

Hire **A** Rattler

powered by **ihandshake**

How to post on-campus jobs and manage student auxiliary

Overview

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Home Page

- ▶ Access your homepage by logging in at <https://famu.joinhandshake.com/>

The screenshot displays the Handshake homepage for FAMU. The interface includes a top navigation bar with the Handshake logo, a search bar, and utility icons for calendar, chat, and globe. A sidebar on the left provides navigation for Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area features three primary action buttons: 'Post a Job', 'Request an Interview', and 'Create an Event'. Below these are three columns: 'Jobs' with two approved listings, 'Interview Schedule Postings' with a message indicating no requests, and 'Upcoming Events' with three listed events and a link to view all.

Jobs	Interview Schedule Postings	Upcoming Events
<ul style="list-style-type: none">Employer Connections Student Specialist Approved Approved June 24 at 11:26amMarketing and Design Intern Approved Approved June 24 at 11:07am	You have not requested any on campus interviews yet.	You have not RSVP'd to any upcoming events.
Upcoming Career Fairs <ul style="list-style-type: none">Fall 2019 Networking Mixer! September 17th 2019 at 6:00 pm2019-2020 FAMU Career & Professional Development Center Sponsorship Opportunities September 18th 2019 at 12:00 amFall 2019 All Majors Career & Internship Expo September 18th 2019 at 9:30 am View All Upcoming Career Fairs		

Job Posting

- ▶ Select “Post a Job”

The screenshot displays the Handshake website interface. The top navigation bar is dark blue with the Handshake logo on the left, a search bar, and utility icons (calendar, chat, globe) on the right. A dark grey sidebar on the left contains a list of navigation options: Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area features three prominent blue buttons: '+ Post a Job' (circled in red), '+ Request an Interview', and '+ Create an Event'. Below these buttons are three panels: 'Jobs' (listing two approved positions: 'Employer Connections Student Specialist' and 'Marketing and Design Intern'), 'Interview Schedule Postings' (with a message: 'You have not requested any on campus interviews yet.'), and 'Upcoming Events' (with a message: 'You have not RSVP'd to any upcoming events.'). At the bottom, there is a section for 'Upcoming Career Fairs' listing three events: 'Fall 2019 Networking Mixer!', '2019-2020 FAMU Career & Professional Development Center Sponsorship Opportunities', and 'Fall 2019 All Majors Career & Internship Expo'. A link 'View All Upcoming Career Fairs' is provided at the end of this section.

Job Posting

- ▶ Input the required information, then click “Next”

Where should students submit their application?

Apply in Handshake

Apply through external system

Select “Apply in Handshake”

Job title

Company Division (Optional)

Select a division

Display your contact information to students?

Name only

Don't show my info

Job Type

Internship

Cooperative Education

Experiential Learning

On Campus Student Employment

Fellowship

Graduate School

Job

Volunteer

Select “On Campus Student Employment”

Employment Type

Full-Time

Part-Time

Select “Part-time”

Duration

Permanent

Temporary / Seasonal

Is this a Work Study job?

Work study jobs are for eligible students only.

Yes

No

Select “Yes” if position is qualified as Federal Work Study

Job Posting

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

Job function

Administration Community & Social Services Other

This will help students interested in specific functions search for your job.

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

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

Approximate salary

Paid Unpaid

\$

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

Job location

[+ add another location](#)

Allow remote workers

Required documents (Optional)

Resume

Cover Letter

Transcript

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

**Input number
of students
expected to be
hired**

**For
Location,
use the
Campus
address**

- ▶ Job Details include job description, functions, wage, required documents
- ▶ Click “Next”, when done filling out

Job Posting

- Doctorate
- Alumni
- Postdoctoral Studies
- Masters of Business Administration

Minimum GPA (Optional)

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 - 0 of 10 majors selected
- Education - 0 of 10 majors selected
- Engineering - 0 of 19 majors selected
- General Studies - 0 of 3 majors selected
- Health Professions - 0 of 17 majors selected
- Humanities & Languages - 0 of 12 majors selected
- Life Science - 0 of 14 majors selected
- Math & Physical Sciences - 0 of 4 majors selected
- Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected
- Social Sciences - 0 of 9 majors selected

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

Applicant package recipients

Not seeing the recipient you're looking for? [Create a new contact](#)

✕ Makayla Webb

- Email a summary of all applicants once my job expires
- Email every time a new student applies
 - Send all applicants
 - Only send applicants who match all preferences

- ▶ Once you select your Job Preferences, Click “Create”

Note: These preferences do not block any students from applying to this job

Additional recipients must a Handshake account so they can view applications.

Select whether you want to see application packets all at once, or as applications come in

Job Posting

- ▶ Add schools: Select Florida Agricultural and Mechanical University
- ▶ Choose apply and expiration dates, and then “Create”.
- ▶ *Note: Apply start date is the date you would like to begin recruitment. Students will not be able to apply before that date.*

The screenshot displays a web interface for configuring a job posting. At the top, there is a section titled "Job postings" with a search bar for schools, buttons for "Add All Schools", "Add Favorite Schools", and "Find More", and date pickers for "Global apply start date" and "Global expiration date". Below this is a table with columns for "Schools", "Interview on campus?", "Apply start date", and "Expiration date". One row is visible for "Florida Agricultural & Mechanical University" (FAMU) with an unchecked "Interview on campus?" checkbox, an "Apply start date" of "2019-07-08 12:00 am", and an "Expiration date" of "2019-08-31 11:55 pm". At the bottom, a navigation bar includes buttons for "<", "Basics", "Details", "Preferences", "Schools" (which is highlighted), "Preview", "Next >", and "Save".

Schools	Interview on campus?	Apply start date	Expiration date
✕ FAMU Florida Agricultural & Mechanical University	<input type="checkbox"/>	2019-07-08 12:00 am	2019-08-31 11:55 pm

Applicant Viewing

- ▶ Students apply online via Handshake
- ▶ Student Employment Office will no longer forward applications
- ▶ Applications must be viewed by hiring department via Handshake

 handshake



New application for test job 1

Hello Makayla ,

Makayla Webb has applied for test job 1 on Handshake.

To browse, view, message, and search through applicants, please log in to [Handshake](#), click the jobs tab, choose the job you'd like to review, and select "Review Applicants".

To turn off these emails, edit the job and turn off the 'Email application packages' option.

Thank you,
The Handshake Team

If you don't want to hear from us at all again you can unsubscribe [from all Handshake notifications](#)

Handshake Headquarters
P.O. Box 40770, San Francisco, CA 94140

Applicant Viewing

- ▶ Select the Jobs category on the menu to the left side of your Home page
- ▶ Then click on the number of Applicants

The screenshot shows the Handshake interface for viewing jobs. The left sidebar has a menu with 'Jobs' highlighted. The main content area displays a table of job listings for Florida A&M University. The table has columns for ID, Job, Applicants, School, Expires, Status, and Campus Interview. The 'test job 1' listing has 1 applicant, which is circled in red. A red arrow points from the 'Jobs' menu item to the table, and another red arrow points from the circled applicant count to the text below the table.

<input type="checkbox"/>	ID ↕	Job ↕	Applicants ↕	School ↕	Expires ↕	Status ↕	Campus Interview ↕
<input type="checkbox"/>	2828575	Employer Connections Student Specialist	0	Florida Agricultural & Mechanical University	7/19/2019	Approved	No
<input type="checkbox"/>	2828083	Marketing and Design Intern	1	Florida Agricultural & Mechanical University	7/19/2019	Approved	No
<input type="checkbox"/>	2857424	test job 1	1	Florida Agricultural & Mechanical University	8/31/2019	Approved	No

Can't find a job you're looking for? Make sure you've [added the school](#) it's posted to.

Indicating Hired Candidate

- ▶ To indicate hired candidate:
 - Select the Job
 - View Applicants
 - Then, select Hired or Declined for each applicant
- (Applicants can check their status on Handshake)

NOTE: This does NOT notify students whether they are marked “Hired” or “Declined”

You are required to reach out to hired students with further hiring instructions. It is recommended that you email declined applicants thanking for their participation and interest, once role has been accepted

The screenshot displays a web interface for managing job applicants. On the left, there is a sidebar with various filters such as 'Keyword', 'Categories', 'Status', 'Label', 'Not Labels', 'School', 'Skills', and 'Majors'. The main content area shows a list of applicants. The first applicant listed is Makayla Webb from Florida Agricultural & Mechanical University, with a status of 'Pending' and a date of 07/05/19. A red circle highlights the 'Pending' status dropdown menu, which is open to show options: 'Reviewed', 'Declined', and 'Hired'. A red arrow points from the bottom left towards the dropdown menu. At the top right of the main area, there are buttons for 'Export CSV' and 'Export Documents'. Below the applicant list, there is a message: 'Can't find an applicant you're looking for? Make sure you've added the school they belong to.'

Job Expiring (Making Inactive)

- ▶ On the left side of your Home page in the menu, select “Jobs”
- ▶ Select the job you would like to expire

The screenshot shows the Handshake interface. On the left, the 'Jobs' menu item is highlighted with a red arrow. The main content area displays a table of job postings. The job 'test job 1' with ID 2857424 is highlighted with a red box. The table has columns for ID, Job, Applicants, School, Expires, Status, and Campus Interview.

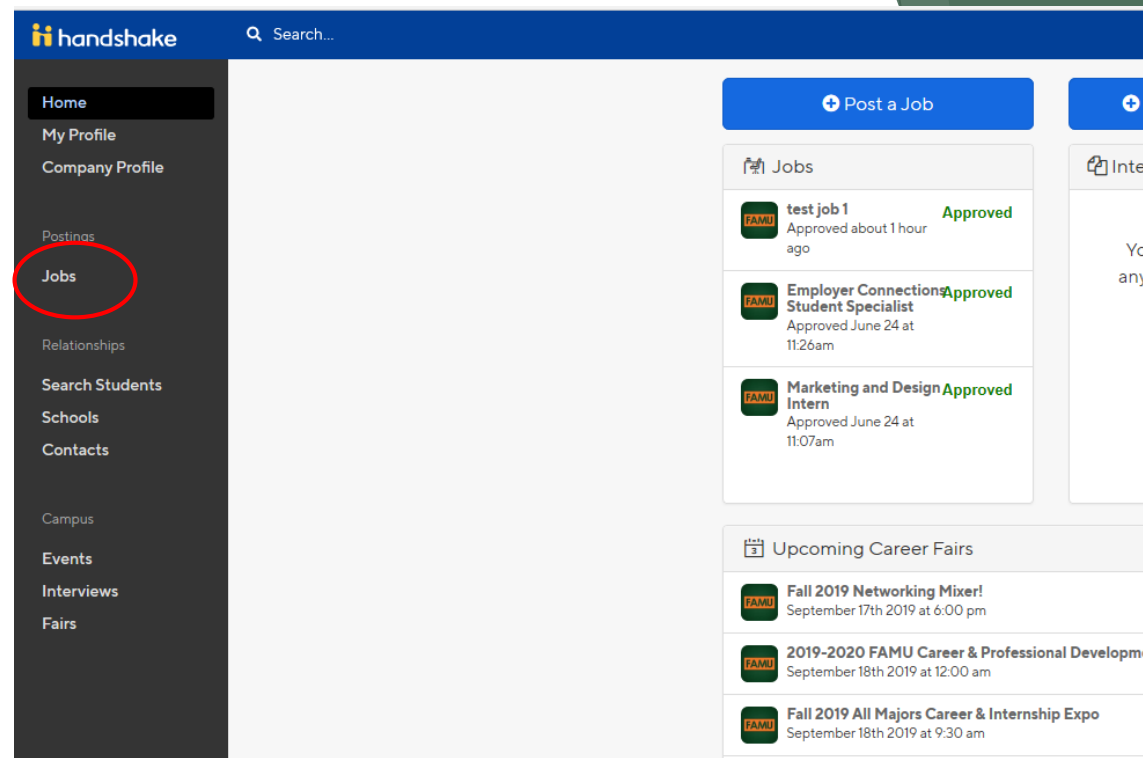
ID	Job	Applicants	School	Expires	Status	Campus Interview
2828575	Employer Connections Student Specialist	0	Florida Agricultural & Mechanical University	7/19/2019	Approved	No
2828083	Marketing and Design Intern	1	Florida Agricultural & Mechanical University	7/19/2019	Approved	No
2857424	test job 1	1	Florida Agricultural & Mechanical University	8/31/2019	Approved	No

- ▶ In the job posting select "Expire Job"

The screenshot shows the job posting details for '#2857424 test job 1'. The 'Expire Job' button is highlighted with a red box. The page includes sections for 'Job', 'Applicants', 'Posted to 1 School', and 'Labels'. The 'Applicants' section shows 'Review 1 Applicant'. The 'Posted to 1 School' section shows '1 approved posting' and 'This job is live to students until August 31, 2019 at 11:55pm.' The 'Labels' section shows 'No labels have been added.' and a 'Select a label...' dropdown menu.

Position Rehiring

- ▶ On the left side of your Home page in the menu, select “Jobs”
- ▶ Click “expired”
- ▶ Next, select the job you would like to rehire for



Jobs viewing all Florida A&M University jobs [Edit this](#)

Type to search... [Search](#) [Create Job](#)

Active **Expired** All Declined Not Posted Divisions ▾

VIEW BY [School](#) Job

<input type="checkbox"/>	ID	Job	Applicants	School	Expired	Status	Campus Interview
<input type="checkbox"/>	775292	Testing System	3	Florida Agricultural & Mechanical University	5/22/2017	Expired	No
<input type="checkbox"/>	852359	Maintenance Mechanic (Galimore Lanes & Billiards)	2	Florida Agricultural & Mechanical University	7/27/2017	Expired	No
<input type="checkbox"/>	852394	Recreational Assistant Manager	1	Florida Agricultural & Mechanical University	7/27/2017	Expired	No
<input type="checkbox"/>	855480	TMCF 2018 Summer Supply/Marketing & Trading Internship	0	Florida Agricultural & Mechanical University	8/16/2017	Expired	No
<input type="checkbox"/>	880012	Administrative and Accounting Intern	2	Florida Agricultural & Mechanical University	8/27/2017	Expired	No
<input type="checkbox"/>	880088	Graphic & Media Intern	0	Florida Agricultural & Mechanical University	8/27/2017	Expired	No
<input type="checkbox"/>	879979	Facility and Event Management Intern	1	Florida Agricultural & Mechanical University	8/27/2017	Expired	No

Position Rehiring

- ▶ In the job posting select “Duplicate Job”, this generates a new job ID and opens a new recruitment cycle
- ▶ Then edit the posting as needed

#880088 Graphic & Media Intern

Job Details Edit Applicants

Job Preview job posting

Edit Details

Duplicate job

Applicants

Review 0 Applicants

View profiles and download application documents.

School	Applicant Count	Last Update	Status	Comment Count
Florida Agricultural & Mechanical University		Expired 2 years ago	Expired	None

Graphic & Media Intern
Florida A&M University

Favorite Job

About this Job

- Create graphic and media designs for Efferson Student Union & Activities events and services
- Prepare design and media variations that are in line with university and Efferson Student Union & Activities graphic requirements, for all marketing touch points and deliverables.
- Assist with website design and updates to ensure accurate information is available at all times.

Posted to 1 School

1 expired posting

This job was live to students until August 27, 2017 at 11:59pm.

Target More Schools

Labels

No labels have been added.

Select a label...

Create New Label

- ▶ Select “School” - Florida A&M only
- ▶ Enter the “Apply start date” and “Expiration Date”
- ▶ Save all changes

Job Details Edit Applicants

Global apply start date

Global expiration date

Search your schools to add job postings

Add All Schools Add Favorite Schools Find More

Set global start Set global expiration

Schools	Status	Interview on campus?	Apply start date	Expiration date
x FAMU Florida Agricultural & Mechanical University		<input type="checkbox"/>	2019-07-05 11:00 am	2019-07-18 11:55 pm

Cancel

Basics Details Preferences Schools Preview Next

Delete Save

Need Assistance?

- ▶ Contact the Career and Professional Development Center:

E: careercenter@famu.edu

P: 850-599-3700

Location: The Commons 104