ti handshake Everything You Need to Know

Defining "Handshake":

Handshake is a job board that several public colleges and universities within the Commonwealth of Virginia are using to accept job postings from businesses and agencies and then share them with job-seeking students and alumni. The service is free for businesses and agencies to use; schools pay a fee to use Handshake which varies depending upon the size of the institution.

Login Information:

Website Link: https://app.joinhandshake.com/login

The agency will need to establish an e-mail and password to login. There can be only one account for each agency, so ensure that the e-mail used is a lasting one that can be used by multiple authorized people.

The Agency's Profile

When an agency creates an account on Handshake, they must first establish their profile. This step is crucial because this is a key factor for the schools to determine if the account created for the agency or business is legitimate. For example, the DHRM profile has the agency logo as its profile picture, and provides links to the agency's home site and Twitter page.

School Approval

In Handshake, the agency must first select the school from a dropdown menu to post their jobs. After picking and submitting a request to post jobs, the agency has to wait for the request to be approved. The approval timeframe varies depending upon the school. Once the school has approved the agency, the agency is free to post jobs to the college or university's page.

Creating the Job Posting

<mark>ii</mark> handshake	Q Search		📋 🔍	💄 🔑 Your Schools 🗸 Help 🗸 Ma	arjorie Mcgregor -
Home		+ Post a Job	Request an Interview	 Create an Event 	
My Profile					
Company Profile		i쾦 Jobs	🖆 Interview Schedule Postings	🔄 Upcoming Events	
Postings					
1-6-		You have not distributed	You have not requested	You have not RSVP d to	
JODS		any jobs to a school yet.	vet	any upcoming events.	
			you.		
Relationships					
Search Students					
Schools					
Contacts					
Campus					
		Upcoming Career Fairs			
Events					
Interviews		2018-19 UVA Internship Placemen January 14th 2019 at 12:00 pm	t Program		
Fairs					

Pictured above is an example of how handshake will look once you are logged in. To post a job simply select the "Post a job" button on the center-left field of the screen.

Step 1: Identifying the Job

New Job		Jobs New Job
	_*Job title	
	Virginia Department of Health Professions- Senior Investigators - Headquarters	
	+ 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 Apply through external system Website or Applicant Tracking System URL https://virginiajobs.peopleadmin.com/postings/138248	
	+ add instructions for external applications	
	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	
	[*] Employment Type ● Full-Time ● Part-Time	
	Duration Permanent Temporary / Seasonal	
	Is this a work study job? Yes No Work study jobs are for eligible students only.	
Cancel	✓ Basics Details Preferences Schools Preview Next >	Save

Pictured above is the 1st step of the posting process on Handshake. For the sake of accuracy, this tool will show the example of a real job position that is being posted. For where it asks where should students submit their application it is recommended that "apply through external system" is selected, with an URL for the job posting.

Step 2: Job Details

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DUTIES: The health regul	ese sw atory b	orn n	on-ex	Sen Hea Positi H A cempt p rell as a	ior Inv alth Ca Er Dept ons: # iring R Applica	vestigat are Con forcem of Hea 00312/ ange: \$ ation do ns enfor ciated V	tors – H npliance nent D alth Pro /#003 53,59 eadline rce the /irginia	Headq ce Spe ivisior ofessi 52 Pa 0 - \$6 e: 02/ rules statu	uarter ecialist ons y Band 7,500 11/19 and re-	s II d: 5 gulatio	ons of t al laws	he De	partm	ent's 13 uties	3
You can copy a	nd pas	te a d	lescri	oating otion di	a varie rectly	from yo	ur web	osite –	we'll r	etain a	ions ac III the f	ormat	ting.	care	
× Healthcare	Service	es													× •
This will help st	udents	sinter	rested	l in spe	cific fu	nctions	search	n for ye	our job	-					
* How many stu	Idente	do v	ouer	pect to	hire fr	or this p	osition	12							
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\$ 53,590		P	er yea	ar	•										
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rionnoo, virginia, (united 3	cates 0	Antel												
add another locatio	on														
Allow remote wo	rkers														
igibility for interna	tional st	tudent	s (non-	US citize	ens or pe	ermanent	residen	ts)							
Nould you sponso	r a work	visa fo	r the ri	ght cand	idate?			-							
Yes 🖲 No															
Are you willing to h	ire cano	didates	that a	re tempo	rarily au	thorized	to work	for a de	fined pe	riod in t	heir fiel	d of			
udv? (e.g. for a job	/ intern	ship ur	nder O	PT/CPT)											
Vec State															
Yes No															
Yes No	s														
 Yes No equired document Resume 	S														
Yes No Resume Cover Letter	5														
Yes No Adji (e.g. for a job Adji (e.g. for a job	5														
Yes No Resume Cover Letter Transcript Other Document	s t (e.g. wo	ork sam	nple, co	urse sche	edule, or	r other mi	isc docu	ments)							
Yes No Adji (e.g. for a job adji (e.g. for a job	t (e.g. wo	ork sam	nple, co	urse sche	edule, or	r other mi	isc docu	ments)							
Yes No	s t (e.g. wo	ork sam	nple, co	urse sch	edule, o	r other mi	isc docur	ments)							

In the second step, it is recommended the agency copy and paste the full job description- job title and salary included into the description field. The "Approximate Salary" can be set "per hour," "per month" or "per year." As a range cannot be inputted into the field, it is recommended the agency inputs the lower range of the salary or range. I.E. input \$25 if the position pay can be \$25-\$33.

Step 3: Preferences

 Students who still be able to a 	not meet your work authorization, graduation date, GPA, and major preferences will ily, but we'll highlight which ones don't match (and let you filter them out).
Graduation date rand	
Earliest grad date	Latest grad date
month	▼ year ▼ month ▼ year ▼
Hiring alumni? You ca	eave earliest graduation date blank.
School years	
Junior	
 Senior 	
Masters	
 Doctorate 	
Alumni	
Postdoctoral Stud	
Minimum GPA	
Major categories	
Agriculture, Food	orticulture - 0 of 9 majors selected
🔲 Arts & Design - 0 o	majors selected
Business, Entrepre	urship & Human Resources - 0 of 24 majors selected
Civics & Governme	- O of 9 majors selected
Computer Science	nformation Systems & Technology - 0 of 10 majors selected
Education - 0 of 1	najors selected
Engineering - 0 c	⁷ majors selected
General Studies -	of 3 majors selected
🖉 Health Profession	17 of 17 majors selected
Athletic Trainir	Communication Disorders Sciences & Services Dentistry Distatics
Atmetic Hamin	Communication Disorders Sciences & Services Demistry Dietetics
Health/Exercis	cience Health/Hospital Administration Healthcare Technology
Kinesiology	Medicine Movement Science Nursing Nutrition Pharmacy
Physical/Occu	ional Therapy Public Health Speech Pathology Veterinary Sciences
Humanities & Lar	ages - 0 of 12 majors selected
Life Science - 0 o	majors selected
Math & Physical S	nces - 0 of 4 majors selected
🗌 Natural Resource	ustainability & Environmental Science - 0 of 11 majors selected
Social Sciences -	f 9 majors selected
These consolidate in	idual majors across every school on Handshake. Choose a specific major by school.
<	Basics Details Preferences Schools Preview Next >

Shown to the left is the 3rd step of the Handshake process. This section is entirely optional, and allows the agency to determine what student academic year is desired for the position. Although it is to the discretion of the agency whether to leave this section blank, narrowing the categories will more likely result in a successful candidate pool. The posted job in this exercise pertains to the health professions field, which is why that category and soon to graduate, or graduated students were selected.

Step 4: School Selection

ob postings		Global apply start date 1		Global expiration date 🜖	
Search your schools to add job postings	~	2019-02-05 3:20 pm	 	2019-02-11 11:59 pm	
Add All Schools Find More					
ichools	Interview on campus?	Apply start date		Expiration date	
Virginia Union University		2019-02-05 3:20 pm		2019-02-11 11:59 pm	
Virginia Tech		€ 2019-02-05 3:20 pm		2019-02-11 11:59 pm	
Virginia Commonwealth University		2019-02-05 3:20 pm		2019-02-11 11:59 pm	
Curity of Virginia		2019-02-05 3:20 pm		2019-02-11 11:59 pm	
University of Mary Washington		2019-02-05 3:20 pm		2019-02-11 11:59 pm	
RADFORD Radford University		2019-02-05 3:20 pm		2019-02-11 11:59 pm	
X CAN HELP		2019-02-05 3:20 pm		2019-02-11 11:59 pm	ii
X James Madison University		2019-02-05 3:20 pm		2019-02-11 11:59 pm	
George Mason University		2019-02-05 3:20 pm		2019-02-11 11:59 pm	
Christopher Newport University		2019-02-05 3:20 pm	=	2019-02-11 11:59 pm	
					_

In the 4th step of the process, the agency chooses from a list of the schools that it has been approved by to post a job. Selecting "add all schools" will ready every school that the agency has been approved by for posting. When selecting the application dates, it is easiest to select an exact time by clicking the calendar icon that is in the fields. **Keep in mind that although the schools may have approved the agency, each job posting that is submitted to the school will be vetted for approval before it is posted.**

Step 5: Preview

				Jobs New Jo
 Preview how your job content w 	vill look to students before you post i	it.		
Virginia De Headquar Virginia Depa	epartment of Healt ters artment of Human Resour	h Professions- Senic	or Investigators -	đ
 Henrico, Virgini Government - I 	ia, United States of America Local, State & Federal	 Full-Time Job 100 - 250 employees 	💿 \$53,590 per year 🔩 No on-campus interviews	
Applications open c	on February 5th, 2019 a	at 3:20 pm 🖲	Z ^a Apply	Externally
Applications open of Job Description	on February 5th, 2019 a <u>Senior I</u> Health (Dee	at 3:20 pm 1 Investigators - Headquarters Care Compliance Specialist II Enforcement Division pt of Health Professions	ট [#] Apply	Externally
Applications open of Job Description	on February 5th, 2019 a <u>Senior I</u> Health (De Positions: Hiring Appl	at 3:20 pm Investigators – Headquarters Care Compliance Specialist II Enforcement Division pt. of Health Professions #00312/#00352 Pay Band: 5 g Range: \$53,590 – \$67,500 ication deadline: 02/11/19	[2¶ Арріу і	Externally
Applications open of Job Description	on February 5th, 2019 a <u>Senior I</u> Health (De Positions: Hiring Appl	at 3:20 pm Investigators – Headquarters Care Compliance Specialist II Enforcement Division pt. of Health Professions #00312/#00352 Pay Band: 5 g Range: \$53,590 - \$67,500 ication deadline: 02/11/19	5 5	Externally
Applications open of the second seco	on February 5th, 2019 a Senior I Health 0 De Positions: Hiring Appl	at 3:20 pm 1 Investigators – Headquarters Care Compliance Specialist II Enforcement Division pt. of Health Professions #00312/#00352 Pay Band: 5 ; Range: \$53,590 - \$67,500 ication deadline: 02/11/19	5 5	Externally
Applications open of Job Description See More About Virginia Depa Headquarters James Monroe Bldg, 101 N	on February 5th, 2019 a Senior I Health (Positions: Hiring Appl rtment of Human Resou Website	at 3:20 pm 1 Investigators – Headquarters Care Compliance Specialist II Enforcement Division pt. of Health Professions #00312/#00352 Pay Band: 5 Range: \$53,590 - \$67,500 ication deadline: 02/11/19	Division No division	Externally
Applications open of Job Description See More About Virginia Depar Headquarters James Monroe Bldg, 101 N The Virginia Department of providing a broad range of	on February 5th, 2019 a Senior I Health G Positions: Hiring Appl Internet of Human Resource I14th St 12th f www.dhm of Human Resource Managem	At 3:20 pm Investigators - Headquarters Care Compliance Specialist II Enforcement Division pt. of Health Professions #00312/#00352 Pay Band: E 1 Range: \$53,590 - \$67,500 ication deadline: 02/11/19 urce Management n.virginia.gov hent is the central human resour lance to the Commonwealth an	Division No division rce agency for state government dec id its stakeholders.	Externally

Once all necessary information has been entered, the posting can be previewed before submission. The preview represents what the student would see when applying for the job. Once save is selected, the selected schools will review the post for approval. Once approved, it will remain posted until the date that has been set for expiration.

Final Step: Acceptance Screen

Job Preview job posting		Applicants					Posted to 10 Schools			
Edit Details Expire Job			Review O Applicants				A approved postings			
uplicate job							A ponding postings			
nool		Applicant Count	Last Update	Status	Comment Count		O This job is live to students until February 11, 20 at 11:59 cm.			
adford Univers	ity		Requested a few seconds ago	Pending	None	=				
rginia Tech			Approved a few seconds ago	Approved	None	≡	Target More Schools			
ongwood Unive	ersity		Requested a few seconds ago	Pending	None	=	Labels			
rginia Commo niversity	nwealth		Requested a few seconds ago	Pending	None	≡				
imes Madison (University		Requested a few seconds ago	Pending	None	≡	No labels have been added.			
niversity of Ma ashington	ry		Approved a few seconds ago	Approved	None	≡	Salart a label			
eorge Mason U	Jniversity		Approved a few seconds ago	Approved	None	≡	Create New Label			
rginia Union U	niversity		Approved a few seconds ago	Approved	None	≡				
niversity of Virg	ginia		Requested a few seconds ago	Pending	None	=	View & Add Notes			
hristopher Nev niversity	vport		Requested a few seconds ago	Pending	None	≡				
Virgin	nia Departm	ent of Health F	Professions- Senior In	vestigators	- Headquarter	· c	Tracking Code			
Virginia	Department o	f Human Resource	Management		Favorite J	ob	No tracking code added			

#2400704 Virginia Department of Health Professions- Senior Investigators ...

Once the posting is saved and finalized, the site will display the approval status of the posting. The status settings are Approved, Pending, and Declined. The schools typically review the position within a day of it being posted.

Tracking:

Home	Jobs viewing a	II Virginia Department of Human Resource Management jobs <mark>Edit</mark>	this	(Type to search	Search	Create Job
My Profile	Active Expi	red All Declined Not Posted				VIEW B	Y School Job
Company Prome	ID ‡	¢doL	Applicants 🕏	School \$	Expires 💌	Status 🛊	Campus Interview ‡
Postings	2400570	Virginia Department of Health Professions- Wage Senior Investigator- Southwest	a 0	Virginia Tech	2/11/2019	Approved	No
Jobs	2400570	Virginia Department of Health Professions- Wage Senior Investigator- Southwest	≜ <u>0</u>	James Madison Unive	ersity 2/11/2019	Approved	No
Relationships	2400570	Virginia Department of Health Professions- Wage Senior Investigator- Southwest	& O	Radford University	2/11/2019	Approved	No
Search Students Schools	2400704	Virginia Department of Health Professions- Senior Investigators - Headquarters	≜ 0	Radford University	2/11/2019	Approved	No
Contacts	2400570	Virginia Department of Health Professions- Wage Senior Investigator- Southwest	≜ 0	University of Mary Washington	2/11/2019	Approved	No
Campus	2400570	Virginia Department of Health Professions- Wage Senior Investigator- Southwest	4 0	Virginia Commonwea University	lth 2/11/2019	Approved	No
Events	2400704	Virginia Department of Health Professions- Senior Investigators - Headquarters	Δ 1	Virginia Tech	2/11/2019	Approved	No
Interviews Fairs	2400704	Virginia Department of Health Professions- Senior Investigators - Headquarters	4 0	Virginia Commonwea University	lth 2/11/2019	Approved	No
	2400570	Virginia Department of Health Professions- Wage Senior Investigator- Southwest	≜ 0	Longwood University	2/11/2019	Approved	No
	2400704	Virginia Department of Health Professions- Senior Investigators - Headquarters	& 0	University of Virginia	2/11/2019	Pending	No
	2400704	Virginia Department of Health Professions- Senior Investigators - Headquarters	& 0	George Mason Unive	rsity 2/11/2019	Approved	No
	2400570	Virginia Department of Health Professions- Wage Senior Investigator- Southwest	& 0	University of Virginia	2/11/2019	Pending	No
	2400570	Virginia Department of Health Professions- Wage Senior Investigator- Southwest	å 0	George Mason Unive	rsity 2/11/2019	Approved	No
	2400570	Virginia Department of Health Professions- Wage Senior Investigator- Southwest	& O	Virginia Union Univer	sity 2/11/2019	Approved	No
	2400704	Virginia Department of Health Professions- Senior Investigators - Headquarters	& O	Longwood University	2/11/2019	Approved	No
	2400704	Virginia Department of Health Professions- Senior Investigators	& 1	James Madison Unive	ersity 2/11/2019	Approved	No

Once the job is uploaded, the posting can be tracked by selecting "jobs" on the left side of the screen. On the jobs screen the information about current and expired postings can be viewed. As shown above, the agency can view which schools have approved a posting, as well as how many students from that school have currently applied for the position. Note that the agency can click the blue icon under "Applicants" to see the names and status of the students who have applied for the position.