

# *Handshake*

## STAFF & FACULTY GUIDE

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Created: April 2023      Updated: April 2023  
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 staff and faculty of Utah State University. **To post positions in Handshake, an employer account is required. USU Departments are set up with employer profiles that your employer account is added to.** The steps to set up your account, connect with your department, and begin utilizing Handshake are laid out in this guide.

For more detailed information and help with questions, contact the USU Career Design Center at (435)797-7777 or [careerdesigncenter@usu.edu](mailto:careerdesigncenter@usu.edu), or access the Handshake Help Center articles by choosing **<Help>** in the upper right corner of your AGGIE Handshake **Home** page

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

## Accessing Your AGGIE Handshake Account & Completing Your Profile

### EXISTING OR NEW ACCOUNT?

Not sure if you have an account with AGGIE Handshake? We suggest first attempting to login using your USU email address. If you think you need to create one, review these questions first:

- **Have you previously posted a position with the Career Design Center in Career AGGIE (prior to July 2017), or AGGIE Handshake (after July 2017)?**
  - If yes, an account may exist for you already. *To check, go to the next section [Staff & Faculty WITH a Handshake Account](#) for directions.*
- **Have you previously used Handshake with another department but have since changed positions and need to post for a different department?**
  - You can leave a department (Handshake term: employer) and connect with a different one. *For resources on this process, go to the section, [Moving or Removing Accounts](#).*

If you answered no to both questions:

- **Is this your first time working with Handshake or the Career Design Center?**
- **Were you told by a Business Services contact to create an account?**
  - If yes, you are probably not in the system and need to create an account! *Go to the section, [Staff/Faculty without a Handshake Account](#), for directions.*

Still no? Contact us! Our information is listed in the last section of the guide: [Still Have Questions?](#)

### STUDENT ACCOUNT VS. EMPLOYER ACCOUNT

Handshake users include student and employer accounts. To prevent duplicate accounts, email addresses can only be connected to one user account.

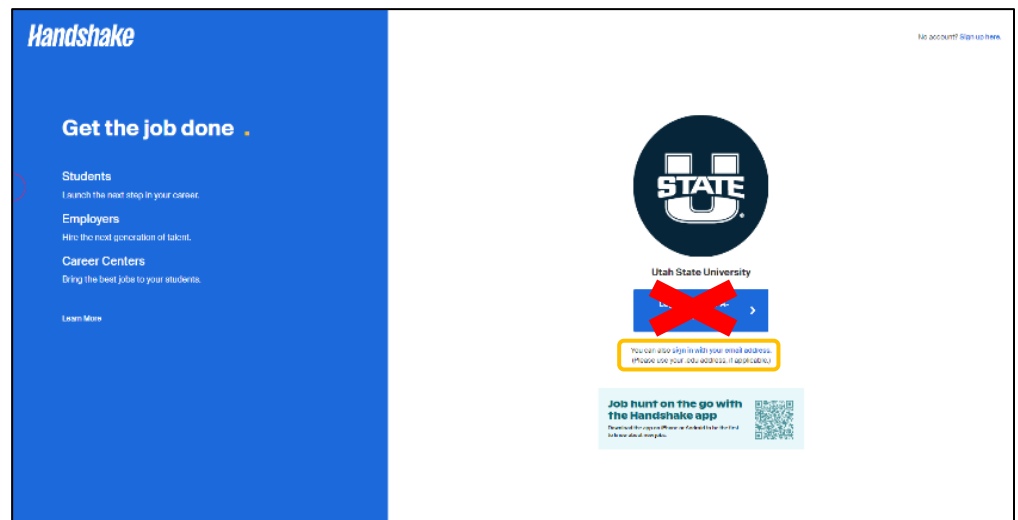
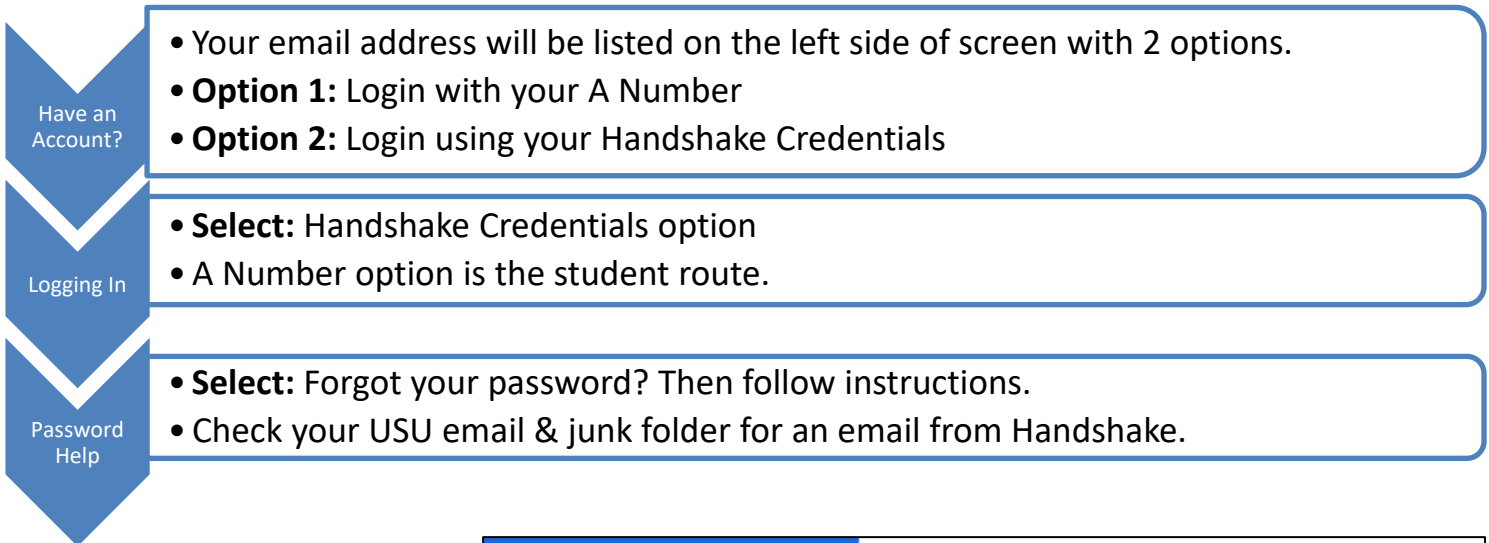
- **If you used your USU email address to create an account:** You most likely have a staff account.
- **If you used your A Number to create an account:** You have a student account.

*If you accidentally signed up for a student account, refer to this [Handshake Help article](#).*

*If you need a staff account in addition to a student account, refer to the [Dual User Accounts section](#).*

## STAFF & FACULTY WITH A HANDSHAKE ACCOUNT

Follow the following instructions on how to access Handshake if you have an account or you would like to check to see if you have a staff account in Handshake.



If none of these options work consider these other options:

- You most likely need to sign up for an account. Proceed to next section, **Staff/Faculty without a Handshake Account**, for directions.
- Refer to the **Managing Handshake Account** section if you know that you have an account, but are running into issues with an incorrect role title on your account or need ownership changes

## STAFF & FACULTY WITHOUT A HANDSHAKE ACCOUNT

Each department and college uses Handshake differently. If you are new to using Handshake, your **first step is to contact the Business Services** individual assigned to your department. They will know whether you have an account in Handshake and if not, the kind of permissions you need as well as the department specific processes you need to be aware of.

### Additional Resources:

- *Career Design Center* - can assist with confirming your account has been connected correctly.
- *Handshake Support* - submit help requests regarding the backend of the platform:
  - <https://support.joinhandshake.com/hc/en-us>

## CREATE AN ACCOUNT INSTRUCTIONS

If you have confirmed that you need to create an account in Handshake, follow these instructions to correctly set up a staff account.

Step 1

- Open Handshake: [usu.joinhandshake.com](http://usu.joinhandshake.com)
- **Select:** No account? Sign up here.

Step 2

- **Select:** Are you and employer? Register here.
- This will create the correct profile for staff & faculty.

Step 3

- **Fill in fields for:** Sign up as an Employer
- Your email address and password entered here are your *Handshake credentials*.

**1** No account? [Sign up here.](#)

**2** Are you an employer? [Register here](#)

**3** Sign up as an Employer

Email Address (use your work email)

Password Confirm Password

Sign Up

One Trusted, Integrated Network

Recruit top students from over 2100 University partners

Logos of partner universities: BU, COLBY, CMC, EMORY, M, STATE, WASHINGTON STATE, PENNSYLVANIA COLLEGE, RICE, RUTGERS, UCSB, WF, WELLESLEY, W

- Step 4 • **Select:** Sign up
- Step 5 • **Next page:** About info  
• Name, Phone number, **Job title, Alma Mater & Graduation Year**
- Step 6 • **Select:** Next - Employer Guidelines

Sign up as an Employer

Email Address (use your work email)

Password Confirm Password

**Sign Up**

One Trusted, Integrated Network

Recruit top students from over 2100 University partners

Welcome to Handshake

Before continuing, we need a bit more info

First Name Last Name

Phone Number

**Job Title**

I.e. University Recruiter

**Tell us the types of candidates you would like to find**  
Don't worry if you can't find all the categories you need. You'll be able to add more later.

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civics & Government
- Communications
- Computer Science, Information Systems & Technology
- Education
- Engineering

**Add your Alma Mater**

School Name Graduation Year

Select School 2020

My school is not listed, let me type my own

Add another Alma Mater

**Next: Employer Guidelines**

Rich, Validated Data

Find the right fit across 8.5 million verified student profiles

- 550k business students
- 360k finance students
- 245k computer science students
- 435k consulting students

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**Job Title:** This is your **personal job title**, not the job that you are recruiting for. It is different from the role you have in Handshake.

**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. **Important** – Do not select which schools you're interested in recruiting from here!

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- Step 7 • **Select:** 'No' in 3rd party recruiter box
- Step 8 • **Select:** Continue
- Step 9 • **Confirm** email to complete registration process.  
• You are now registered for an employer account!

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. If your opportunities require upfront costs, disclose that in your company description and job postings.

**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 a company?

Are you a 3rd party recruiter working on behalf of another company?

I agree to the [Terms of Service](#) and [Privacy Policy](#)

I agree to receive marketing messages including promotions and special offers from Handshake.

### Confirming Email Address Tips:

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.

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.**

Please note these instructions if you did not receive the confirmation 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.

**Didn't receive the email?**

- Is [samb@abcompany.com](mailto:samb@abcompany.com) your correct email without typos? If not, [you can restart the sign up process](#)
- Check your spam folder
- Add [handshake@joinhandshake.com](mailto:handshake@joinhandshake.com) to your contacts
- Click [here](#) to resend the email

**Still having trouble?**  
[Contact us](#)

**Handshake**

## Confirm your email address on Handshake

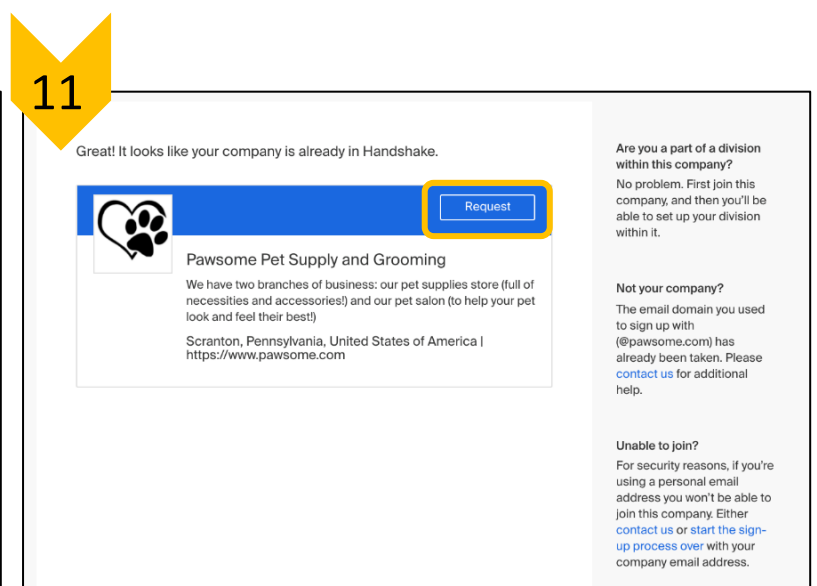
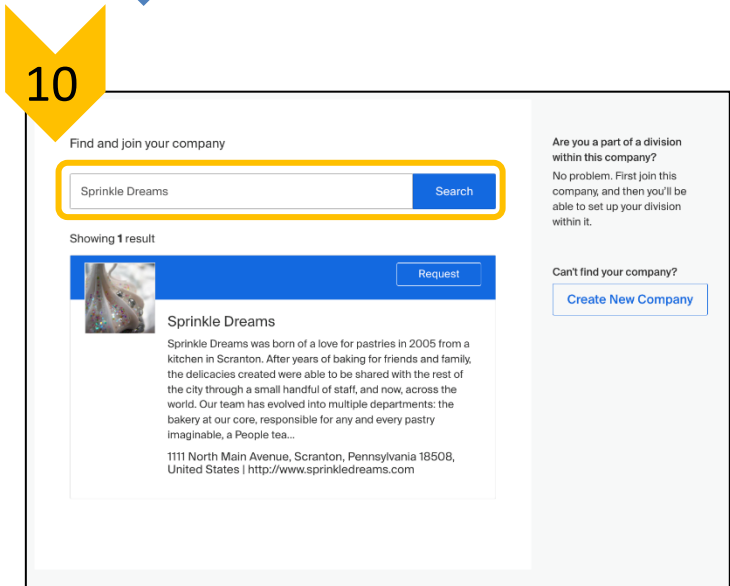
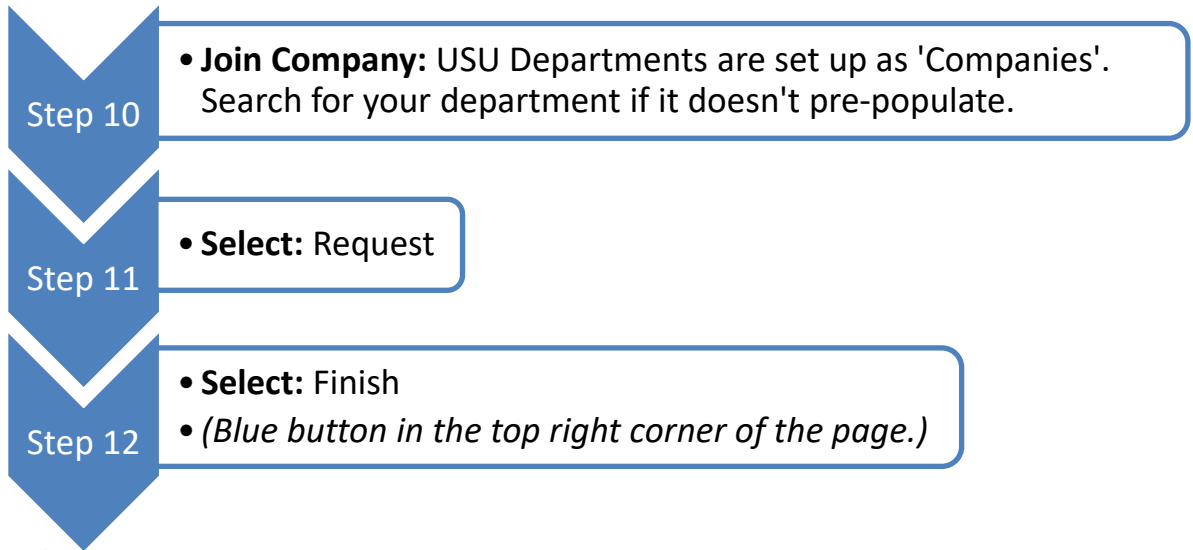
Hi Sam,

Welcome to Handshake! Please confirm your email address to get started:

If this is a mistake, you can [cancel the registration](#) at any time.







### Joining Department Tips:

**DO NOT** choose Utah State University as your employer.

**Each Department/College uses its name as the title of their On-Campus Employer Account.**

- Regional Campus employers include the location: USU Price, or USU Blanding
- Main campus employers use the simple Department/College title. Ex: USU College of Engineering, or USU Exploratory Advising.

**If you cannot find your department, DO NOT** create a new company. **Contact the Career Design Center to confirm whether your department is set up in Handshake yet.**

Requests are sent to the owner of the company profile for review and approval. **Contact the Career Design Center** if you do not know who the owner is, if the owner experiences difficulties approving your request, or if you have other issues.

## Managing Handshake User & Department Accounts

### ACCOUNT ROLES

Your staff account is referred to as a User by Handshake and has a role that is assigned by default when creating your account. This role determines the permissions you have in Handshake; what you can access and manage.

Owner:

One User/Recruiter per company profile may be the Owner. This user has permission to manage all roles.

#### Important permissions to note:

- Edit/manage staff, i.e., approve, decline, or delete staff members.
- Post and manage jobs and applicants.
- Manage and edit the company's branding page and logo.
- Transfer ownership of the account to another user – **only owners can do this aside from [Handshake Support](#). The Career Design Center **cannot** make this type of change.**

Generally, the contact who first set up the employer account will be designated as the account **Owner**. *For instructions on how to view the Owner of your employer account and other User/Recruiters, go to this [Handshake Help article](#).*

*Note to Account Owners:* If faculty or staff need to have Handshake access, you can expedite this process by sending them an invitation link provided by Handshake. The process is similar to creating an employer account but it sidesteps parts of the login process and they will be automatically connected to your department's employer account. *For more information, please review this [Handshake Help article](#).*

Other staff roles:

- **Recruiter:** This is the default user role. These users can manage events and career fairs, jobs, applicants, and on-campus interviews, and message students.
- **Representative:** This user role type are for individuals that only participate in fairs and events, but not the hiring process. This role type can be assigned by the company account owner.
- **Contacts:** Contacts are individuals whose contact information has been added to Handshake, as in the case of individuals being added to a job as a Contact to receive applicant packages. They do not have a Username or Password nor can they directly use Handshake. However, a contact can also be a user. As

long as the same email address is used, the two profiles will be linked. Student accounts can also be added as contacts for jobs and departments. *For more information on contacts, how to add and access your department's contacts, please review this [Handshake Help article](#).*

### MOVING OR REMOVING ACCOUNTS

#### Deactivating & Reactivating

Deactivating can only be done by the owner of the Handshake company profile or [Handshake Support](#). **The Career Design Center cannot deactivate or delete staff user accounts.** Once the account has been deactivated, the user's role will be reset to Representative and will no longer be visible on your Teammate list. The user will also not be able to access their account but it can be reactivated. To have the account deleted from the system, you will need to contact [Handshake Support](#). *For a step by step guide of this process and how to reactivate an account, please review this [Handshake Help article](#).*

#### Changing Departments

If you have connected to the wrong department in Handshake, or have changed departments, you will need to disconnect yourself from the department's company profile to connect to a different department. **The Career Design Center cannot make this type of change. Owners can deactivate your account, but you will still be tied to the department in Handshake.** *For step by step instructions, please review this [Handshake Help article](#).*

*Note to Account Owners:* If individuals with Handshake access leave your department and/or USU without leaving the department in Handshake, submit a request via [Handshake Support](#) to have the individual removed from the department. **This is important for the security of your department, the university, and students. The Career Design Center cannot make this type of change.**

Department contacts can also be archived or deleted. To archive a contact requires the use of labels as a direct archive feature is currently not available. This process allows you to hide or exclude contacts you wish to archive. To delete a contact means they cannot be reinstated later. It will not impact their account or connections with other institutions in Handshake.

*For step by step instructions on this process, please review this [Handshake Help article](#).*

## TRANSFER OWNERSHIP

If you are the current owner for a department in Handshake, you can easily transfer ownership to another Handshake user. **They must be currently connected to your department's profile on Handshake.** This is done through the Teammates page in Handshake. Ownership transfer is automatic after confirmation and will result in your role type being changed to that of a Recruiter. **The Career Design Center cannot make this type of change.**

*For a step by step guide on this process, please review this [Handshake Help article](#).*

## DUAL USER ACCOUNTS

### Students Needing a Staff Account

To create an employer account with the same email as a student account is a two part process. Because students use single sign on to access Handshake, a separate password and username does not exist for the account. The goal of part 1 of the process is to create these login credentials. Part 2 is to set up an employer account connected to these new login credentials. This is a process that [Handshake Support](#) can assist with.

**Important: Use a new incognito window to ensure you are not automatically logged in as a student.**

*For a step by step guide, please review this [Handshake Help article](#).*

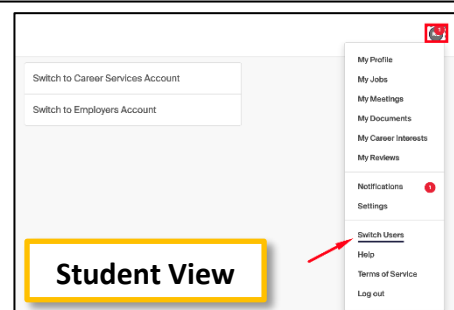
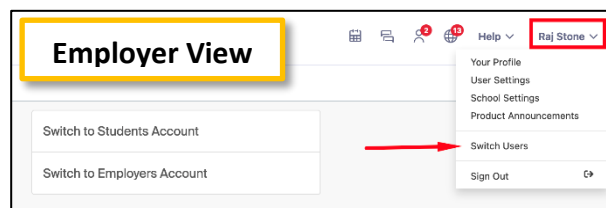
### Staff Needing a Student Account

Would you like to see what students see and experience in Handshake? You are able to sign up as a student and connect it with your staff account. This process will include signing out of your account and creating a new account with your email address. *For a step by step guide, please review this [Handshake Help article](#).*

### Switching Users

Once your second (staff or student) account has been set up and connected to the same email address, you can switch between the different user views. *For additional information, please review this [Handshake Help Article](#).*

1. Locate your name in the upper-right corner of the screen
2. **Select:** dropdown arrow or account icon
3. **Select:** Switch Users
4. All connect accounts will be listed. **Select:** Switch to X Account ( to access the account type)



## HELPFUL ACCOUNT TIPS

Are you looking to help your department stand out as an employer? Your user profile and departments profile can be curated to enhance your credibility and help your brand stand out. [Review this Handshake Help article for instructions on how to improve the presentation of your department.](#)

## SCHOOL NETWORK MANAGEMENT

After an account (Owner, Administrator, or Recruiter) has been created, you can manage the schools your employer profile is connected to. The following instructions walks you through the process:

Step 1

- **Select:** Schools
- *Located in the left navigation bar.*

Step 2

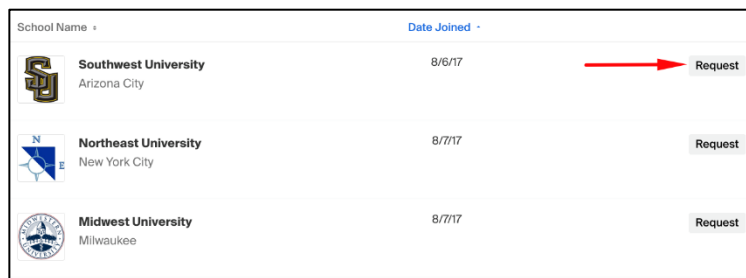
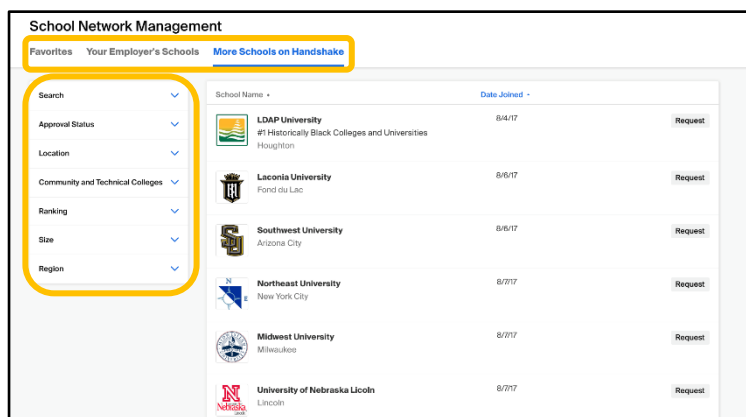
- Scroll through the list
- Type name of school in search bar
- Use filters on left to narrow down schools listed

Step 3

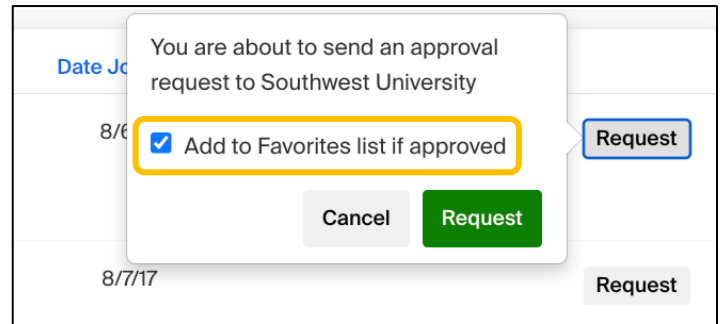
- **Select:** Request button, right of the school name.

Step 4

- **Select:** Request in the following pop-up box.



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. After a request has been submitted, the status with the school will be “Pending” and the request will need to be approved at that school before jobs can be shared with the 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. *For step by step instructions on this process, please review this [Handshake Help article](#).* You will also 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. *For additional instructions and information on this feature, please review this [Handshake Help article](#).*



### Posting a Position

To post a position in Handshake, you will need:

- **Confirmed user account** connected with a company profile (the department you post positions for).
  - User type must be an Owner or Recruiter to post jobs.
- **Company profile is approved** by the schools you would like to post to (all USU departments must go through the Career Design Center for approval).

#### STEP BY STEP TIPS

Posting a position is broken into four sections:



Important tips and requirements for each section are broken down in the following subsections. *For a complete guide of the process, please review [Handshake Help article](#).*

#### General Tips and Reminders

- USU On-campus positions are required to be posted for 24 hours OR until 3 applicants are received.
  - Do not delete job postings or applicants. The information is required for auditing purposes.
  - Expire positions to close the position.
- Required fields are identified with an asterisk.
  - Complete more fields to better define your position. This enables Handshake to direct your position to the most appropriate students and increase the likelihood that you will attract well-qualified candidates.
- A full notice of non-discrimination **MUST** be included in the employer Description field of your Company Profile so it will automatically be added to every On-Campus Job Posting as required by the USU Title IX Coordinator. Find the notice here: <https://www.usu.edu/equity/non-discrimination>

### Basics

Where should students submit their application?

*Student part time, On-Campus:* due to Equal Opportunity and Payroll requirements, students must apply through AGGIE Handshake.

- USU HR iCIMS can be used as an alternative, but the position must also be posted in Handshake and direct applicants to apply through iCIMS. (add link to iCIMS and contact to HR)

#### Position Title

Use an actual job title rather than a sentence, such as: “NOW HIRING!”

*USU Regional Campuses:* please include the job location in the job title as in “Staff Assistant – Price.”

#### Company Divisions

If your department has divisions within it in Handshake or you are division within another department, a drop down menu will be available below the title to select the correct division. *For instructions on setting up divisions, please refer to this [Handshake Help article](#).*

#### Job Type

Choose “On Campus Student Employment, Internship or Fellowship” as applicable.

- Students are able to filter by job type and is used to find USU positions. You can choose “On Campus Student Employment” even if the actual job location is elsewhere. List the physical location in the job description and the Job Location field to clarify. *For more information on how students filter their search, review this [Handshake Help article](#).*

#### Employment Type and Duration

If you are posting a student position that is 30+ hours per week for more than 4 months, you will need to post this position to the [USU HR website](#).

If the position is less than 29 hours per week OR full time for 4 months or less, you can post it to AGGIE Handshake.

#### Work Study

Select <Yes> or <No> depending on if you want to hire a Work Study student.

- If you are posting a work study position, students that are not eligible for work study will not be able to access the posting or apply to the position.

If you are accepting both eligible and non-eligible applicants, select <No> and include in the description more information



**Details**

Description

University policy requires job descriptions to include information about job type and work authorization before being posted to Handshake. At the beginning of the job description include the following lines:

- **On-Campus ACA Variable Position” & “US Work Authorization is REQUIRED”**
- The first line should be adjusted to say **“On-Campus 30+ Hours Position” OR “Federal Work Study On-Campus ACA Variable Position”** if those circumstances apply to your position.

How many students do you expect to hire?

This field is required but the number can be approximate and is not displayed to students.

Estimated pay

This information is required for USU job postings. You will have the option to list the pay rate in three different ways. Use the **<Show pay by>** drop down menu to select:

- Range
- Custom range
- Exact amount

Job Location

This can be a specific office location, or a general city like “Chicago, USA.” If this position is in multiple locations, you can select **<Add another Location>**.

Eligibility for international students

Select either of the options as applicable.

- For more information concerning work visas or OPT/CPT, refer to the [Office of Global Engagement](#).

Required Documents

If you require students to apply through an external system such as iCIMS, do not to designate required documents as they will be required to first apply in Handshake

**Job location**

Chicago, Illinois, United States

[+ add another location](#)

Allow remote workers

**Paid or unpaid?**

Paid  Unpaid

**Estimated pay**

Jobs located in California, Colorado, New York, and Washington states (including jobs performed remotely from these states) must include an estimated pay range. Estimated pay ranges for jobs in other states are encouraged. [Opt out of estimated pay.](#)

Show pay by	Amount	Rate
Range ▼	\$ Select range USD ▼	Per hour ▼

**Does this position require U.S. work authorization?**

Yes  No

**Required documents (Optional)**

Resume

Cover Letter

Transcript

Other Document (e.g. work sample, course schedule, or other misc documents)

## Preferences

These preferences are optional and will not block students from applying to your job. The system will show which candidates meet all your preferences, and those who do not. [To learn more about Job Preferences, refer to this Handshake Help article.](#)

### Majors

This feature communicates what would make an applicant qualified for your position. Additionally, by choosing a major category, this connects your preferences to the term a school uses for that particular category. For example, if the Computer Science major is “Software Engineering” at a different school, it will still get grouped into this major.

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

### Applicant package recipients

This is an optional feature that allows the system to notify individuals of applications received. You will see your name listed first. You will have two options:

- **Email a summary:** Individual will receive one email once the job expires.
- **Email every time:** Individual will get emails each time a new student applies.
  - This option will have additional preferences to customize.

Other teammates can be added to receive packages by using the search field or add individuals as contacts with the hyperlink **<Create a new contact>** below the search field.

- **Applicants applying through external website?** Disregard this field and select the **<X>** by your name so you won't receive notifications.
- **Individuals with only a contact account** in Handshake will not be able to log in and see the job postings or applicants. Stay in contact with the individual to ensure that they receive email(s) with links to any applicant packages.

*For additional information on customizing these preferences, refer to this [Handshake Help article.](#)*

**Schools**

**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. You will need to choose <**Utah State University**> to post to USU. If you would like to have students from other institutions on Handshake (partner schools) apply to your position, you will need to add other schools and post the position to those schools in addition to Utah State University. Students at other institutions using Handshake will be able to apply through the Handshake account at their school.

- If your College/Department 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 in the [School Network Management section](#) to manage the schools your department is connected with.

Posting Management

Once you have added schools, you will see a few options to manage them for this job posting.

- **Apply start date** – When the job posting will be available to students. You can choose a date in the future, students will not be able to apply until that date.
- **Expiration date:** 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, reference this [Handshake Help article](#).*
- **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).
- **Global post expiration:** Allows you to choose the job expiration for every school on your list (this will overwrite previously set expiration dates).

The screenshot shows the 'Job postings' management interface. At the top, there is a search bar labeled 'Search your schools to add job postings' with a dropdown arrow. Below the search bar are three buttons: 'Add All Schools' (blue), '+ Add School List' (grey), and 'Find More' (grey). To the right of the search bar, there are two input fields: 'Global apply start date' with a blue information icon and 'Global expiration date' with a blue information icon. Each of these fields has a 'Set global start' or 'Set global expiration' button below it. A red box highlights these two global date fields. Below the buttons, there is a large empty area with the text: 'Choose the schools where this job should be posted' and 'Each school can have its own apply start date or expiration date, or you can set global dates that apply to all postings of this job.'

### MANAGING JOB POSTINGS

If the job has been **active for 24 hours or has had 3 applicants**, and you have hired someone or received all the applicants you need, you can expire the job posting before the original expiration date.

- Go to **<Jobs>** in the black left-hand navigation bar on your **Home** page and click directly on the title of the job you wish to expire.
- This will open the job to the overview page where you can choose **<Expire Job>**. You can view **Active, Expired, All, Declined, or Not Posted** positions by choosing that category on the Jobs page as shown below. *For more information how to expire a job, please review this [Handshake Help article](#).*

To Renew a Job Posting

- Select **<Expired>** from the **Jobs** page and click on the title of the job you want to renew.

You can edit the job posting details if needed then update the apply start and expiration dates and select **<Save Changes>** in the bottom right corner. All applicants that have applied previously will still be associated with this job posting and the job ID number will remain the same.

- To renew the job posting *without retaining past applicants* and have a new job ID assigned to the posting you can duplicate the job by choosing **<Duplicate Job>**, update the information and expiration date and choose **<Save>**.

*For more information on how to duplicate a job, please review this [Handshake Help article](#).*

### MANAGING JOB APPLICATIONS

- Select applicants by choosing the number under **Applicant Count**. You will be taken to the applicant's page for that job. You will be able to filter your candidates in a variety of ways. You will also be able to check boxes to exclude students that do not match all or some of your job preferences. Lastly, you can export all your applicant data to .csv file, and you can download their documents as well. *For more help on reviewing applications, please review this [Handshake Help article](#).*
- By selecting **<Status>** you can set them to "hired," "declined," "reviewed" or resent them to "pending." This enables you to organize your applicants and send automatic messages to students as described below.

*For more information on different statuses, please review this [Handshake Help article](#).*

*For more information on how to manage an applicant's status, please review this [Handshake Help article](#).*

- You can have Handshake automatically send messages to students concerning their application by going to your **Home** page and choosing **<User Settings>** from the drop-down box below your name.
  - Then choose **Status Messaging** Preferences from the menu on the left.
  - By choosing the drop-down arrow on the right you will be able to set AGGIE Handshake to automatically send a message matching the status of the student's application. There is a field on this same page where you will create the message.

*For a step-by-step of how to message an applicant, please review this [Handshake Help article](#).*

*For overall help on job application management, please review this [Handshake Help article](#).*

### STUDENT EMPLOYMENT

The Student Employment office in the Career Design Center works with both on and off-campus employers. Key deadlines for Work Study awarding timeline is listed online at <https://www.usu.edu/career-design-center/faculty-staff/student-employment>.

#### Student Employment Policies and ACA Regulations

The Business Service representatives from the hiring department are responsible for ensuring the student/PT employee hired completes the required hiring forms listed below: I-9, W-4, direct deposit, memorandum of agreement and self-disclosure. Once these forms are completed, the employer will process an EPAF (Electronic Payroll Action Form) to set the student up on payroll.

- [Human Resources \(W-4\)](#)
- [Self-disclosure Form](#)
- [FT Employee Designation PPACA](#)
- [Variable Hour Designation PPACA](#)
- [HR Student Employment Policy](#)
- [Work Study Agreements](#)

#### Work Study Hiring and On-Boarding

USU employers will complete the same steps necessary for a regular (P05) position to complete a work study (P04) position. In addition, they will need to complete a work study agreement. Make sure that there is an award

amount on the work study agreement. If there is not, double check with the Student Employment Supervisor to make sure the students has been awarded.

- **NON-USU Student EPAF:** To verify the hiring of a non-USU student, you will need to take a screen shot of the job's "Showing All Applicants at Your Schools" page in AGGIE Handshake that includes the hired student's name, and send it to the Student Employment Supervisor. The Student Employment Supervisor does not have access to applicants who have applied from other schools and will need the screen shot to be able to approve the EPAF.

### **RECRUITING COMMUNITY MEMBERS/NON-USU STUDENTS**

Part-time positions for community members/non-students are no longer allowed to be posted on AGGIE Handshake as it is against USU's service agreement with Handshake. Positions recruiting non-students or both USU Students and non-students need to be posted through USU Human Resources and applicants need to apply through the USU HR iCIMS. The latter positions can be advertised on AGGIE Handshake but applicants must apply through USU iCIMS.

Please contact USU Human Resources at (435) 797-0216 or go to <https://hr.usu.edu> for more information.

Important:

- Students at another University on Handshake (Handshake partner school) can apply for jobs at USU through their Handshake account with their school if USU has posted the job to their school.
- Students at a University not on Handshake can sign up for an account through the Open Handshake network. They can create their own Handshake Student account by going to [joinhandshake.com](https://joinhandshake.com). They will need to create an account with their .edu email from their school. Once an account is setup, they will be able to apply for jobs posted at other schools.
- Job seekers looking for full-time, benefitted positions at Utah State University should search and apply through [Human Resources](#).
- High school/USU concurrent enrollment students who have an A Number can create and use a Handshake accounts. These students will need to [contact the Career Design Center](#) for assistance.

## Privately Employed Positions

Positions that take place in the private sector are not allowed to be posted through USU AGGIE Handshake. We refer interested parties to [Utah Workforce Services](#).

## Still Have Questions?

We know that Handshake processes can be confusing and frustrating. If you are facing issues or situations that are not addressed by this guide, please follow the Next Steps process to receive additional support:

### NEXT STEPS

**1. Review the resources provided by Handshake:**

- a. [Handshake Help Article Index](#): a compilation of the guides we've referenced.
- b. [Handshake Employer Help Center](#): conduct a custom search of all Handshake guides, submit a custom request for assistance to Handshake Support Specialists.
- c. [Handshake Academy](#): an online training hub for Handshake users.

**2. If your question or issue is USU specific or you were unable to find help with the Handshake resources:**

- a. Contact the Career Design Center at 435-797-7777 or [careerdesigncenter@usu.edu](mailto:careerdesigncenter@usu.edu)
- b. Questions regarding Handshake Implementation can be directed to the [Job Posting Coordinator](#).

## Handshake Help Article Index

### MANAGING HANDSHAKE ACCOUNT

#### Account Roles

- [Who is the Owner of my Company's profile?](#)
- [How to Invite Staff Members to Join Handshake](#)
- [Contacts vs. Users](#)

#### Moving or Removing Account

- [How to Deactivate or Reinstate Teammate Accounts](#)
- [Leaving a Company in Handshake](#)
- [Archive or Delete a Contact](#)

#### Transfer Ownership

- [How to Transfer Ownership](#)

#### Dual User Accounts

- [How to Create an Employer Account Linked to Your Student Account](#)
- [Create a Student Account \(if you already have an Employer Account\)](#)
- [Switching User Views](#)

#### Helpful Account Tips

- [Create a High Quality Employer Profile](#)

#### School Network Management

- [School Network Management: Requesting, Adding, and Removing Schools](#)
- [Using the Favorite Schools Filter](#)

### POSTING A POSITION

#### Step by Step

- [How to Post a Job](#)
- [How to Add Divisions to Your Company](#)
- [Searching for Jobs and Internships](#)
- [Understanding Job and Applicant Preferences](#)
- [Extend an Expiration Date or Renew an Expired Job Posting](#)

#### Managing Job Postings

- [Expire a Job Posting](#)
- [How to Duplicate a Job Posting](#)

#### Managing Job Applications

- [Reviewing Applications in Handshake](#)
- [Definitions: Application Statuses](#)
- [Managing Applicant Status](#)
- [Messaging Applicants](#)
- [Job Applicant Management Guide](#)