting an applicant to pending removes the previous selection made and will remove the applicant from the interview schedule.
2. **Reviewed** – Select this option when an applicant has been reviewed but a decision has not been made if an interview is likely.
3. **Primary** – Select this option when you want to interview this applicant. Primary applicants will have first choice at interview slots.
4. **Alternate** – Select this option if you would like to interview the applicant, but the applicant is not as strong as a primary applicant.
5. **Declined** – Select this option if you do not want to interview this applicant.
6. **Hired** – Select this option if you have interviewed an applicant and chosen to hire them.



APPROVING & SCHEDULING

Interviews (cont'd)

6 EMAIL RESPONSE:

Once you have selected the appropriate response for the applicant, the applicant will receive an email offering the applicant the opportunity to choose a time slot from the available choices.

7 BUILD INTERVIEW PACKET

When all applicants have chosen their time slot, you may use the Build Interview Packet selection to print off the applicants' information and a schedule for the day of the interview. Please read and follow the prompts to choose what information is printed from the Build Interview Packet selection.

NEED HELP?

CONTACT:

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