Badger Handshake

On-Campus Employer User Guide

Badger Handshake is the Career Center's online system for posting jobs, internships, and career positions. Badger Handshake replaces our former job posting software and offer your team many great new features such as:

- Managing all your campuses and posting positions once.
- A mobile experience - update your job postings, view applicants, and more all while on the go using Handshake's responsive design.
- Engaging with students and alumni in the Badger Handshake community.

Tip: <bolded word> indicates specific tab or function on Handshake

How to access your Handshake account, complete your profile and post jobs:

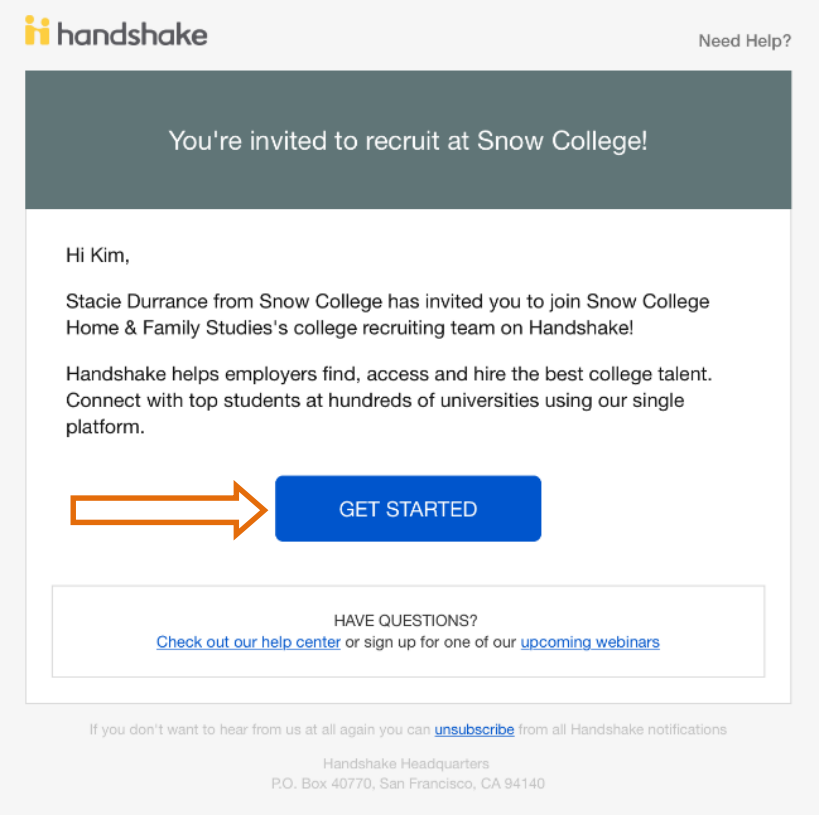
IF YOU ALREADY HAVE AN ACCOUNT CREATED, SEE PAGE 6.

1. Create Your Account

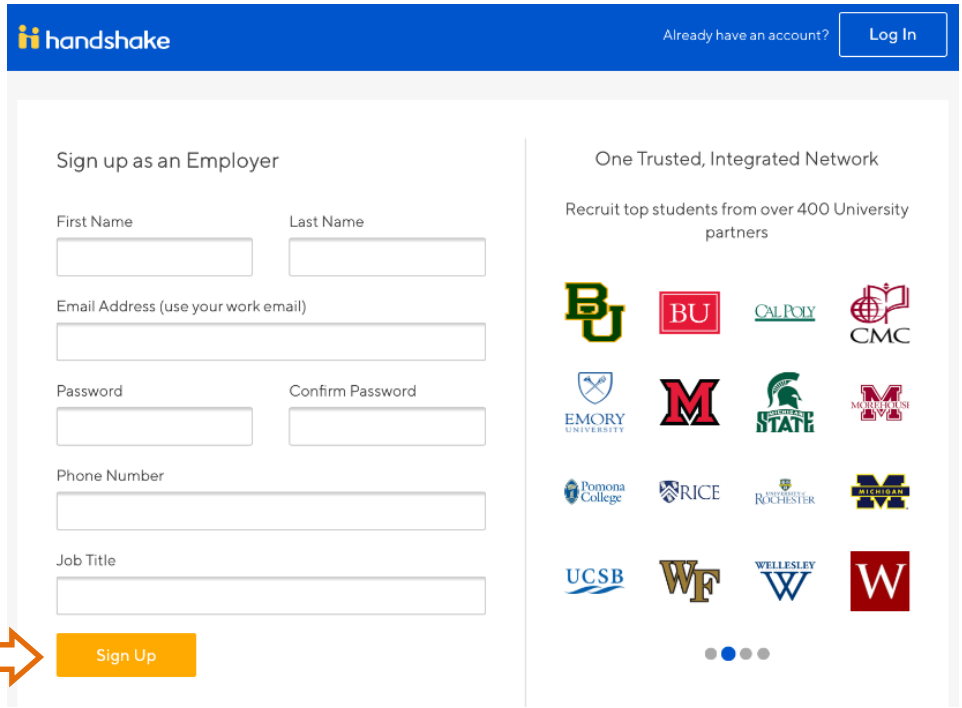
You may have received an email message similar to the invite in the picture to the right. If so, click on **<Get Started>**. If you haven't received an email invitation, go to app.joinhandshake.com to create a new account.

User Name: your Snow College email address - ex. first.last@snow.edu

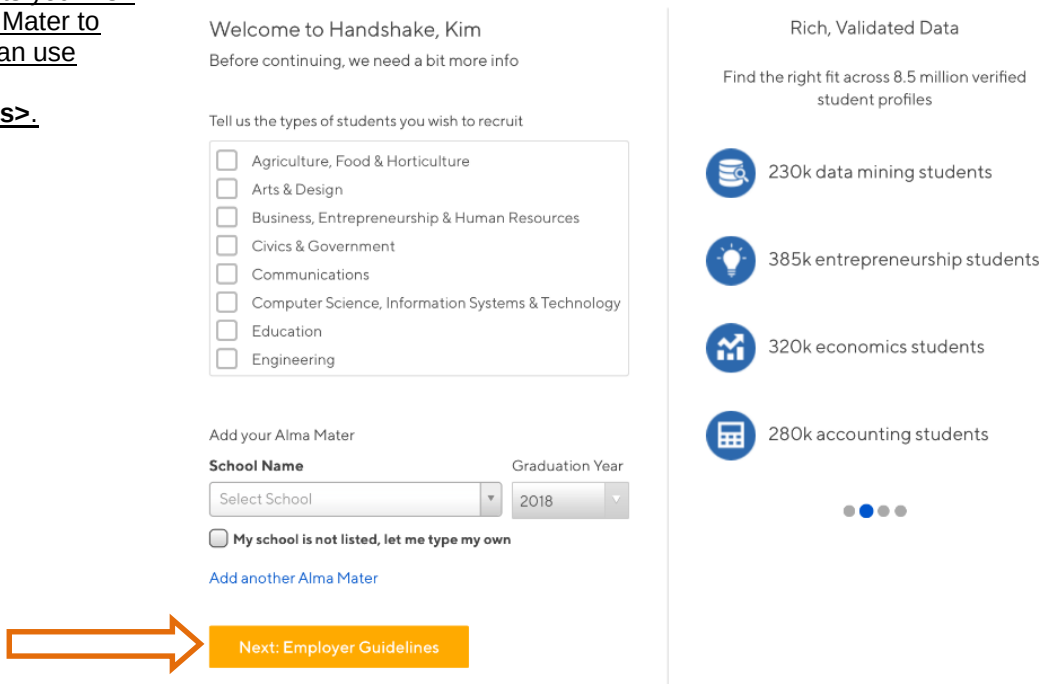
Password: create when you log in for the first time



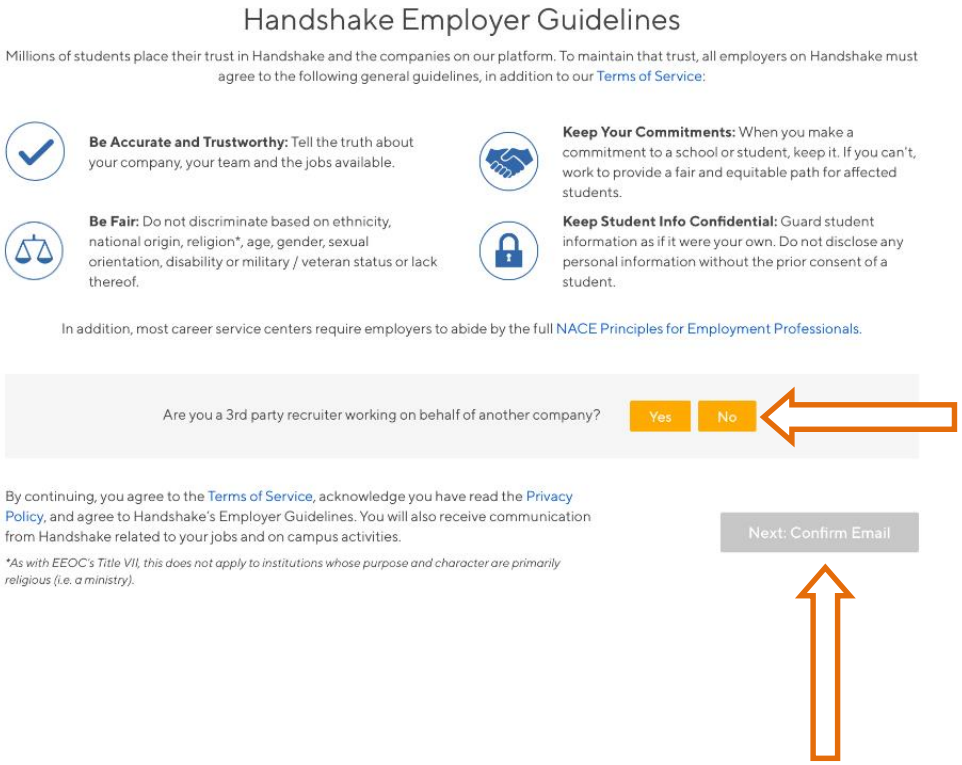
2. Fill in the Sign up as an Employer page and click **<Sign Up>**



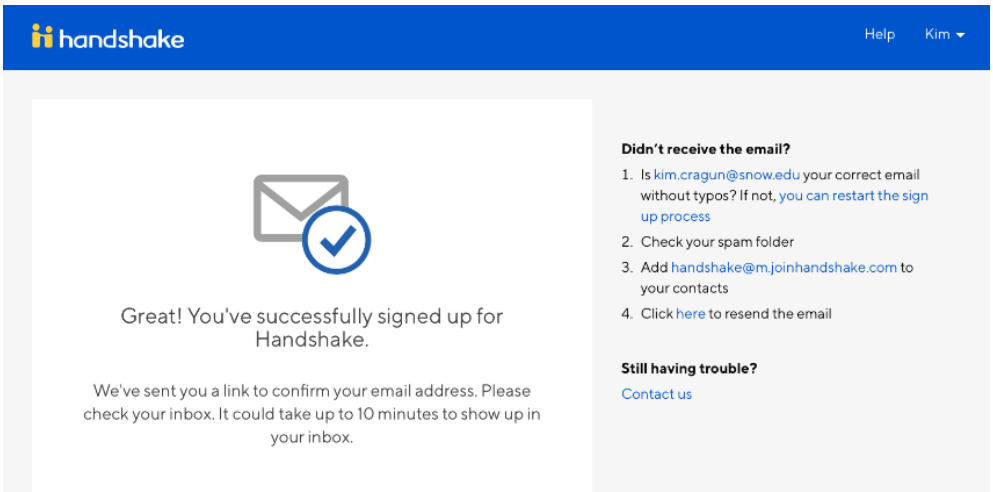
3. Choose which type of students you wish to recruit and add your Alma Mater to better understand how you can use Handshake. Then click **<Next: Employer Guidelines>**.



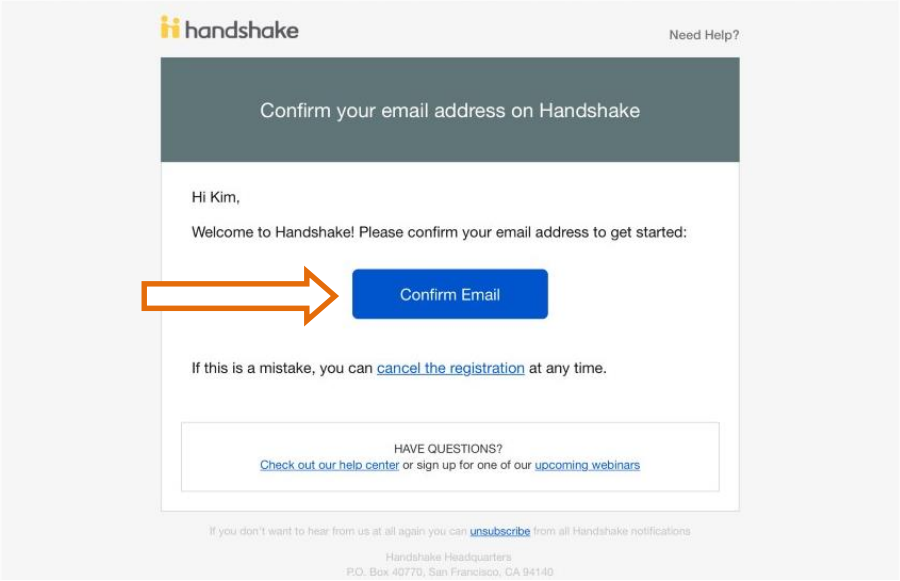
4. Review the Employer guidelines. You are not a third-party recruiter, so select **<No>** and click **<Next: Confirm Email>**.



You will see this message appear once you have successfully signed up for an Employer account on Handshake.

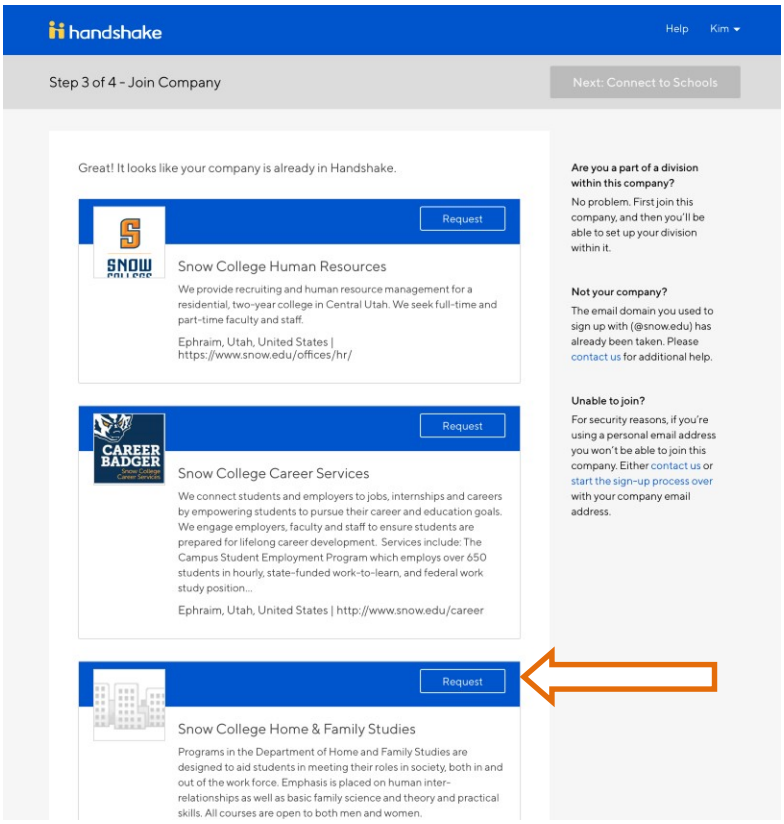


5. Now that you have successfully signed up for Handshake, you will be sent a link to confirm your email. Click **<Confirm Email>**.

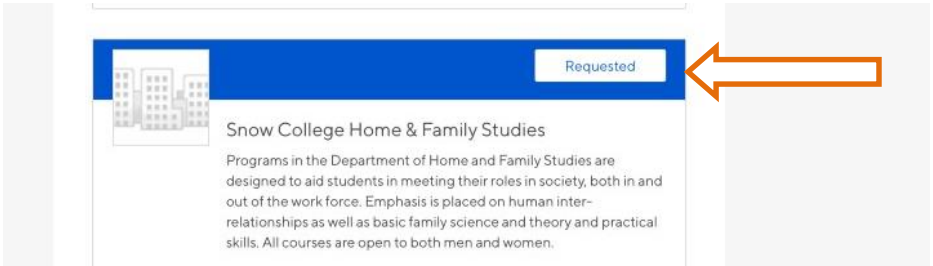


6. You will be asked to join a company**. Please scroll through and find the department you are associated with**. Click **<Request>** once you have found your department.

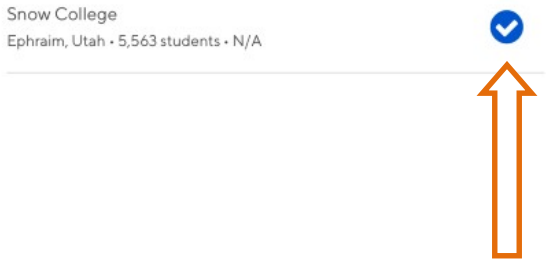
Accounts for Snow College departments are created as separate employer accounts.
***Make sure to pick your specific department.**
Ex. Snow College Student Life
Snow College Mail Services

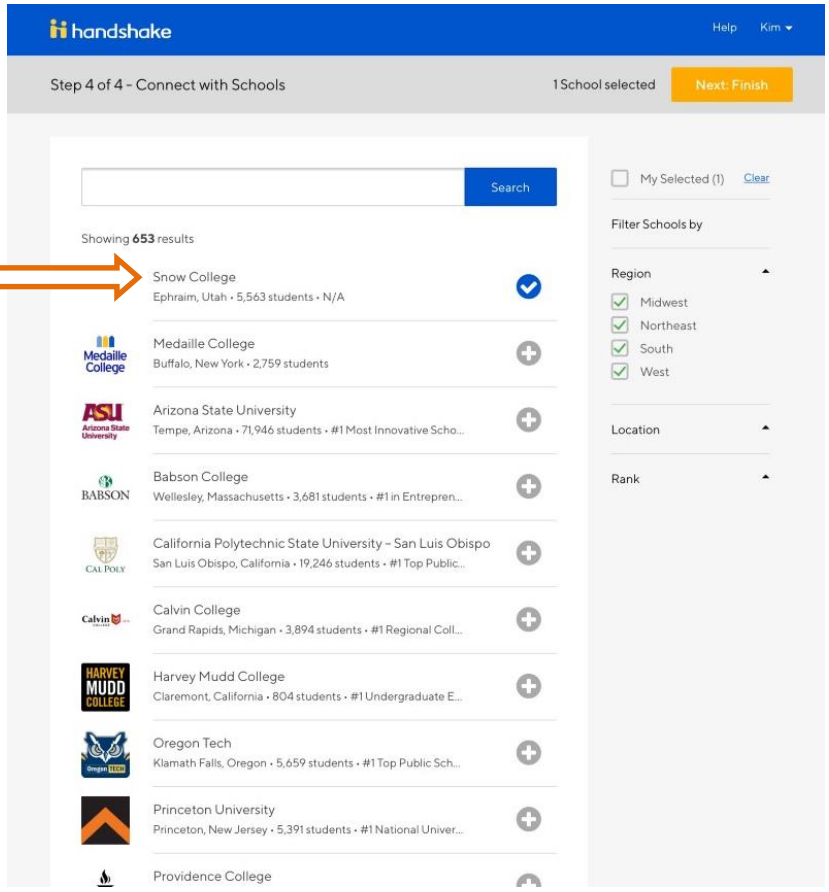


Once you have clicked **<Request>** you should now have a white box that says **<Requested>**

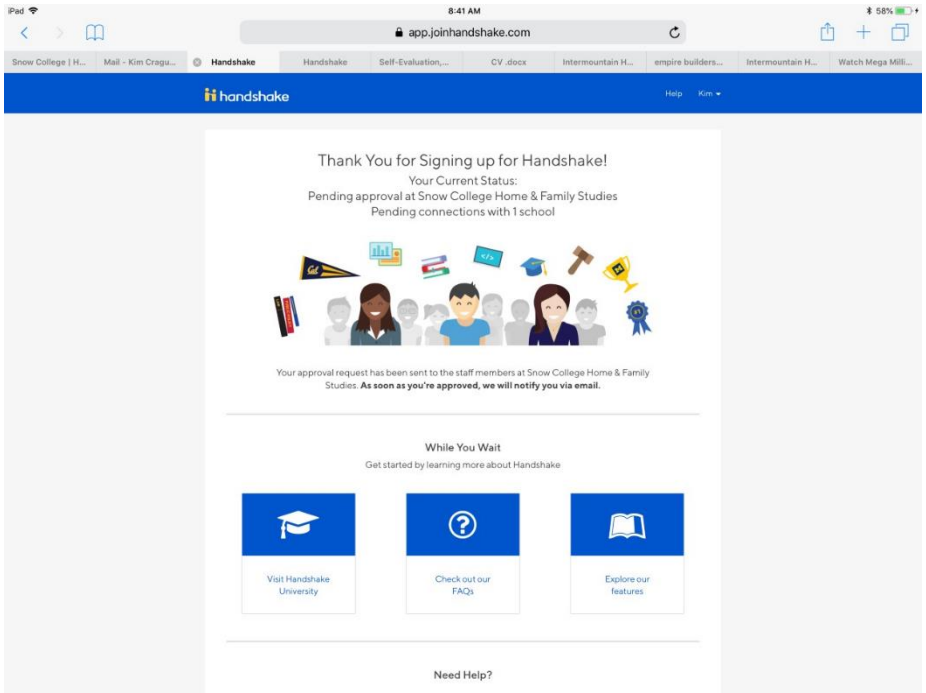


7. You will be asked to connect with schools. You need to select Snow College. Once you have clicked **<+>** make sure that you have a blue check mark before moving on.





This page will appear once you have completed all the steps.

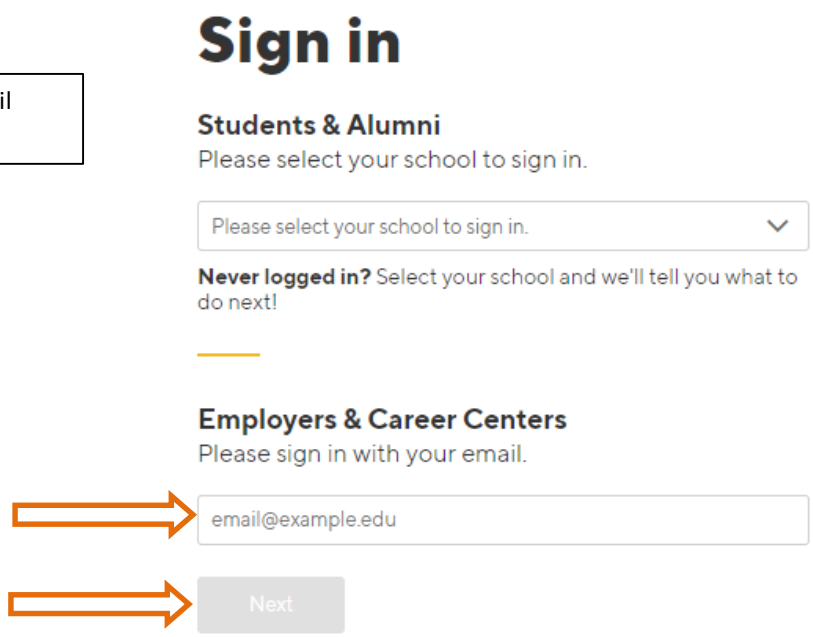


How to log in to your Badger Handshake account:

1. Start by going to app.joinhandshake.com

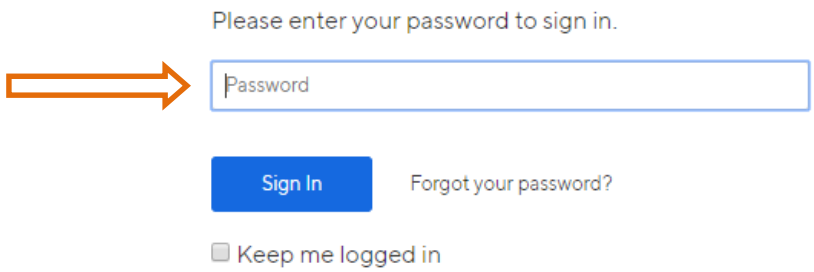
Enter your Snow College email address in the box below **Employers & Career Centers.**
Then click **<Next>**

User Name: your Snow College email address - ex. first.last@snow.edu



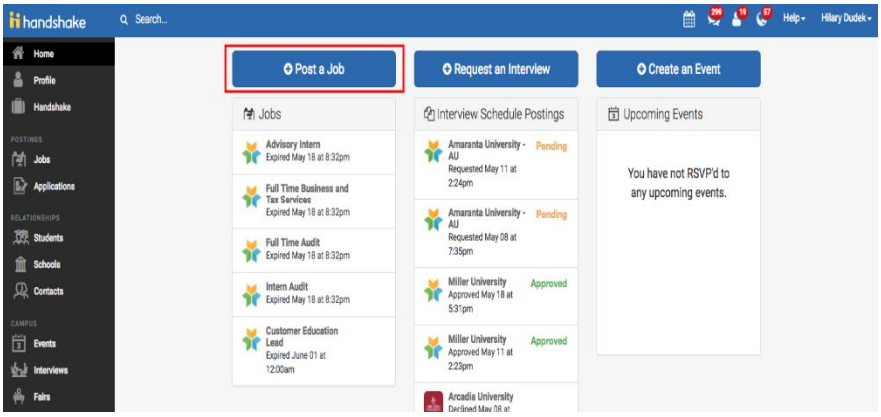
2. Enter your password.

Password: Created by you when you first created your account.



How to post a job to your Badger Handshake account:

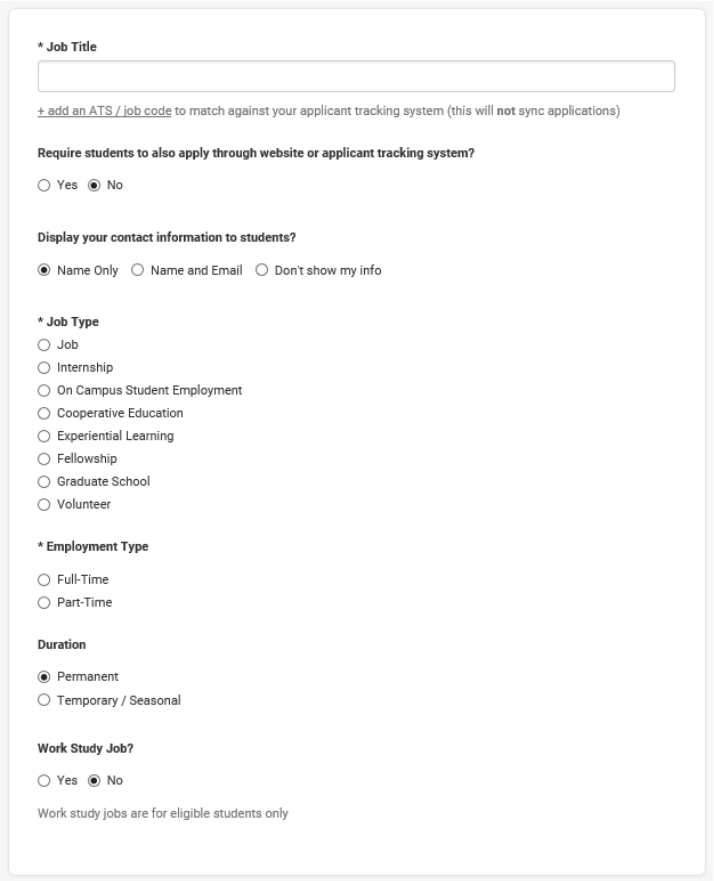
1. Start by clicking <**Post a Job>** from your home dashboard.



You will now be asked to complete 4 steps: **Job Basics, Job Details, Job Preferences, and Schools** to post the job. You don't have to fill out every field to create your job - required inputs will be identified with an asterisk (*). **Note:** the more fields you complete, the more well defined your job posting will be (and the more likely you'll be to attract well-qualified candidates). **Note: On-campus positions are required to be posted for 3 days OR until 3 applications are received.**

Accounts for Snow College departments are created as separate employer accounts
Ex. Snow College Biology
Snow College Mail Services
If you do not already have an employer account created please create one.

2. Let's start by going through <**Job Basics>.**



Add a Job Title.
Applying externally:
- You will not need to require students to apply through an external website or tracking system. Select **<NO>**

Display your contact information to students.
- You may choose if you would like students to see your contact information.

Add a **Job Type.**
- Always choose "On Campus Student Employment"

Add an **Employment Type & Duration.**
- Choose from Full Time or Part Time and Permanent or Temporary/Seasonal.
- When selecting **Temporary / Seasonal**, you'll need to add both the start and end dates.

Indicate **Work Study. REQUIRED.**
- For on-campus employers, select **<yes>** or **<no>** if your position is work-study funded.

Note: Remember that work-study is different than work to learn. Work to learn jobs
*If you are an on-campus employer posting a position that is +29 hours and for more than 4 months, you will need to post this position to the Snow College HR website. If the position is less than 29 hours OR full time for 4 months or less, you can post it to Badger Handshake.

3. 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, the formatting will be retained.

Choose **Job Functions** from the dropdown.

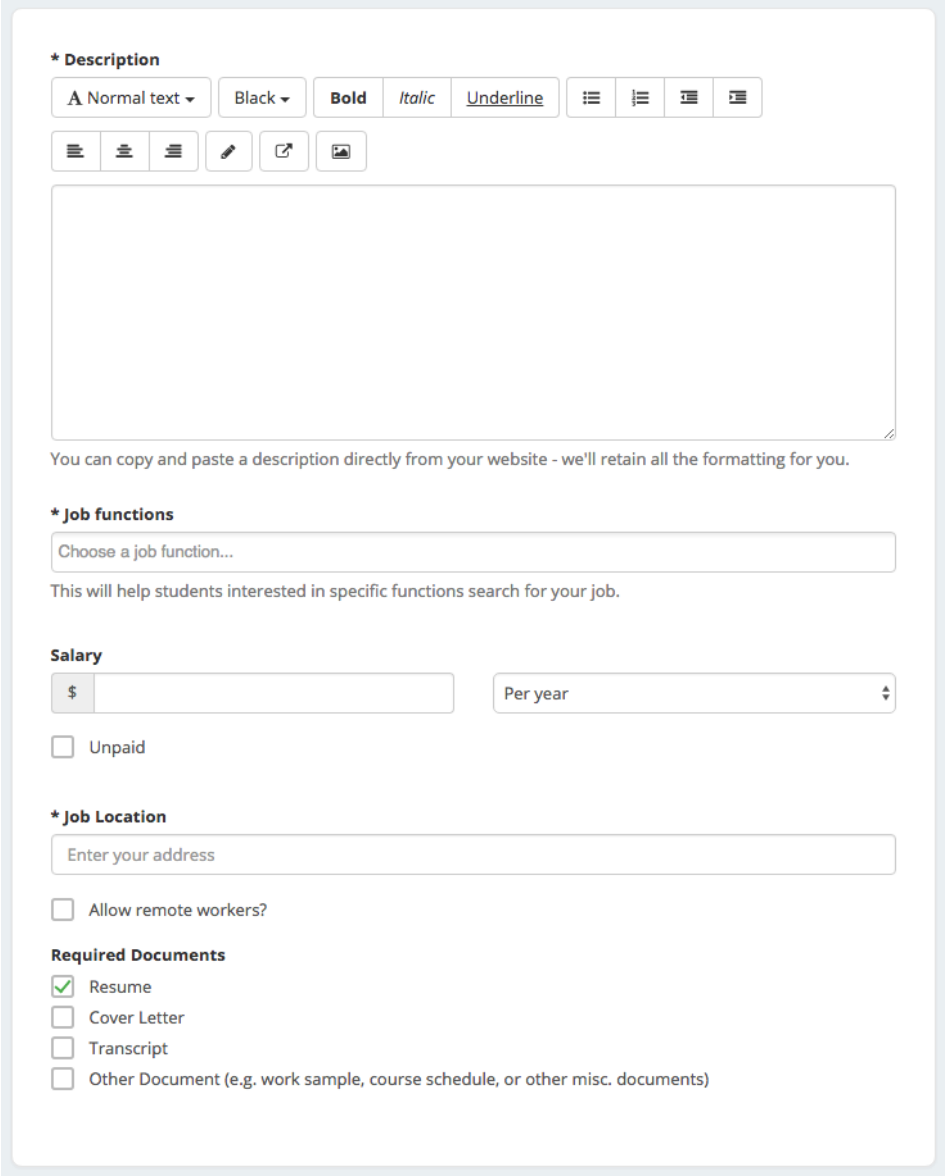
- This helps students search for jobs by their functional area (ex. Accounting, marketing, sales).

Add a **Job Salary**. For student jobs toggle the dropdown for per hour.

- Work Study and Work-to-Learn are funded for $7.25 per hour. Posting a higher wage is permitted, but the difference will be paid from your departmental budget.

Enter a **location** for your job.

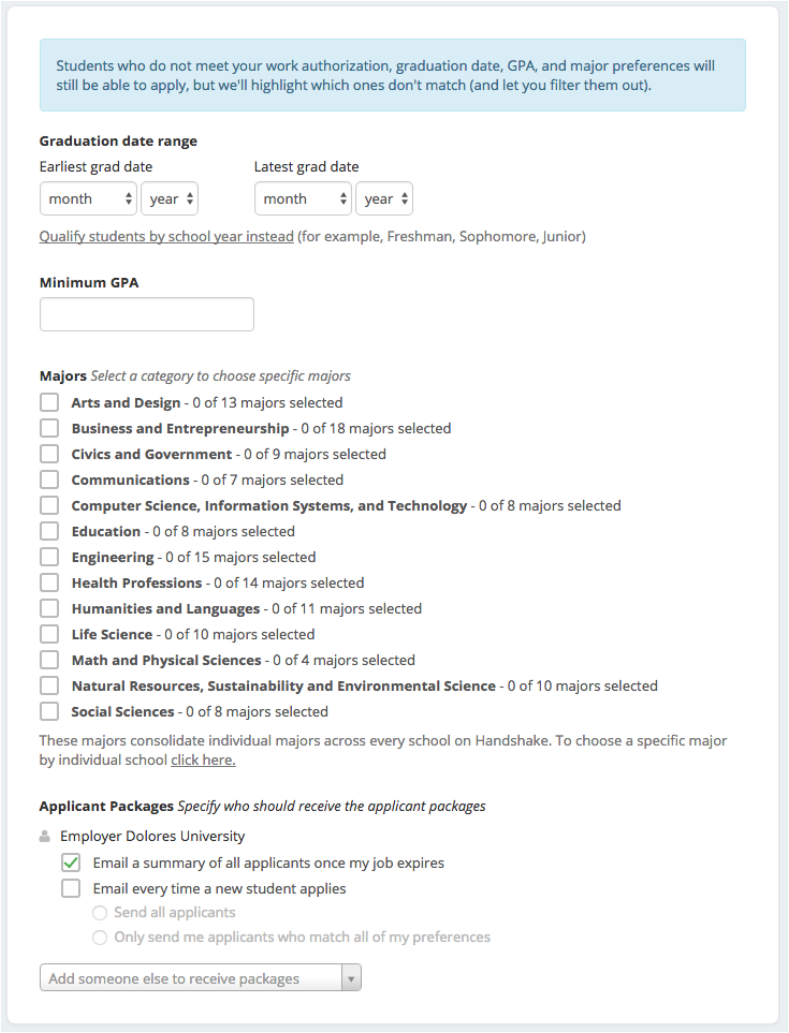
- Ex. Ephraim, Utah, United States
  or Richfield, Utah, United States



Finally, choose which **documents to require** students to submit with their application.

4. Once you're finished with <**Job Details>**, choose <**Next>** along the bottom of your screen. Next go through <**Job Preferences>**.

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. 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.

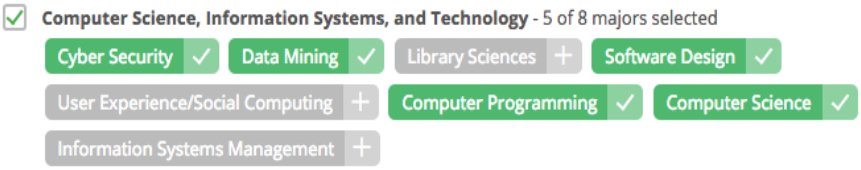
- You can select to qualify students by **School Year** - like Freshman, Sophomore, Junior, but it is not required.

Add a **Minimum GPA** value.

Choose which **Majors** would make a student qualified for your job. This step is discussed in more detail below.

Setting up your **Major Preferences.**

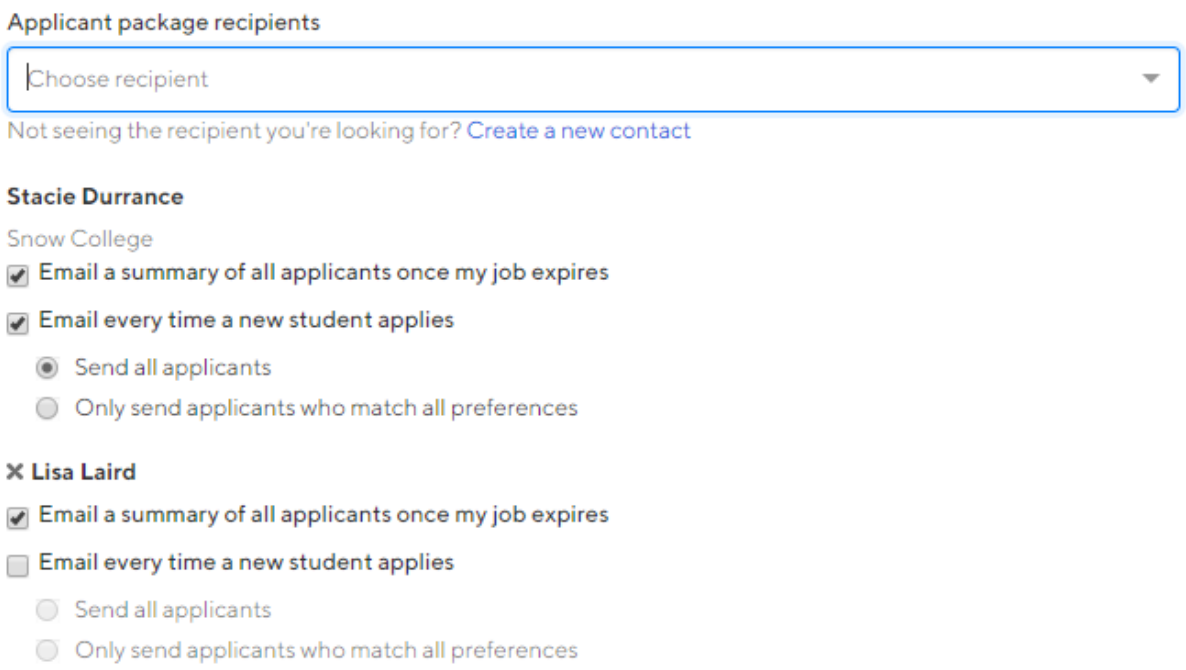
- **Note:** these majors are mapped across **every school on Handshake**.
- Once you select a category (click on the checkbox next to it), that category will expand to show the majors within it.
- **All majors within a category** will be selected by default. But you can remove them by simply clicking on the major you'd like to remove.



Finally, configure who should receive **Applicant Packages**, and with what frequency. We've also added additional details on this on page 10.

Set up who should receive **Applicant Packages** by selecting one of the two options below**.**

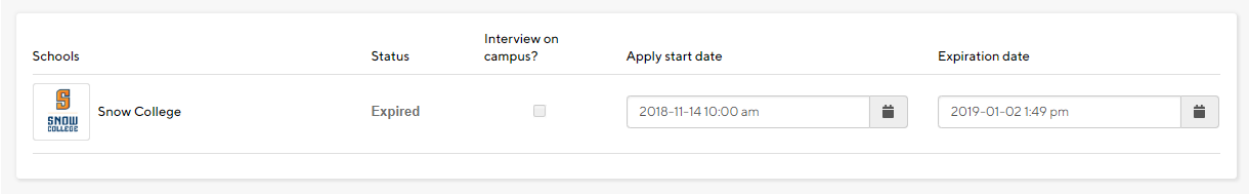
- **Email a summary** - you'll receive one email once your job expires.
- **Email every time** - you'll get emails each time a new student applies. If you choose this option, you can then specify whether you want every student who applies, or only students who match all of your preferences (Eligibility for international students, grad date / year, GPA, and Major).
- You'll see your name listed first. You can 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.



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

   As this is an on-campus position, be sure to select ONLY Snow College.

   - **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 (and students will no longer be able to apply).



6. Preview your posting and check for errors

   You're all set! Choose **<Save>** on the bottom right navigation to create and review your job. The Career Center will review your posting and approve it for students to view.

Thank you for using Badger Handshake to manage your job postings.
Feel free to contact the Snow College Career Center at 435-893-2212, 435-283-7648 or career.services@snow.edu for help in using Badger Handshake.

Use this link for further Employer Resources on Handshake.

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