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.
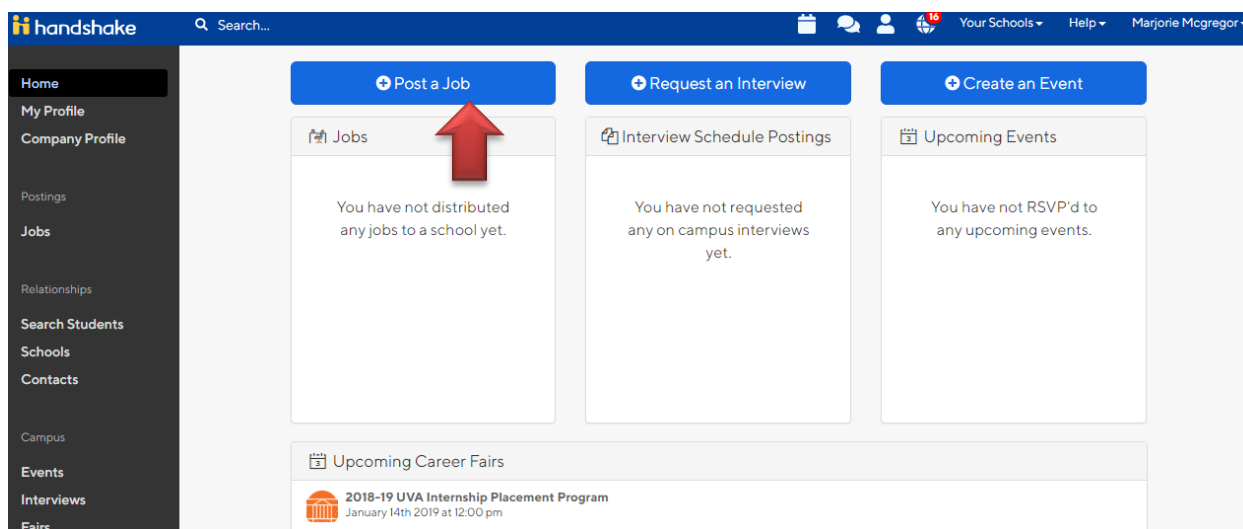
The Agency's Profile

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

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

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

* Description

| Heading 1 ⬍ | **B** | *I* | U | A | ⬛ | ☰ | ☰ | ☰ | ☰ | ☰ | 🔗 | 🖼 | *T*ₓ |

<div align="center">

Senior Investigators – Headquarters
Health Care Compliance Specialist II
Enforcement Division
Dept. of Health Professions
Positions: #00312/#00352 Pay Band: 5
Hiring Range: $53,590 – $67,500
Application deadline: 02/11/19

</div>

DUTIES: These sworn non-exempt positions enforce the rules and regulations of the Department's 13 health regulatory boards, as well as all associated Virginia statutes and federal laws. Principal duties include independently investigating a variety of complaints of alleged violations against health care

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

* Job function

| × Healthcare Services | × ▼ |

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

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

| 1 |

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

Approximate salary

◉ Paid   ○ Unpaid

| $ | 53,590 | Per year ▼ |

Enter a number, not a range.

* Job location

| Henrico, Virginia, United States of America |

+ add another location

☐ Allow remote workers

Eligibility for international students (non-US citizens or permanent residents)
* Would you sponsor a work visa for the right candidate?
○ Yes   ◉ No

* Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for a job / internship under OPT/CPT)
○ Yes   ◉ No

Required documents
☐ Resume
☐ Cover Letter
☐ Transcript
☐ Other Document (e.g. work sample, course schedule, or other misc documents)

| ‹ | Basics | **Details** | Preferences | Schools | Preview | Next › | Save |

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

> ℹ️ Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

Graduation date range

Earliest grad date

| month ▾ | year ▾ |

Latest grad date

| month ▾ | year ▾ |

Hiring alumni? You can leave earliest graduation date blank.

School years

- ☐ Freshman
- ☐ Sophomore
- ☐ Junior
- ☑ Senior
- ☑ Masters
- ☑ Doctorate
- ☑ Alumni
- ☑ Postdoctoral Studies

Minimum GPA

[   ]

Major categories

- ☐ 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
- ☐ 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 – 17 of 17 majors selected

  [Athletic Training] [Communication Disorders Sciences & Services] [Dentistry] [Dietetics]
  [Health/Exercise Science] [Health/Hospital Administration] [Healthcare Technology]
  [Kinesiology] [Medicine] [Movement Science] [Nursing] [Nutrition] [Pharmacy]
  [Physical/Occupational Therapy] [Public Health] [Speech Pathology] [Veterinary Sciences]

- ☐ 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.

| ‹ | 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

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

New Job   Jobs   New Job

ℹ️ Preview how your job content will look to students before you post it.

Virginia Department of Health Professions- Senior Investigators – Headquarters

Virginia Department of Human Resource Management

📍 Henrico, Virginia, United States of America   💼 Full-Time Job   💰 $53,590 per year

🏢 Government – Local, State & Federal   👥 100 - 250 employees   💬 No on-campus interviews

📄 Applications open on February 5th, 2019 at 3:20 pm ℹ️   **Apply Externally** ↗

Job Description

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Health Care Compliance Specialist II
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Hiring Range: $53,590 – $67,500
Application deadline: 02/11/19

See More ⌄

About Virginia Department of Human Resource Management

Headquarters	Website	Division
James Monroe Bldg, 101 N 14th St 12th f...	www.dhrm.virginia.gov	No division

The Virginia Department of Human Resource Management is the central human resource agency for state government dedicated to providing a broad range of leadership, services and guidance to the Commonwealth and its stakeholders.

Cancel   ‹   Basics   Details   Preferences   Schools   **Preview**   Next ›   **Save**

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

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

Job Details   Edit

Job Preview job posting

Edit Details   Expire Job

Duplicate job

Applicants

Review 0 Applicants

Posted to 10 Schools

✓ **4 approved postings**

○ **6 pending postings**

🕐 This job is live to students until February 11, 2019 at 11:59pm.

🖊 Target More Schools

School	Applicant Count	Last Update	Status	Comment Count	
Radford University		Requested a few seconds ago	Pending	None	≡
Virginia Tech		Approved a few seconds ago	Approved	None	≡
Longwood University		Requested a few seconds ago	Pending	None	≡
Virginia Commonwealth University		Requested a few seconds ago	Pending	None	≡
James Madison University		Requested a few seconds ago	Pending	None	≡
University of Mary Washington		Approved a few seconds ago	Approved	None	≡
George Mason University		Approved a few seconds ago	Approved	None	≡
Virginia Union University		Approved a few seconds ago	Approved	None	≡
University of Virginia		Requested a few seconds ago	Pending	None	≡
Christopher Newport University		Requested a few seconds ago	Pending	None	≡

Labels

No labels have been added.

Select a label...

Create New Label

📄 View & Add Notes

dhrm Virginia Department of Health Professions- Senior Investigators - Headquarters

Virginia Department of Human Resource Management   Favorite Job

About this Job

Tracking Code

No tracking code added

Social Media

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:

	ID	Job	Applicants	School	Expires	Status	Campus Interview
☐	2400570	Virginia Department of Health Professions- Wage Senior Investigator- Southwest	👤0	Virginia Tech	2/11/2019	**Approved**	No
☐	2400570	Virginia Department of Health Professions- Wage Senior Investigator- Southwest	👤0	James Madison University	2/11/2019	**Approved**	No
☐	2400570	Virginia Department of Health Professions- Wage Senior Investigator- Southwest	👤0	Radford University	2/11/2019	**Approved**	No
☐	2400704	Virginia Department of Health Professions- Senior Investigators - Headquarters	👤0	Radford University	2/11/2019	**Approved**	No
☐	2400570	Virginia Department of Health Professions- Wage Senior Investigator- Southwest	👤0	University of Mary Washington	2/11/2019	**Approved**	No
☐	2400570	Virginia Department of Health Professions- Wage Senior Investigator- Southwest	👤0	Virginia Commonwealth University	2/11/2019	**Approved**	No
☐	2400704	Virginia Department of Health Professions- Senior Investigators - Headquarters	👤1	Virginia Tech	2/11/2019	**Approved**	No
☐	2400704	Virginia Department of Health Professions- Senior Investigators - Headquarters	👤0	Virginia Commonwealth University	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 University	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	👤0	George Mason University	2/11/2019	**Approved**	No
☐	2400570	Virginia Department of Health Professions- Wage Senior Investigator- Southwest	👤0	Virginia Union University	2/11/2019	**Approved**	No
☐	2400704	Virginia Department of Health Professions- Senior Investigators - Headquarters	👤0	Longwood University	2/11/2019	**Approved**	No
☐	2400704	Virginia Department of Health Professions- Senior Investigators Headquarters	👤1	James Madison University	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.

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