

Handshake

EMPLOYER GUIDE

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UTAH STATE UNIVERSITY | CAREER DESIGN CENTER

UtahState
University®

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Guide Overview

AGGIE Handshake is USU Career Design Center's online system for posting jobs, internships, and career positions. AGGIE Handshake will offer your team many beneficial features such as:

- Managing all your job postings and campuses in one place.
- 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 AGGIE Handshake community.

This guide is a basic introduction to AGGIE Handshake for employers not affiliated with Utah State University. For more detailed information and help with questions, contact the USU Career Design Center at (435)797-7777 or careerdesigncenter@usu.edu, or access the Handshake Help Center articles by choosing **<Help>** in the upper right corner of your AGGIE Handshake **Home** page. Use this [link](#) for further Employer Resources on Handshake.

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

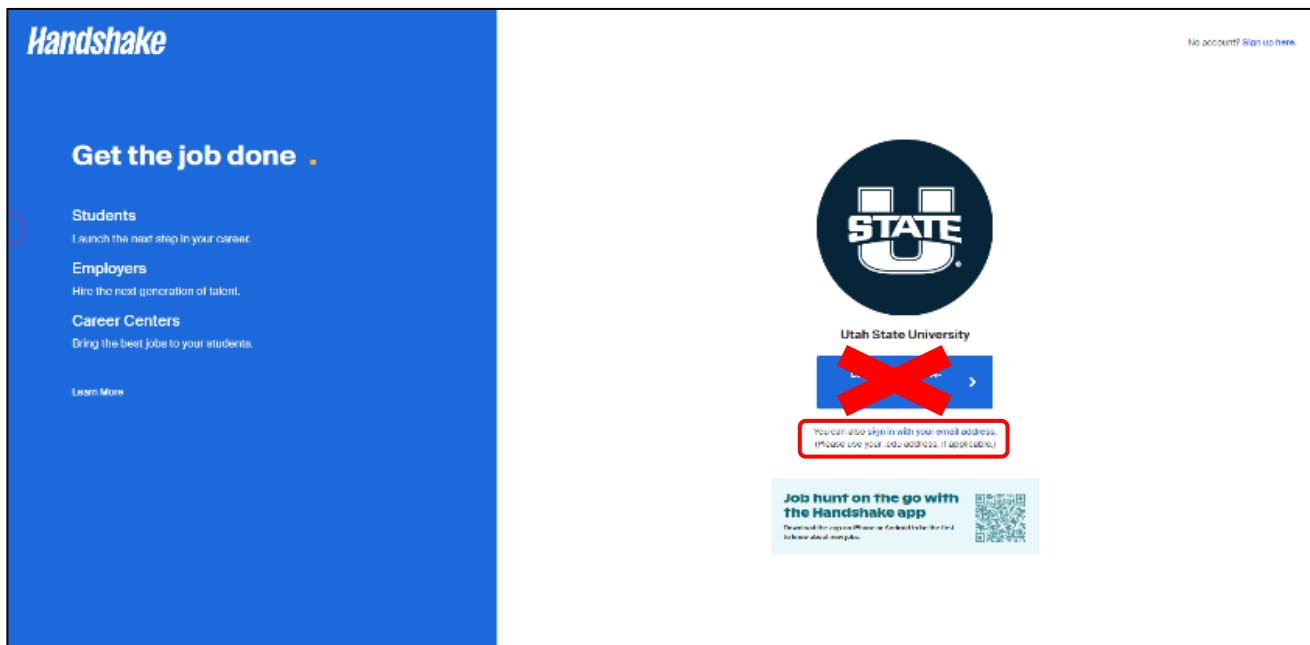
Accessing Your AGGIE Handshake Account & Completing Your Profile:

EMPLOYER WITH AN AGGIE HANDSHAKE ACCOUNT

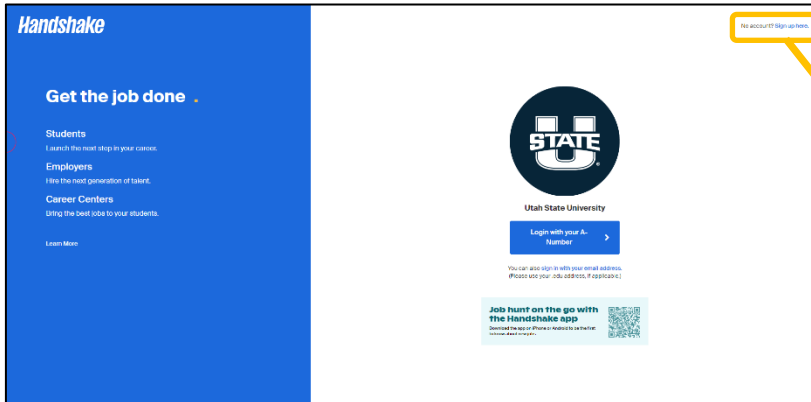
Follow these steps to access your account:

- If you have an account, you should see your email address when you are on the login landing page.
- If you have posted a position with the Career Design Center in Career AGGIE (prior to July 2017), or AGGIE Handshake (after July 2017), you may already have an AGGIE Handshake account. To check, go to usu.joinhandshake.com/login.

1. Disregard the <Login with you're a-number> button. Choose the <Or log in using your Handshake Credentials> hyperlink below the button.
 - a. **Handshake Credentials:** Username (email address), Password (created when you first logged in).
2. If none of these options work, then that means you will need to sign up for an account. Proceed to the next section.

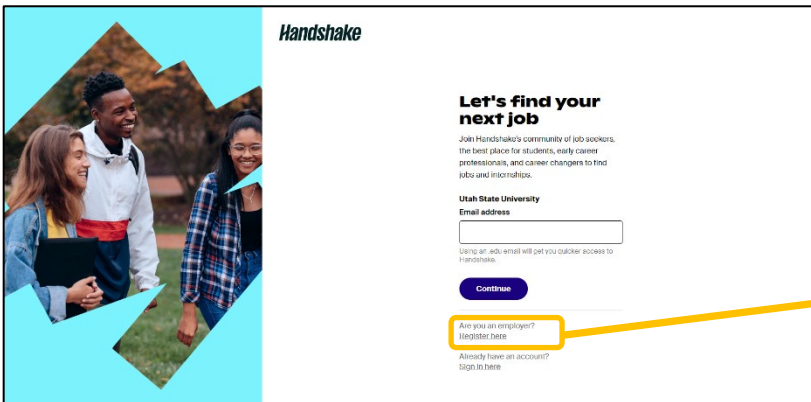


EMPLOYER WITHOUT AN AGGIE HANDSHAKE ACCOUNT



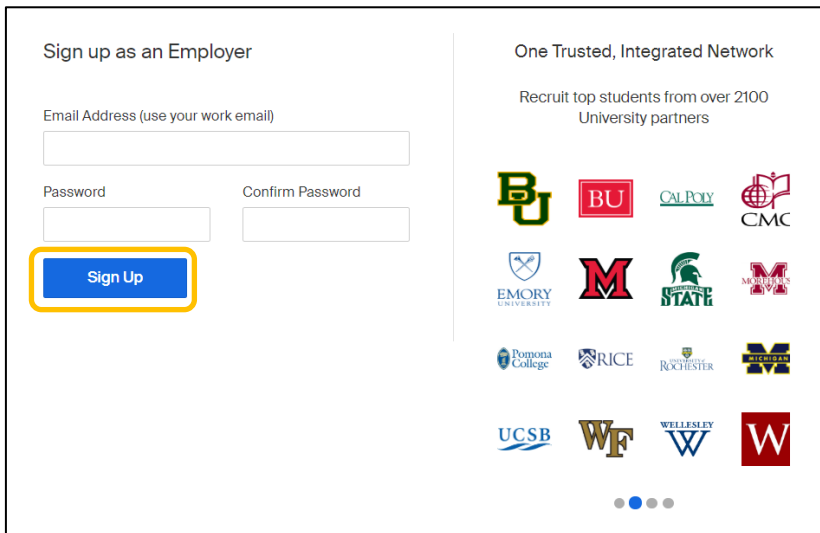
1. To create an account on AGGIE Handshake, go to usu.joinhandshake.com.

No account? Sign up here.



2. Click <No account? Sign up here.>
3. Select <Are you an employer? Register here> to create the correct profile.

Are you an employer? Register here



4. Then fill in the <Sign up as an Employer> fields.
 - a. Your email address and password:
5. Select <Sign up>

Handshake Credentials

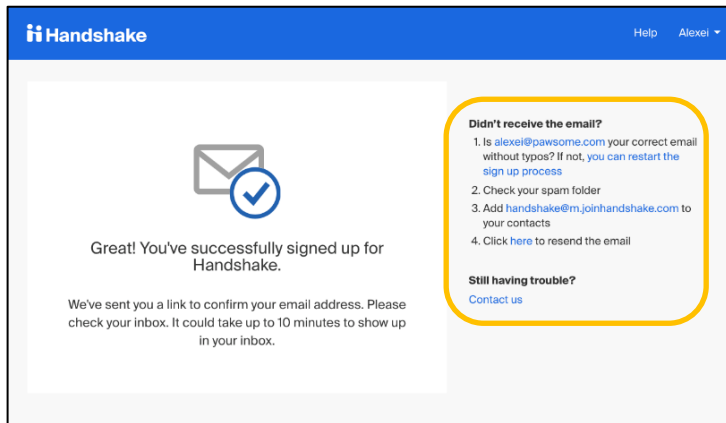
6. On the next page, enter the following information:
 - a. **First Name**
 - b. **Last Name**
 - c. **Phone Number:** this is a free text field, format as desired
 - d. **Job Title:** This is your personal job title, and not the job that you are recruiting for
 - e. Types of students you're interested in recruiting on Handshake
 - f. **Alma Mater & Graduation Year:** If your Alma Mater is partnered with Handshake, this will create a contact entry for you at your Alma Mater, listed as an Alumni contact.
 - g. **Important:** do not select which schools you're interested in recruiting from here!

7. Then click **<Next: Employer Guidelines>**.

8. Review the Handshake Employer Guidelines and indicate if you are a third-party recruiter.
9. Click **<Continue>**.

USU CAREER DESIGN CENTER THIRD PARTY RECRUITER POLICY

Career Design Center will consider approval of third-party recruiter accounts if 1) services are available to students free of charge, 2) the name of the company seeking applicants is included in the job posting sent to AGGIE Handshake. Approval from the Career Design Center Employer Relations Committee may be obtained in certain situations.



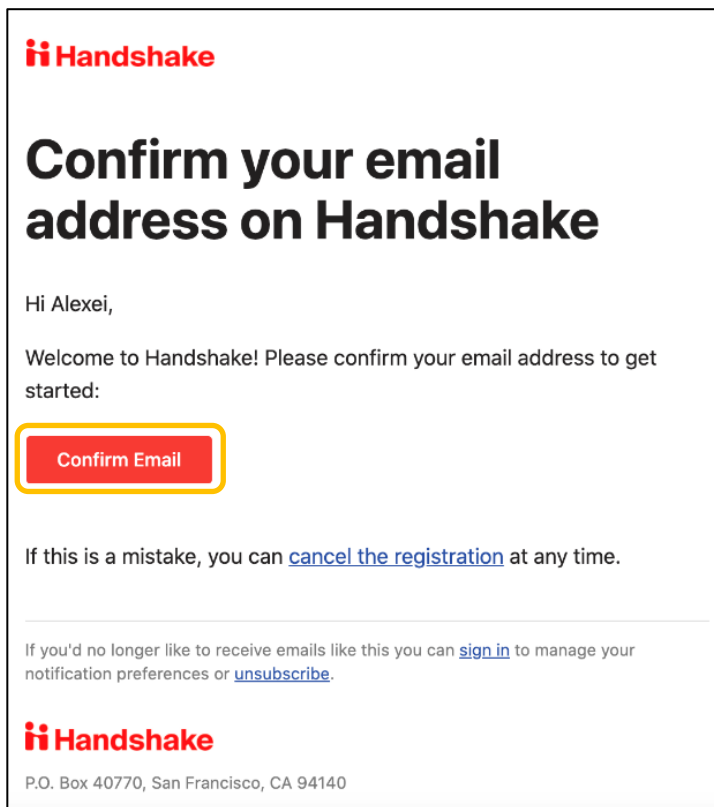
10. You will see this message appear once you have successfully signed up for an Employer account on Handshake!

a. A confirmation email should arrive within 10 minutes and will contain a link enabling you to confirm your account. **You must click this link before you can proceed with the registration process.**

b. Please note the provided instructions if you did not receive the confirmation email.

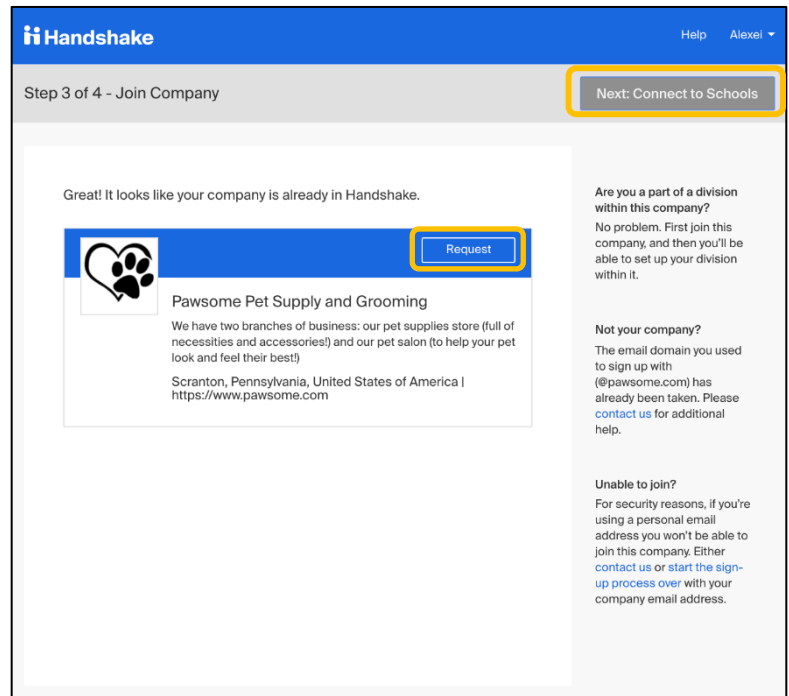
11. When the email arrives, click the red button **<Confirm Email>** to verify your account.

a. Email verification links are active for 12 hours after being sent. When you click **<Confirm Email>** in your confirmation email, you will be returned to Handshake.



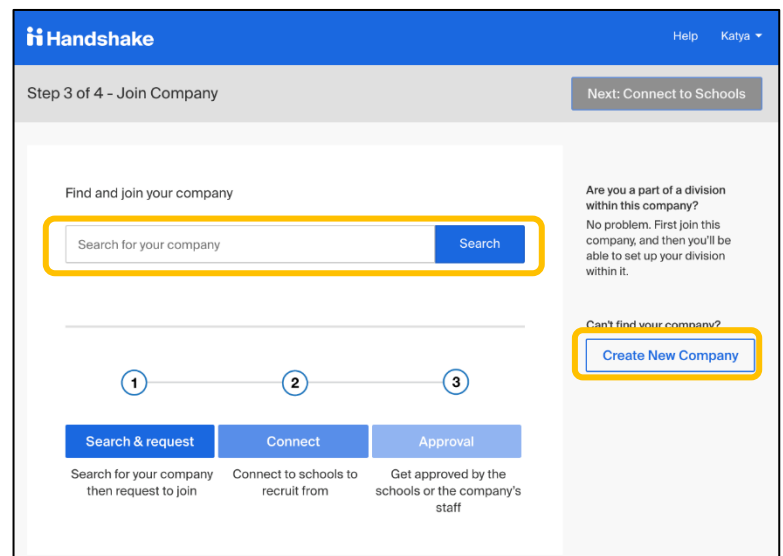
JOIN COMPANY

1. When you click <Confirm Email>, you will be brought back to Handshake. **At this point, you'll need to either connect with an existing company profile, or create a new company profile** if yours doesn't exist in our system. The determination is based on the email you signed up with.
2. If your Employer already exists in Handshake, you can click <Request> to connect with that Employer.
3. Select <Next: Connect to Schools>.
4. From here you can add schools and request approval at those schools for your company.



CREATE NEW COMPANY OR SEARCH FOR COMPANY

1. If no company pre-populates, you can use the search bar to find your company.
2. If your Employer does not yet exist in Handshake, you can click the <Create New Company> button.
3. Read [How do I create a company profile](#) to learn more about completing your company profile.
4. Final step will be to connect to Schools. **If you do not want to connect with any schools at this time,** click <Next: Finish> to complete the sign up process.

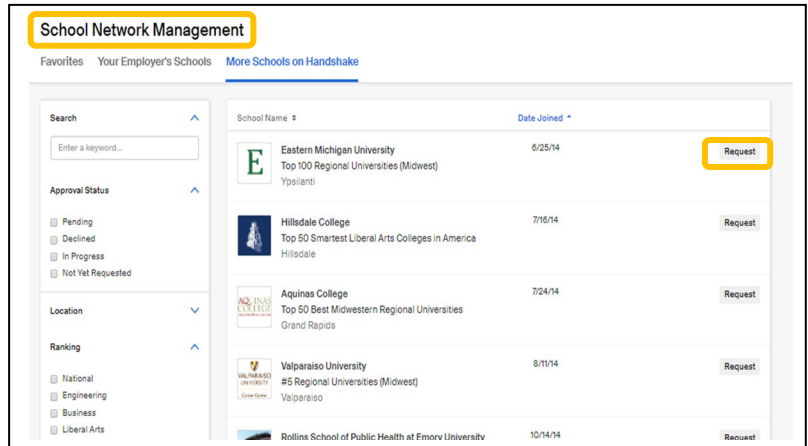


If you have posted positions at Utah State University previously, you may have an AGGIE Handshake Contact account. However, it may not be connected to your employer. Please contact USU Career Design Center, 435-797-7777 or careerdesigncenter@usu.edu for help in connecting to your employer's account.

SCHOOL NETWORK MANAGEMENT

After your account has been created, you can manage the schools your employer profile is connected to.

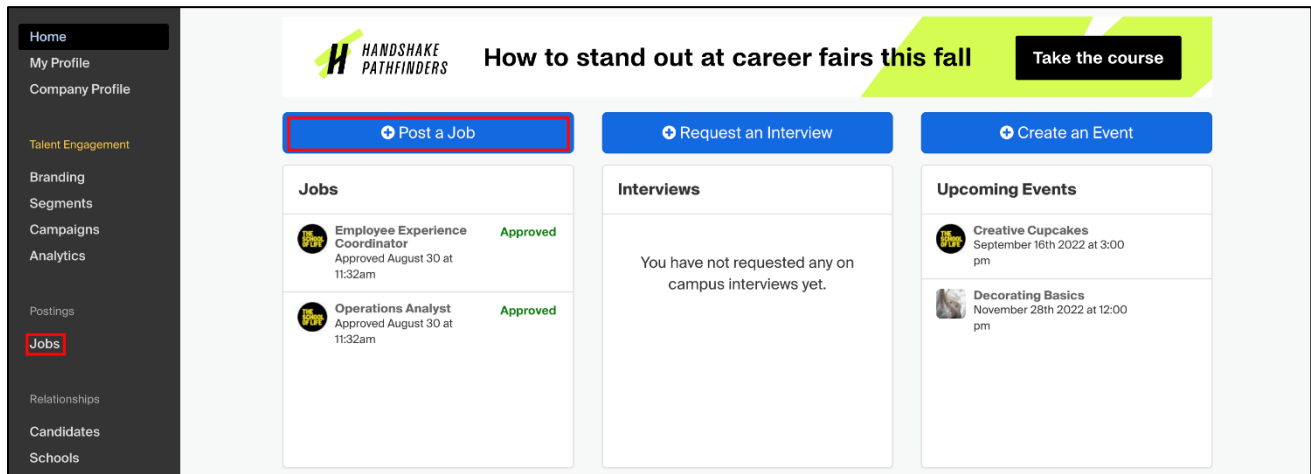
1. Choose <Schools> from the left navigation bar.
2. To find your school of choice:
 - a. Scroll through the list, or
 - b. Type the name of the school in the search bar, or
 - c. Use the filters on the left to narrow the list of schools shown.



3. Click the <Request> button to the right of the school, then click <Request> in the following pop-up box.
4. Your request will be sent to the schools you have chosen, and you will be notified when you have been given approval to post jobs at those schools.
5. You will be asked if you would like the school to be added to your **Favorites** list when they approve your request. Uncheck this box if you do not want this to happen.
6. [School Favorites feature additional information.](#)
7. Once your Request has been submitted, your status with the school will be “Pending” and your account will need to be approved at that school. Most schools approve, after a vetting process, within 24 hours unless the school has auto-approval enabled. In that case, you would be automatically approved.

How to Post a Job to Your AGGIE Handshake Account:

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



- a) You will now be asked to complete 4 steps: **Job Basics, Job Details, Job Preferences, and Schools.**
- b) You do not have to fill out every field to create your job posting – required inputs will be identified with an asterisk.
- c) **Note:** The more fields you complete the better defined your job posting will be. This will enable Handshake to direct your job to the most appropriate students (and the more likely you will be able to attract well-qualified candidates).

Tip: The more fields you complete the better defined your job posting will be. This will enable Handshake to direct your job to the most appropriate students (and the more likely you will be able to attract well-qualified candidates).

2. <Job Basics>

- a) **Where should students submit their application?**
 - i. If you require students to apply through an external website or applicant tracking system, a field will open when you choose **<Apply through external system>**.
 - ii. Enter the web address there. →
 - iii. Choose **<add instructions for external applications>** to open that field if needed.

a **Where should students submit their application?**

Apply in Handshake

Apply through external system

Job title

+ add an ATS / job code to match against your applicant tracking system

Website or Applicant Tracking System URL

+ add instructions for external applications

b) Add a **Job Title**.

- i. **Tip:** An actual job title rather than a sentence, such as: “NOW HIRING! ...”, tends to work better to reach prospective students and have them apply to the job.

c) **Company Divisions** give you the option to organize your postings according to different offices in your company. [See this article for more information.](#)

d) **Display your contact information to students?**

- i. If you would like students to see your name, or your name and email as a point of contact for this job, select either option. Otherwise choose “Don’t show my info”.

e) Add a **Job Type**.

f) Add **Employment Type** and **Duration**.

- i. When selecting **Temporary / Seasonal**, it is not required to add both the start and end dates.

g) **Is this a Work Study job?**

- i. This is not applicable to Off-Campus Employers. Leave as “No”.

h) Choose **<Next>** along the bottom of your screen.

This will take you to the **<Job Details>** page.

The screenshot shows a job posting form with the following sections highlighted in red:

- a) Where should students submit their application?**
 - Apply in Handshake
 - Apply through external system
- b) Job title**
- c) Company Division (Optional)**
- d) Display your contact information to students?**
 - Name only
 - Don't show my info
- e) Job Type**
 - Internship
 - Cooperative Education
 - Experiential Learning
 - On Campus Student Employment
 - Fellowship
 - Graduate School
 - Job
 - Volunteer
- f) Employment Type**
 - Full-Time
 - Part-Time
- f) Duration**
 - Permanent
 - Temporary / Seasonal
- g) Is this a Work Study job?**

Work study jobs are for eligible students only.

 - Yes
 - No

3. <Job Details>

- a) Add a **Description** for your job.
 - i. If you copy and paste a description from your own website, the formatting will be retained. Add application details here if you do not want students to apply through AGGIE Handshake and do not have an external website application or applicant tracking system.
- b) Designate: **How many students do you expect to hire for this position?**
- c) You can add an **Estimated Salary** if desired, however this is completely optional.
 - i. You can also toggle the dropdown on the right between per year/per month/per hour or mark the job as an unpaid position.
 - ii. **Note:** Handshake does not register a scale of pay (ex: \$12-16 per hour). If you would like to have a scale of pay available we recommend you add the minimum (\$12) in the box and then adding the range in the **Description** above.
- d) Enter **Job Location**.
 - i. As you start typing the address, some suggestions will show up in the address field – you must select one rather than manually typing it in.
 - ii. This can be a specific office location, or a general city like “Chicago, USA.”
 - iii. If this position is in multiple locations, you can select <Add another Location>.

All fields required unless otherwise indicated

a) **Description**

Heading 1 | B | I | U | A | [Image] | [Image] | [Image]

You can copy and paste a description directly from your website – v

b) **How many students do you expect to hire for this position?**

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

c) **Estimated salary**

Paid Unpaid

\$ [] [Per hour]

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 m

- e) Choose <Allow remote workers> if applicable.
- f) Answer **Does this position require US work authorization?**
 - i. If your job is in the United States, you will see this additional section appear.
 - ii. Select either of the options as applicable
 - iii. For more information concerning work visas or OPT/CPT, choose the additional links provided.
- h) Choose which **Required Documents** students need to submit with their application.
 - i. If you require students to apply through an external system, you do not need to designate required documents.
- i) Choose <Next> along the bottom of your screen. This will take you to the <Job Preferences> page.

The screenshot shows a web form with several sections. Callout 'e)' points to a checkbox labeled 'Allow remote workers'. Callout 'f)' points to the question 'Does this position require U.S. work authorization?' with radio buttons for 'Yes' (selected) and 'No'. Callout 'g)' points to the section header 'Eligibility for international students (non-US citizens or permanent residents)' and the question 'Would you sponsor a work visa for the right candidate?' with radio buttons for 'Yes' and 'No'. Below that is another question: 'Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for a job / internship under OPT/CPT)' with radio buttons for 'Yes' and 'No'. Callout 'h)' points to the section header 'Required documents (Optional)' with checkboxes for 'Resume' (checked), 'Cover Letter', 'Transcript', and 'Other Document (e.g. work sample, course schedule, or other misc documents)'. Callout 'i)' points to the 'Next >' button in the bottom navigation bar, which also includes buttons for '<', 'Basics', 'Details', 'Preferences', and 'Preview'.

Note: None of the preferences you add to this page will block students from applying to your job. They are completely optional. The system will show which candidates meet all your preferences, and those who do not. You can learn more in the [article on Job Preferences](#).

4. <Job Preferences>

a) Add a **Graduation date range** for

your job by specifying the earliest and latest graduation date you will accept for qualified applicants.

i. You can select students by **School Year**.

b) Add a **Minimum GPA value**.

c) Choose which **Majors** would qualify students for your job.

i. **Note:** These majors are grouped across every school on Handshake. (ex: If the Computer Science major is “Software Engineering” at a different school, it will still get grouped into this major.)

ii. Once you select a category that category will expand to show the majors within it.

iii. All majors within a category will be selected by default but you can remove them by simply clicking on the major you would like to remove.

iv. If you know of a very specific major at a school that you would like to choose instead of the Handshake groupings, choose the link at the bottom of the webpage.

v. Clicking this link will open a drop-down where you can choose the school and major manually.

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

Earliest grad date: month [dropdown] year [dropdown]

Latest grad date: month [dropdown] year [dropdown]

Qualify students by school year instead (for example, Freshman, Sophomore, Junior)

Minimum GPA: [input field]

Major categories (Optional)

- Agriculture, Food & Horticulture - 0 of 9 majors selected
- Arts & Design - 0 of 17 majors selected
- Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- Civics & Government - 0 of 9 majors selected
- Communications - 0 of 7 majors selected
- Computer Science, Information Systems & Technology - 10 of 10 majors selected
 - Computer Programming
 - Computer Science
 - Computer Systems Networking & Telecommunications
 - Cyber Security
 - Data Mining
 - Data Science
 - Information Systems Management
 - Library Sciences
 - Software Design
 - User Experience/Social Computing
- Education - 0 of 10 majors selected

These consolidate individual majors across every school on Handshake. [Choose a specific major by school](#)

Select Individual Majors

Select school: [dropdown]

[Finish]

Agriculture, Food & Horticulture - 0 of 9 majors selected

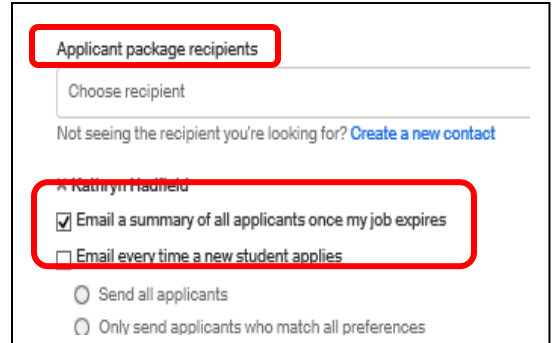
d) Set up who should receive **Applicant package recipients** by selecting one of the two options.

i. You will see your name listed first. You can select (or deselect) the following options:

- **Email a summary...** – contact will receive one email once the job expires.

- **Email every time...** – contact will get emails each time a new student applies. If you choose this option, you can then specify whether you want to receive packages for every student who applies, or only students who match all of your preferences (Eligibility for international students, grad date / year, GPA, and Major).

ii. You can also add other teammates to receive packages by choosing from the dropdown. If you have not added them as a contact yet, there is the option **<Create a new contact>** below the dropdown.

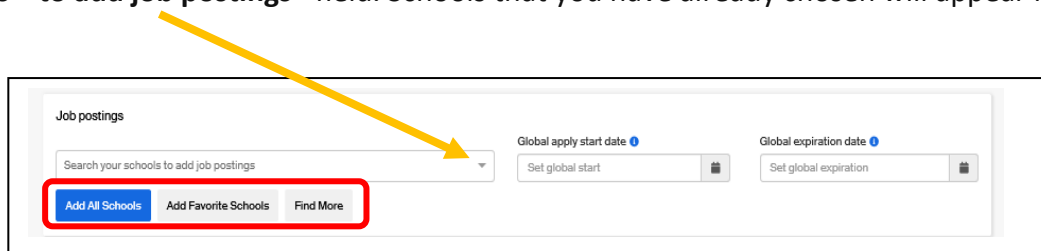


Note: If you have chosen to have applicants apply through an external website or applicant tracking system, disregard this field and choose the **<X>** next to your name to remove yourself as a recipient.

e) Choose **<Next>** along the bottom of your screen. You will then go to **<Schools>**.

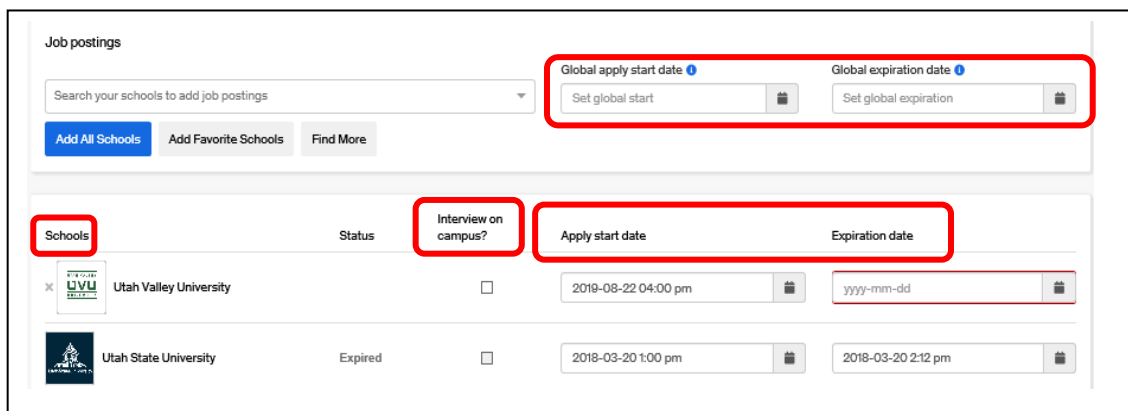
5. <Schools>

a) **Add schools** where you want the job to be posted by clicking on the down arrow in the **<Search your schools to add job postings>** field. Schools that you have already chosen will appear in the list.



Note: If your company has not been **approved to post jobs at a school**, you will not see that school as an option. If you have **not been approved at any schools**, you can still create this job and come back later to add schools. Refer back to the instructions on page 6 of this guide concerning managing the schools in your account.

- b) Once you have added schools, you will see a few options to manage them for this job posting.
- **Remove a school** - The <X> to the left of each schools allows you to remove it from the list.
 - **Interview on campus?** – Clicking on the box in this column next to a school will notify the school that you are interested in interviewing on their campus. This option is for those who want to use AGGIE Handshake to create and manage an interview schedule for recruiting at that school. [More information available here.](#)
 - **Apply start date** – When the job posting will be available to students. You can choose if you would like to block students from applying to your job until a specific date
 - **Expiration date** - You can choose the date that the job will expire at that school (students will no longer be able to view the job posting after that date).



◆ For more information on renewing an expired job see this [article](#).

- Adding a **Global apply start date** allows you to choose the job start date for every school on your list (this will overwrite previously set start dates).
- Adding a **Global post expiration** allows you to choose the job expiration for every school on your list (this will overwrite previously set expiration dates).

6. **You are all set!** Choose <Create> on the bottom of the page to create and review your job. The Career Design Center will review your posting and you will receive confirmation once your position has been approved.