



How to post and manage student assistant and federal work-study jobs



**CAREER
DEVELOPMENT
CENTER**

Student Employment Office

Overview



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

Your home page



- Log in to your home page from <https://calstatela.joinhandshake.com>

The screenshot shows the Handshake user interface. At the top left is the 'handshake' logo and a search bar. A dark sidebar on the left contains navigation links: Home, Profile, Career Center, POSTINGS (Jobs), RELATIONSHIPS (Students, Schools, Contacts), CAMPUS (Events, Interviews, Fairs), and OTHER (Surveys). The main content area has three primary action buttons: 'Post a Job', 'Request an Interview', and 'Create an Event'. Below these are three panels: 'Jobs' showing a listing for 'Administrative Support Specialist' with a 'Pending' status; 'Interview Schedule Postings' with a message that no interviews have been requested; and 'Upcoming Events' with a message that no events have been RSVP'd to. At the bottom, there is a section for 'Upcoming Career Fairs' listing three events: 'Business, IT and SAP Career Fair' (Feb 21st), 'Education Hiring Fair' (March 10th), and 'Career and Internship Job Fair' (April 4th), with a 'View All' link.

Posting a job



- Click "Post a Job"

A screenshot of the Handshake website interface. The top navigation bar is blue with the 'handshake' logo and a search bar. A dark sidebar on the left contains navigation links for Home, Profile, Career Center, POSTINGS (Jobs), RELATIONSHIPS (Students, Schools, Contacts), CAMPUS (Events, Interviews, Fairs), and OTHER (Surveys). The main content area has three blue buttons: 'Post a Job', 'Request an Interview', and 'Create an Event'. The 'Post a Job' button is circled in orange. Below these buttons are three panels: 'Jobs' (showing a job listing for 'Automotive Service Specialist'), '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: 'Business, IT and SAP Career Fair' (Feb 21st 2018), 'Education Hiring Fair' (March 10th 2018), and 'Career and Internship Job Fair' (April 4th 2018).

Posting a job



- Job basics: fill out the basic information, then choose “Next”

Job title
Front Desk Receptionist (Federal Work-Study)

+ add an ATS / job code to match against your applicant tracking system (this will not sync applications)

Where should students submit their application?

Apply in Handshake **Choose “Apply in Handshake”**

Apply through external system

Display your contact information to students?

Name only Don't show my info

Job Type

Internship

Cooperative Education

Experiential Learning

On Campus Student Employment **Choose “On Campus Student Employment”**

Fellowship

Graduate School

Job

Volunteer

Employment Type

Full-Time

Part-Time **Choose “Part Time”**

Duration

Permanent

Temporary / Seasonal

Start date 2018-08-19 **End date** 2019-05-17

Is this a work study job?

Yes No **Choose “Yes” if this is a Federal Work-Study position**

Work study jobs are for eligible students only.

< Basics Details Preferences Schools Preview Next >

Posting a job



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

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

*** Job function**

Administration Customer/Technical Support 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.

*** Does this job have specific offices that students can apply to?**

Enter office locations Various United States locations Various global locations

*** Job location**

[+ add another location](#)

Allow remote workers

Required documents

Resume

Cover Letter

Transcript

Other Document (e.g. work sample, course schedule)

Student Employment Application –Download the application form at www.calstatela.edu/careercenter

[< Previous](#) Basics **Details** Preferences Schools [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

A screenshot of the Handshake job posting interface, specifically the 'Preferences' tab. The page is titled 'Major categories' and lists various academic fields with checkboxes and the number of majors selected for each. Below this is the 'Applicant package recipients' section, which includes a search box for recipients and a list of existing recipients with checkboxes for email notifications. At the bottom, there are navigation buttons for 'Previous', 'Basics', 'Details', 'Preferences', 'Schools', and 'Next'. Two red arrows point from the explanatory text on the right to the 'Choose recipient' field and the email notification options.

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.


Job postings

Search your schools to add job postings

Global apply start date ⓘ Set global start

Global expiration date ⓘ Set global expiration

Add All Schools Find More




Schools	Interview on campus?	Apply start date	Expiration date
 California State University–Los Angeles	<input type="checkbox"/>	2018-08-03 02:00 pm	2018-09-03 2:25 pm

Cancel < Previous Basics Details Preferences Schools Next > Save

Viewing applicants



- 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

 Thu 1/4/2018 2:38 PM
Handshake <handshake@notifications.joinhandshake.com>
Application package for Administrative Support Specialist
To  Barbara L. Johnson
 If there are problems with how this message is displayed, click here to view it in a web browser.



New application for Administrative Support Specialist

Hello Barbara,

Charlotte Torquato has applied for Administrative Support Specialist on Handshake.

To browse, view, message and search through applicants, please log in to [Handshake](#) and go to the 'Applications' tab.

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
660 4th Street #113 San Francisco, CA 94107

Viewing applicants



- 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

The screenshot shows a web application interface for viewing jobs. On the left, a dark sidebar menu contains several items: Home, Profile, Cal State LA - Ca..., Jobs (circled in orange), Search Students, Schools, and Contacts. A red arrow points from the 'Jobs' menu item to the main content area. The main content area is titled 'Jobs' and shows 'viewing all Cal State LA - Career Development Center jobs'. There is a search bar with 'Type to search...' and a 'Search' button, and a 'Create Job' button. Below the search bar, there are tabs for 'Active', 'Expired', 'All', 'Declined', and 'Not Posted'. The 'Active' tab is selected. To the right of the tabs, there are 'VIEW BY' options: 'School' and 'Job' (selected). Below the tabs, there is a table with columns: ID, Job, Applicants (circled in orange), Created, Type, and Status. A red arrow points from the 'Applicants' column to the number '0' in the first row. The first row contains the job ID '1710667', the job title 'Actor', the number of applicants '0', the date '6/26/2018', the type 'On Campus Student Employment', and the status '1'.

ID	Job	Applicants	Created	Type	Status
1710667	Actor	0	6/26/2018	On Campus Student Employment	1

Indicating candidate selected for hire



- 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.

#587 Support Contractor

Job Details Edit Applicants Campaign

Filters CLEAR

Keyword

Status

Pending (1)

Hired (1)

View all

Label

Not Labels

School

Skills

Majors

Individual Majors

Created At

From... To...

Showing All Applicants at Your Schools EDIT

Export CSV

Export Documents

Exclude Students That Do Not Match

School Year or Graduation Date Minimum GPA

Major Work Authorization Status

<input type="checkbox"/>	First	Last	School	Preferences	Status	Date
<input type="checkbox"/>	Joe	Wyzgoski	Andover College		Pending	09/17
<input type="checkbox"/>	Zoë	Fluger	Rivendell University		Declined	10/17

Can't find an applicant you're looking for? Make sure you've added the school they belong to.

Expiring a job



- 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”

ID	Job	Applicants	School	Expires	Status	Campus Interview
4	Full-Stack Software Engineer Intern	1	Midwest University	10/13/2017	Approved	Yes
5	Software QA Engineer Intern	1	Midwest University	10/13/2017	Approved	Yes
1	Director of Mobile	0	Union College	10/13/2017	Approved	No
5	Software QA Engineer Intern	1	Southwest University	10/14/2017	Approved	Yes
4	Full-Stack Software Engineer Intern	0	The University of California Los Angeles	10/15/2017	Approved	No
2	Full-Stack Software Engineer	0	Amaranta University	10/15/2017	Approved	No
4	Full-Stack Software Engineer Intern	3	School of Life	10/16/2017	Approved	Yes
3	Software QA Engineer	0	Midwest University	10/16/2017	Approved	No

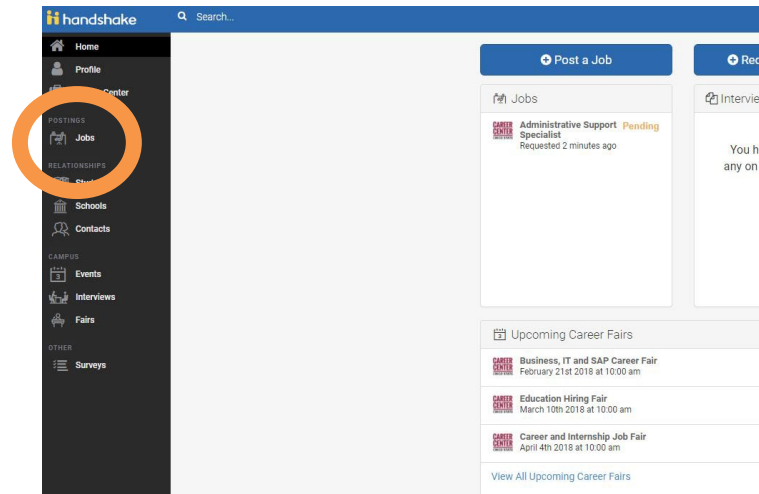
#1 Director of Mobile

School	Application Count	Last Update	Status	Comment Count
Amaranta University		Approved 22 days ago	Approved	None
Southwest University		Approved 16 days ago	Approved	None

Rehiring for a position



- 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



Jobs viewing all Career Center jobs Edit this

Type to search... Search Create Job

VIEW BY School Job

Act	Expired	Declined	Not Posted					
ID	Job	Applicants	Schools	Created	Type	Status		
1196167	Administrative Support Specialist	0	1	12/8/2017	On Campus Student Employment	1		
1233666	Administrative Support Specialist	0	1	1/3/2018	On Campus Student Employment	1		
1234936	Administrative Support Specialist	0	1	1/3/2018	On Campus Student Employment	1		

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”

#1196167 Administrative Support Specialist

Job Details Edit Applicants

Review Applicants
View applicant profiles and download application documents.
[Review 0 Applicants](#)

Edit / Renew Job Details
Edit qualifications, target schools, change or renew expiration dates.
[Edit Job](#)

Duplicate Job
Duplicate this job and start editing the duplicate.
[Duplicate Job](#)

Posted to 1 School
1 expired posting
This job was live to students until December 08, 2017 at 2:00pm.
[Target More Schools](#)

Labels
No labels have been added.
Select a label...
[Create New Label](#)

School	Application Count	Last Update	Status	Comments
California State University Chico		Expired a month ago	Expired	None

Administrative Support Specialist
Career Center
[Favorite Job](#)

About this Job
The Career Center/Student Employment Office is looking for someone to assist students with their search for careers, internships, part-time, temporary, and summer/seasonal employment.
Duties will include: heavy phone coverage; oversight of Career Center reception environment; data entry; orienting students in the use of job database; telephone follow up with employers and students; appointment scheduling; customer service for students, employers, faculty/staff and recruiters.

Global apply start date:
Global post expiration:

School	Status	Interview on campus?	Apply start date	Expiration date
California State University—Los Angeles	Pending	<input type="checkbox"/>	2018-07-16 01:00 pm <input type="button" value="🗑️"/>	2018-07-27 05:00 pm <input type="button" value="🗑️"/>

Search Your Schools
All schools added
[Find more schools](#)

Cancel [Previous](#) Basics **Schools** Preferences [Next](#) [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