How to post and manage student assistant and federal work-study jobs
Topics covered (new processes bulleted below):

- **Posting a Job** (Slides 3 – 8)
- **Viewing Applicants** (Slide 9 - 10)
  - Students now apply online via Handshake
  - Student Employment Office will no longer forward applications
  - Hiring departments must check applications on Handshake
- **Indicating Candidate Selected for Hire** (Slide 11)
  - Hiring departments now mark applicants as hired or declined using Handshake
- **Expiring a Job** (Slides 12)
- **Rehiring for a Position** (Slides 13 – 14)
  - Hiring departments now duplicate the job to generate a new job ID and open a new recruitment cycle
• Log in to your home page from https://calstatela.joinhandshake.com
Posting a job

- Click “Post a Job”
Posting a job

• Job basics: fill out the basic information, then choose “Next”
  
Choose “Apply in Handshake”

Choose “On Campus Student Employment”

Choose “Part Time”

Choose “Yes” if this is a Federal Work-Study position
Posting a job

- Job details: fill out job description, functions, wage, required documents; then choose “Next”

Enter how many students you expect to hire.

Use the campus address for location.

Choose “Other,” and enter the following description: “Student Employment Application – Download the application form at www.calstatela.edu/careercenter/campusjobs then upload your completed application here.”
Posting a job

- Job preferences: choose your preferences, then choose “Create”
- NOTE: these preferences will NOT prevent anyone from applying for your job. You can filter out these applicants as you review applications.

Be sure additional recipients have an account in Handshake so they can view applications.

Choose whether you want to see application packets all at once, or as applications come in.
Posting a job

- Add schools: Choose California State University–Los Angeles only!
- Then choose apply and expiration dates, and create.
  - The apply start date is the date you would like to begin recruitment. Students will not be able to apply before that date.
• Students apply online using Handshake and digitally submit the Student Employment Application form to you
• When a student applies for one of your jobs, Handshake will email you
• Hiring departments must review applicants online in Handshake
• Click the Jobs category on the menu to the left side of your Home page
• Locate the Job ID and click on the number of Applicants
To indicate the candidate selected for hire,
- Click on the job you are recruiting for
- View Applicants
- For each applicant, choose Hired or Declined

(Students check their application status on Handshake)

- IMPORTANT: Students marked “Hired” will NOT receive an email that they were selected for the job; you will need to contact them directly with hiring instructions.
- Students marked “Declined” will also not receive a notification, but will be able to check their status on their Handshake account and see that they were declined. We always recommend emailing declined applicants (after the Hired student has accepted the role!) to thank them for their interest and participation.
To expire a job (i.e., make it inactive):
- Click the Jobs category on the menu to the left side of your Home page
- Click on the active job you would like to expire
- In the job posting select “Expire Job”
To rehire for a position:
- Click the Jobs category on the menu to the left side of your Home page
- View expired jobs to find the job you would like to duplicate
- Then click on the name of the job you are looking for
Rehiring for a position

- In the job posting select “Duplicate Job”
- Then edit the posting as needed
- Select “School” – California State University-Los Angeles only!
- Enter the “Apply start date” and “Expiration Date” and “Save changes”
Need help?

- Contact the Student Employment Office
  - Email: studemp@calstatela.edu
  - Phone: 343-3277 or 343-3293
  - Location: Room 40, Career Development Center