handshake

RESOURCE GUIDE

Table of Content

About Handshake

Say Hello to Handshake.

A Full Featured Modern and Intuitive Career Service Management Platform

Everything in your Current RMS – and More

Handshake does everything your current system does and more. Handshake is ready to manage your appointments, job postings, mentorships, events, reporting, interview scheduling, and much more. Schedule a demo and see what Handshake can do for you!
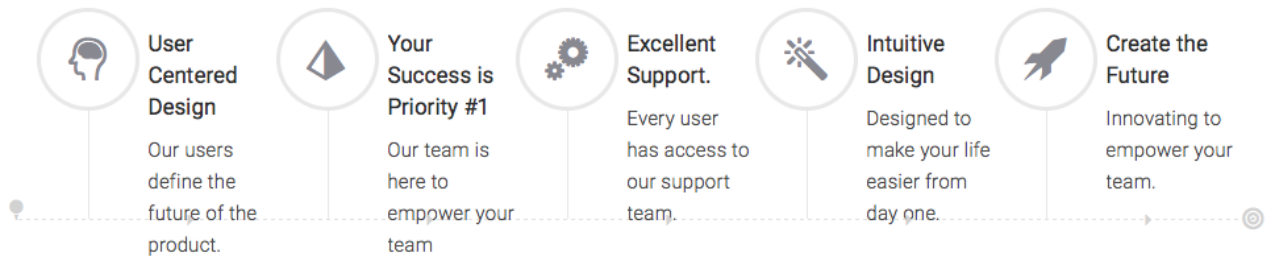
Handshake Drives Student Engagement

With Handshake, every student on your campus will be activated to engage in the career and job search process. Through social networking technology, students quickly connect to their friends, career resources and events.

Handshake is a cutting-edge online platform that empowers career services, students, and employers to network and connect with each other on a new level. This intuitive, modern software is created to break down barriers that have kept students from gaining access to their potential dream jobs.
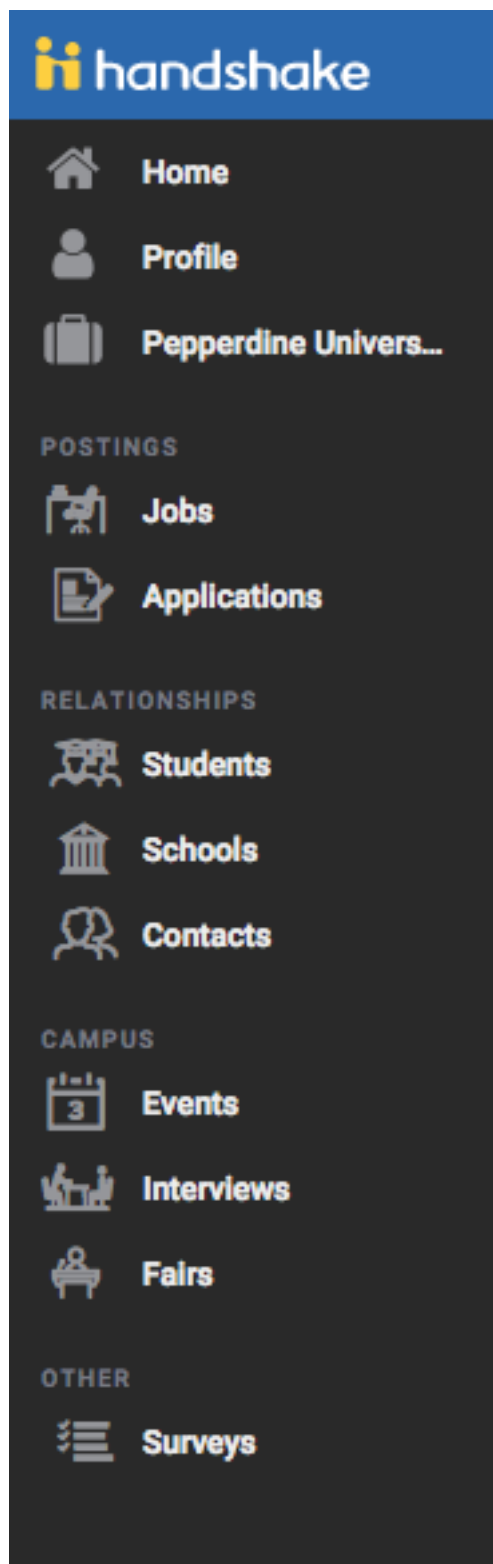
Our Approach

The Principles Handshake is Being Built On

User Centered Design

Our users define the future of the product.

Your Success is Priority #1

Our team is here to empower your team

Excellent Support.

Every user has access to our support team.

Intuitive Design

Designed to make your life easier from day one.

Create the Future

Innovating to empower your team.

Understanding the Handshake Navigation Toolbar

Profile: Create your employer profile that students can see when accessing jobs.

Postings:
Jobs: See a list of all jobs created by yourself or your associated employer. This is also where you can view all applicants.

Job Postings: Access a list of all jobs that are currently live and viewable for students to apply to.

Relationships:
Students: See a list of all students who have a publicly viewable profile.

Schools: See a list of all schools that you are associated with and have access to post jobs.

Contacts: See a list of all individuals who are associated as a point of contact for postings made by your employer.

Campus:
Events: See a list of all events offered by schools you are associated with.

Interviews: See a list of all interviews set up by your employer.

Fairs: See a list of all Career Fairs hosted by schools you are associated with and can register for.

Other:
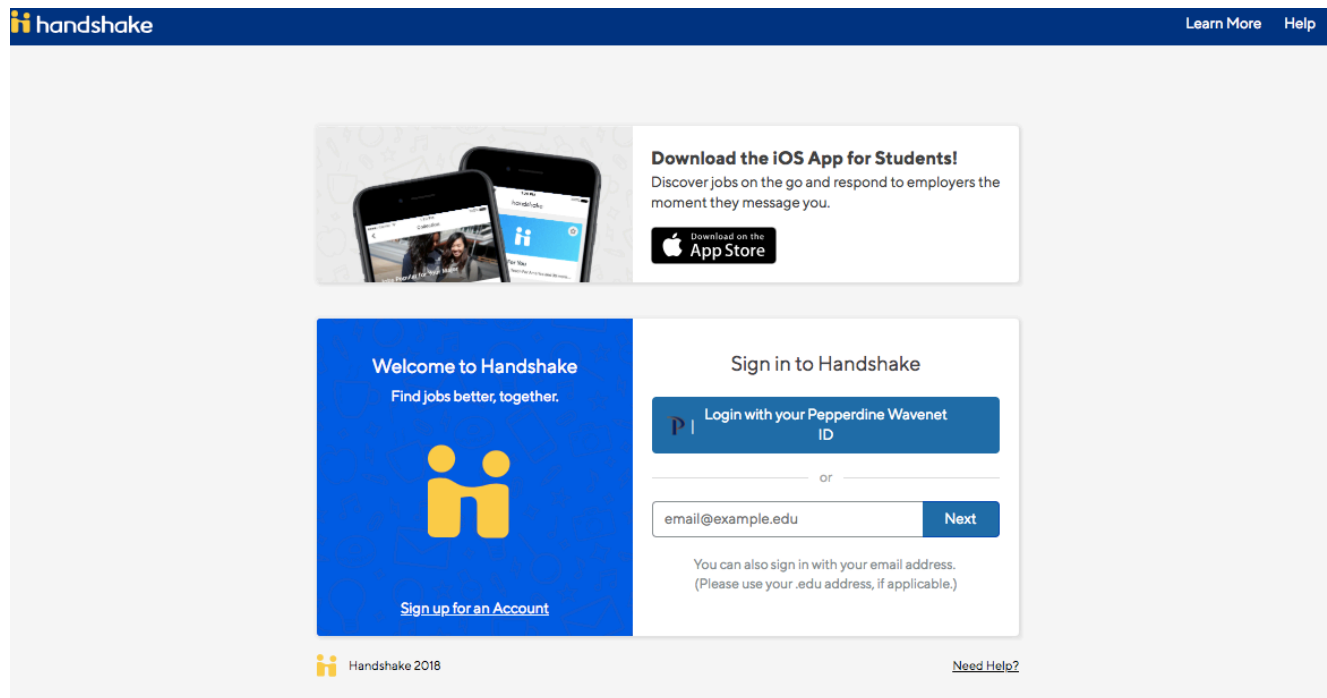Surveys: Create surveys for students/schools to answer.

Accessing Handshake

Access Site for all Pepperdine: https://pepperdine.joinhandshake.com

Employers

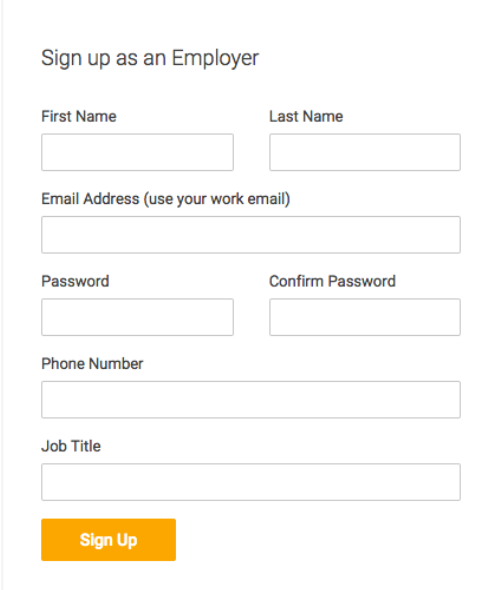1.   Go to Handshake at https://pepperdine.joinhandshake.com

2.   Select *Employers*

3.   New to Handshake?   Select "Sign up For an Account?"

        Returning Users – Input email address and Password

Creating an Account in Handshake

1.   Go to Handshake at https://pepperdine.joinhandshake.com

2.   Select "Sign up for an Account" (see above)

3.   Select "Employers"

4.   Sign up using your name, email, phone number, and job title

Sign up as an Employer

First Name   Last Name
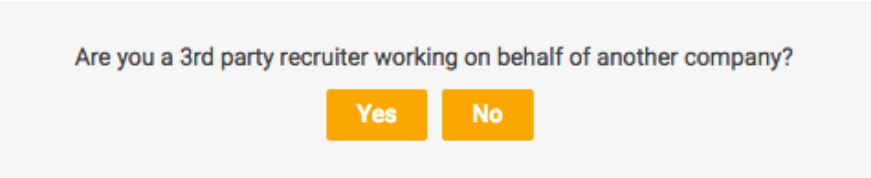
Email Address (use your work email)

Password   Confirm Password

Phone Number

Job Title

Sign Up

5. Once complete, you will be asked for the types of student you wish to recruit. You can select as many options as you wish. This page will also ask you to add your Alma Mater.

6. Handshake Employer Guidelines will then appear. You must select whether or not you are a 3rd party recruiter working on behalf of another company. Then click "Next"

Are you a 3rd party recruiter working on behalf of another company?

Yes   **No**

7. A confirmation page will appear asking for you to **confirm you registration through your email.** You will need to go to your inbox and click the link provided to confirm your email address.

8. Once you have confirmed your email address, please log back in to your Handshake account and refresh the webpage.

9. You will now be asked to connect with your company or organization. Using the search boxes, **type in your company name** and see if it populates.

>   *If your company appears, please select "Join Company." – Skip to Step 11

>   *If your company DOES NOT appear – Skip to Step 9

Note: If you are an <mark>on-campus</mark> supervisor, please search for and connect to Pepperdine University Student Employment as your employer.

Find and join your company

Search for your company	Search

10. If your company name or organization does not appear, please select to "Create Company Profile"

11. You will then be asked to create your company profile. Here you can do all of the following:

- *Images* – Attach a logo or branding image for your company or organization, if desired.

- *Company Name* – Please type in the name of your company

- *Website* – Please type in the address for the main page of your company website.

- *Phone Number* – Please provide a phone number for the company or where we can reach you. This number is not made public to students**.**

- *Location* – Please provide a full address where the job will be taking place.

- *Description* – Please provide a general description of your company or organization and the positions you are hiring for.

Note: If you are a <mark>local off-campus family</mark>
- please list the company name as _____ Family Ex. Wave Family
- please provide a phone number and full address (this can remain private, however, we are required to have this on file at our office)

- please list the webpage as the following:
  http://www.pepperdine.edu/admission/student-life/employment/ OR
  http://www.n/a.com
- For company profile - you can state the following: Local Malibu family

Start your Company Profile

Let's get your company started on Handshake! Please fill out the below details.

Images

Add a logo

Add a branding image

* Company Name

* Website

This should be the company's main web presence. If you don't have a website, you can use a public page on Facebook, Yellow Pages, Yelp, etc.

12. Once you have completed filling out this profile, you will receive a confirmation stating that your information has been submitted for approval as a Pepperdine employer. Please **allow 1 – 2 business days** for your information to be reviewed and then approved.

*If there are questions regarding your registration application, you will be notified by one of our advisors.

Feel free to reach out to Student.employment@pepperdine.edu if you have any questions.

How to Post a New Job in Handshake

*Please follow the directions below when you are ready to post a **new** position for students to view.*
** If this job has been posted in the past, please refer to the section: "How to Renew a Job"

1. Sign in to Handshake at pepperdine.joinhandshake.com

2. On the left-hand navigation toolbar, select *Jobs* and select "*Create Job*" OR select "*Post a Job*" on the Dashboard

3. After you click "Post a Job" or "Create Job" - The **New Job** form will appear

4. Fill out the following information on the "**Basics**" tab

- **Job Title** – Please write a title for your job (Department name is in the position title and applicable semester(s) is listed afterwards – example naming convention below)
    - o Example: Admissions Student Worker – Fall 2018/Spring 2019

- **Company Division**: Please select your department

- **Where should students submit their application?** Select Handshake or "external system" if your department has a separate form.

- **Job Type**: Please select "On Campus Student Employment"

- **Employment Type**: Please select "Part-time"

- **Is this a work study Job**: Select "No" – Currently, we do not use this functionality via Handshake. However, we will add language within the job description and add labels for students to filter options for work study.

Basics Tab

5. On the second tab titled, "**Details**," please ONLY fill in the following fields unless otherwise necessary.

- **Description –** Please fill in to most accurately describe the position you are posting. If you would like to be contacted directly, add a bolded note at the end – **"Please send a letter of interest and resume to [Name] at [Email]**."

- **Job Function –** Please select which job function(s) most accurately fits the job you are posting. Examples – "Administration" "Design" "Other"

- **How many students do you expect to hire**: Write "1" unless otherwise necessary

- **Approximate Salary**– Please select "Paid."

- **Pay Rate** – Please specify the pay rate per hour. Must be at least minimum wage which is currently $13.25/hr. for Pepperdine.

- **Job Location** – For on-campus employers, if you will please write the following specific to your location. Ex. Malibu Campus – Seaver

- **Eligibility for international students (non-US citizens or permanent residents)** – Select yes or no for the listed questions.

- **Required Documents-** Please specify which documents you would like to be sent in with student's applications. Usually resume is standard unless otherwise necessary.

Details Tab

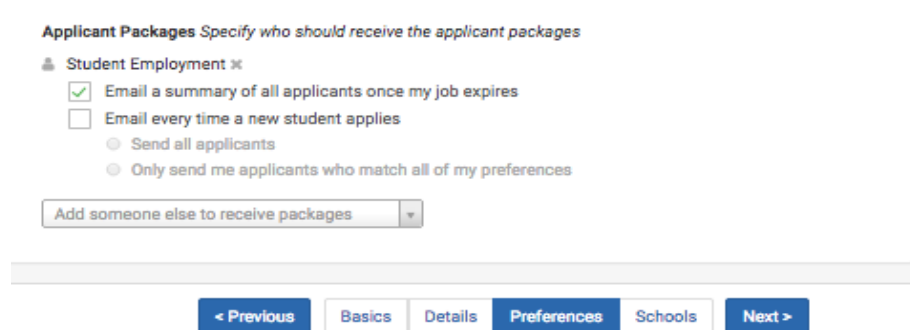6. On the third tab titled, "**Preferences**," please check of any specific graduation dates, GPA requirements, or majors, if needed. If not, feel free to leave blank.

Preferences Tab

- **Applicant Packages –** Specify <u>who</u> will receive applications or the system will automatically set to current user

7. On the fourth tab titled, "Schools," please select "Pepperdine University," as your targeted school.

Schools Tab

8. Select an expiration date for your listing (between 8 days to 45+ days depending on the needs for your listing)

9. Click the blue "Save" button at the bottom right-hand corner.

You will then see the final job posting that will be made available for student view. If you need to go back and make changes, please use the Edit button at the top of the page.

Once the Student Employment Office receives notification that a posting has been made, we will log into the system, review the posting, and then make it available to students if there are no missing pieces of information. For all brand-new student employment positions, **please make sure to submit a copy of the job description form to Student Employment**. The job description form will be put on file in the Student Employment Office for federal documentation purposes.

If you have any questions or concerns about the process, please email Student.employment@pepperdine.edu or call at 310-506-4177. Thanks so much!

How to Post a Job in Handshake

Off-Campus Employers

Please follow the directions below when you are ready to post your position for students to view.

1. Sign in to Handshake at pepperdine.joinhandshake.com

2. On the left-hand navigation toolbar, select *Jobs* and select "***Create Job***" or select "***Post a Job***" on your Dashboard

3. After you click "Post a Job" or "Create Job" - The **New Job** form will appear

4. On the first tab titled, "Basics," please fill in all of the required information.

- **Title** – Please write a title for your job you are trying to fil For Example: Babysitter or Piano Instructor

- **Where should students submit their application?** Select "Apply in Handshake." However, if your company prefers a external system, provide a link to the form/website.

- **Job Type**: Please select "Job"

- **Employment Type**: Please select "Part-time"

- **Duration:** Select "Permanent" unless "Seasonal" (limited to 2-3 months, summer, etc)

- **Work-Study Job:** Select "no"

- **Expiration Date:** We suggest to post your position for at least 5 days. Many groups choose to post the position for up to two months or until the position has been filled.

Basics Tab

5. On the second tab titled, "**Details**," please ONLY fill in the following fields unless otherwise necessary.

- **Description –** Please fill in to most accurately describe the position you are posting. If you would like to be contacted directly, add a bolded note at the end – **"Please send a letter of interest and resume to [Name] at [Email]**."

- **Job Function –** Please select which job function(s) most accurately fits the job you are posting. Examples – "Administration" "Design" "Other"

- **How many students do you expect to hire**: Write "1" unless otherwise necessary

- **Approximate Salary**– Please select "Paid." Due to regulations, we cannot support any unpaid or commission only opportunities.

- **Pay Rate** – Please specify the pay rate per hour. Minimum wage in L.A. is $13.25/hr. (25+ employees) and $12.00/hr. (1-25 employees)

- **Job Location** – Include a full physical address for the company. If you are a local family, you may list the area and share residential address in individual contact info to maintain privacy. We are required to have this information on file.

- **Eligibility for international students (non-US citizens or permanent residents)** – Select yes or no for the listed questions.

- **Required Documents-** Please specify which documents you would like to be sent in with student's applications. We recommend a resume at minimum.
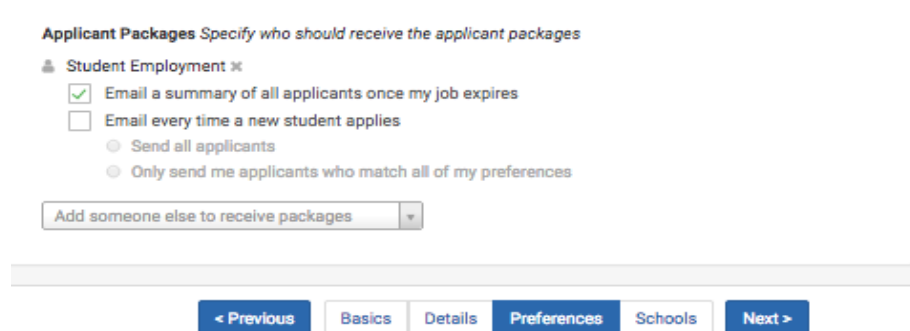
6. On the third tab titled, "**Preferences**," please check of any specific graduation dates, GPA requirements, or majors, if needed. **If not, feel free to leave blank.**

Preferences Tab

- **Applicant Packages –** Specify <u>who</u> will receive applications or the system will automatically set to current user

7. On the fourth tab titled, "Schools," please select "Pepperdine University," as your targeted school.

Schools Tab

8. Select an expiration date for your listing (between 8 days to 45+ days depending on the needs for your listing)

9. Click the blue "Save" button at the bottom right-hand corner.

You will then see the final job posting that will be made available for student view. If you need to make changes, please use the **Edit** button at the top-right corner of the page.

Once the Student Employment Office receives notification that a posting has been made, we will log into the system, review the posting, and then make it available to students if there are no missing pieces of information.

If you have any questions or concerns about the process, please email Student.employment@pepperdine.edu or call at 310-506-4177. Thanks so much!

How to Renew a Job Handshake

Please follow the directions below when you want to renew (or duplicate) an (expired) posting for students to view.

1. Sign in to Handshake at pepperdine.joinhandshake.com

2. On the left-hand navigation toolbar, select *Jobs*.
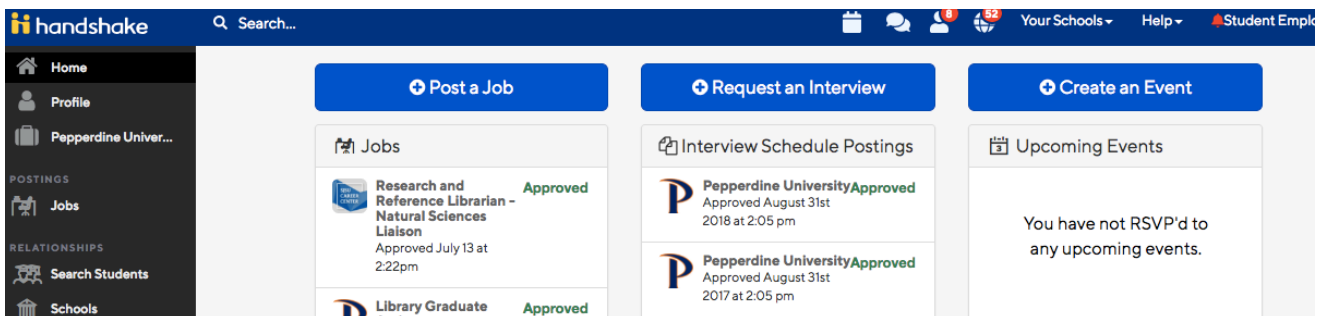
3. Using the *Search* function or by scrolling through the alphabetized list of Jobs to find the position you are trying to repost for students.

Note: Positions are titled with the hiring department listed first, followed by the role and semester.   Ex. *Human Resources Student Intern – Fall 2018/Spring 2019*
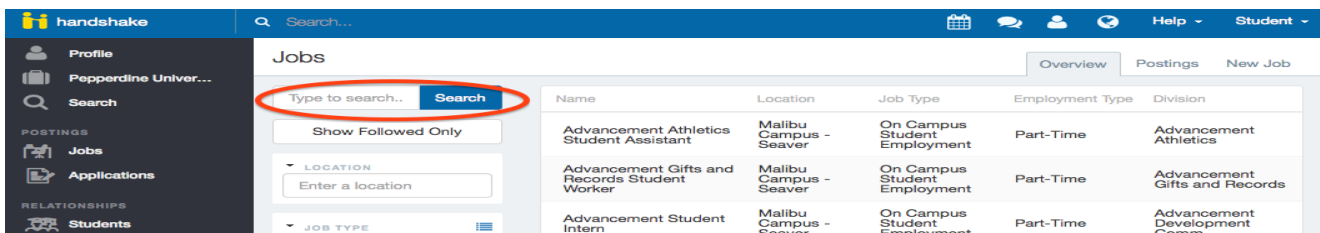
4. If you are unable to find your job listing, adjusting the filter will help narrow your choices. Click on "status" and "all options," then select boxes to view "expired" and "pending" posts.
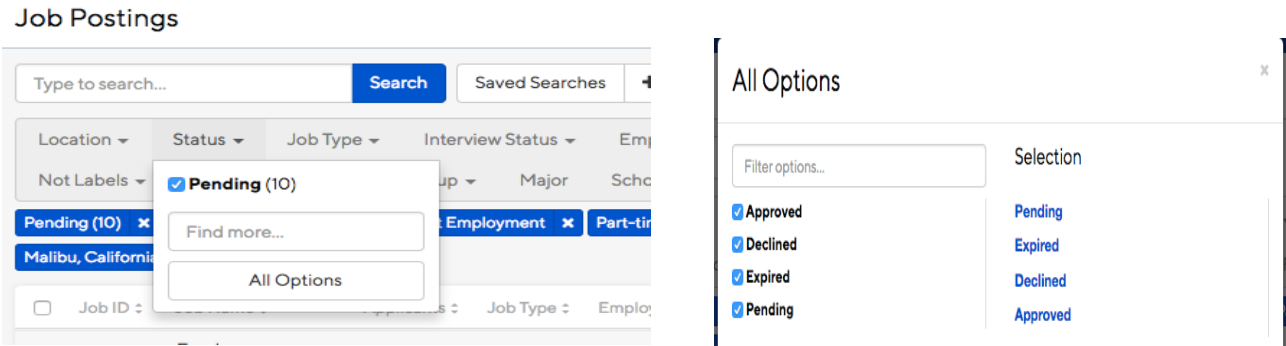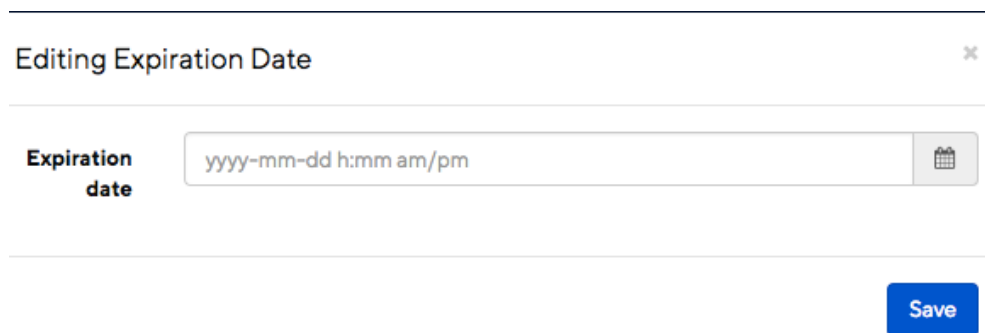
5. Once you have selected the job you are trying to renew for this semester/year, please select the *Duplicate this Job* option found on the bottom of the left side panel.
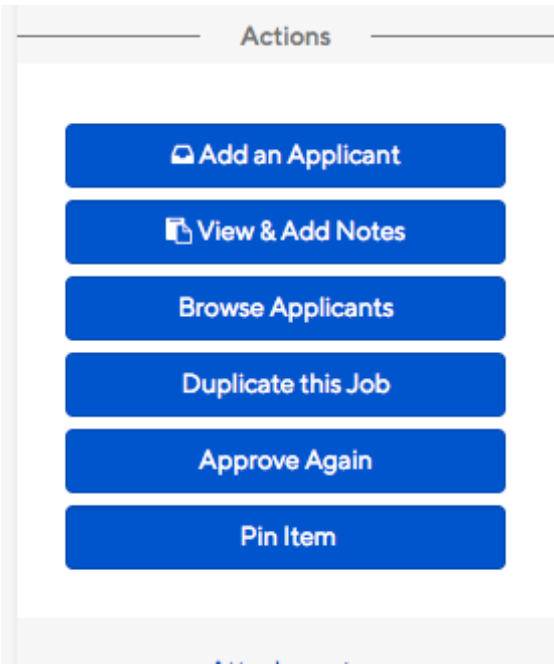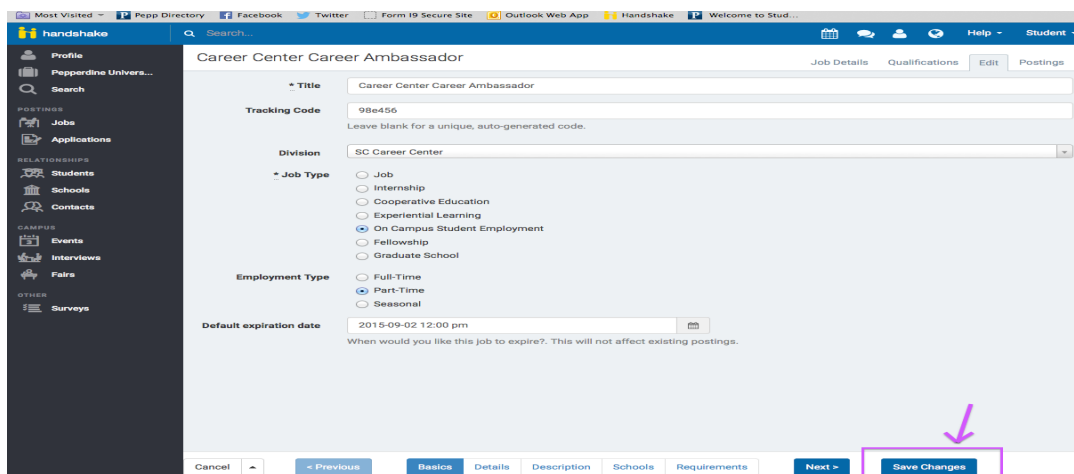
6. The Editing expiration date screen will appear. Adjust the date for how long you want the post to be available for viewing.

7. Please update the naming convention of the position to the appropriate time period or semester.   Note: General Format should be [Department – Position Title – Period]
Ex. *Human Resources Student Intern – Fall 2018/Spring 2019*

8. Once the job posting is updated and you are satisfied with it, please click *Save Changes* at the bottom of the page.

9. Immediately after Saving the Changes, email student.employment@pepperdine.edu with a quick note sharing your request to renew a position for the period.

**The Student Employment Office is currently required to go into the system and approve all changes made to Student Employment Jobs and confirm the change in extension of the position.

How to Extend a Posting in Handshake

Please follow the directions below when you want to extend a **current posting** for students to view, and retain your original list of applicants.

1. Sign in to Handshake at pepperdine.joinhandshake.com

2. On the left-hand navigation toolbar, select *Jobs*.
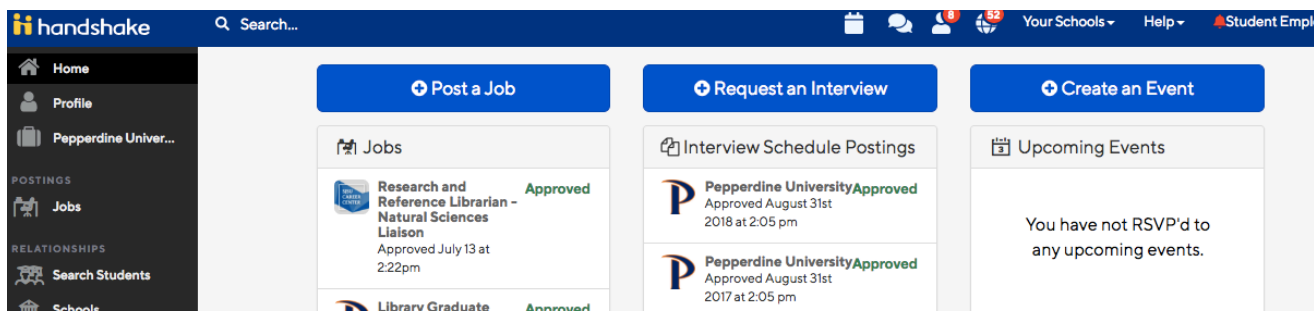
3. Using the *Search* function or by scroll through the alphabetized list of Jobs to find the position you are trying to extend for students.

Note for on-campus employers: Job positions are titled with the hiring department listed first, followed by the role and semester. Ex. *Human Resources Student Intern – Fall 2018/Spring 2019*
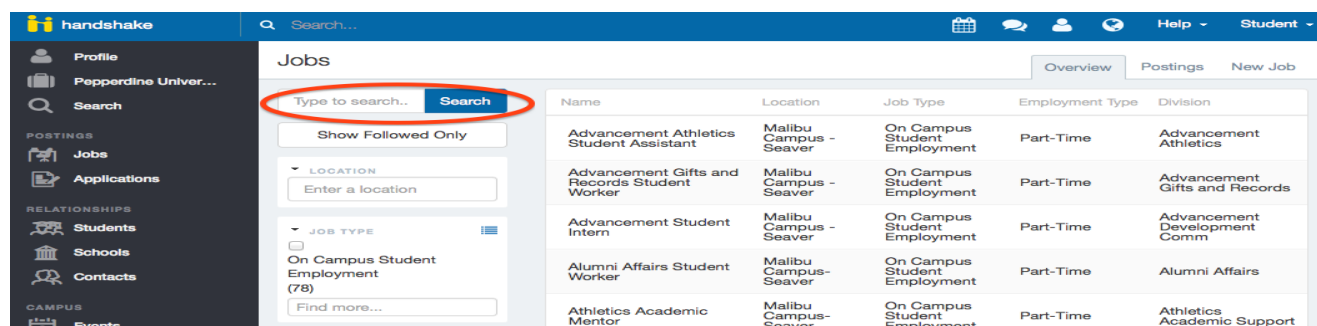

4. Once you have selected the job you are trying to extend, please select the *Edit* option for the posting on the right side of the screen.
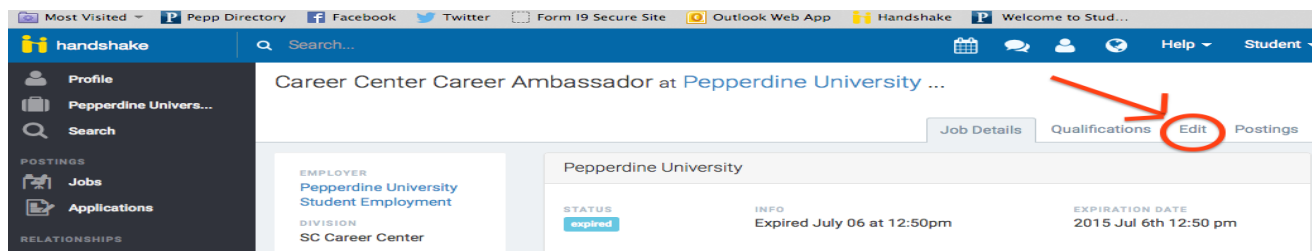
5. Once the job posting is updated (with new end date) and you are satisfied with it, please click *Save Changes* at the bottom of the page.

6. Immediately after Saving the Changes, email student.employment@pepperdine.edu with a quick note sharing your request to change the expiration date so that the position can be extended.

**The Student Employment Office is currently required to go into the system and approve all changes made to Student Employment Jobs and confirm the change in extension of the position.

How to Expire a Posting in Handshake

Please follow the directions below when you would like to expire a position (i.e. selected a candidate or too many applicants)

1. Sign in to Handshake at pepperdine.joinhandshake.com

2. On the left-hand navigation toolbar, select *Jobs*.
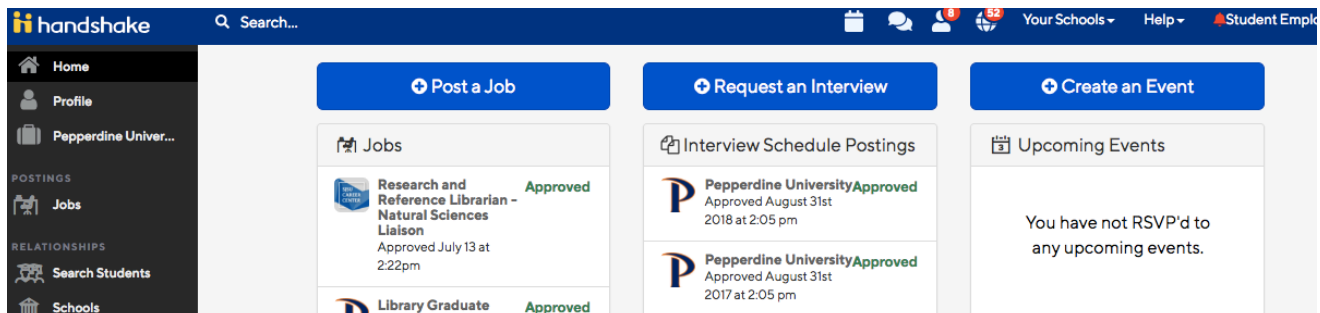
3. Using the *Search* function, or by scrolling through the alphabetized list of Jobs, find the position you are trying to expire.

Note for on-campus employers: Job positions are titled with the hiring department listed first, followed by the role and semester. Ex. *Human Resources Student Intern – Fall 2018/Spring 2019*
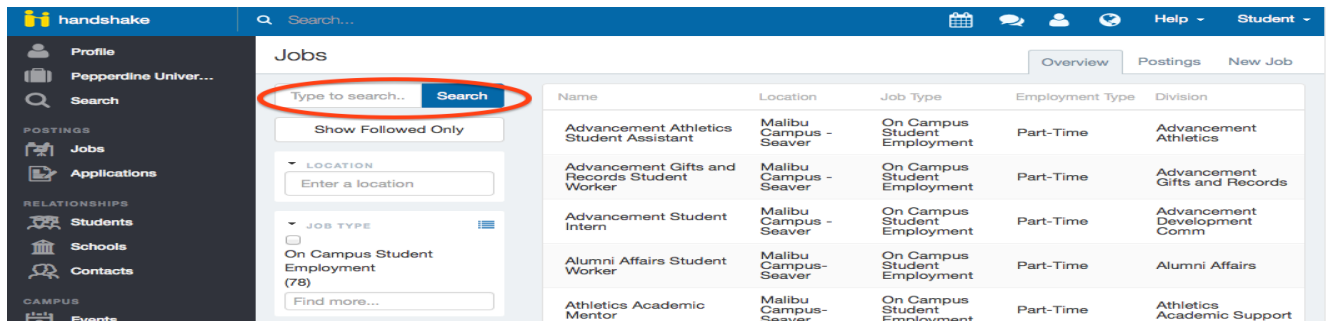
4. Once you have selected the job you are trying to expire, select the *Expire Job,* found at the top of the page.
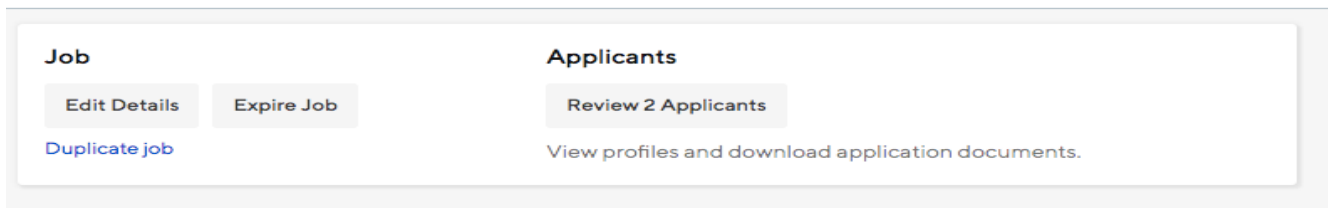
How to Remove/Delete a Job Posting

Please follow the directions below when you would like to remove a position from Handshake.

1. Sign in to Handshake at pepperdine.joinhandshake.com

2. On the left-hand navigation toolbar, select *Jobs*.
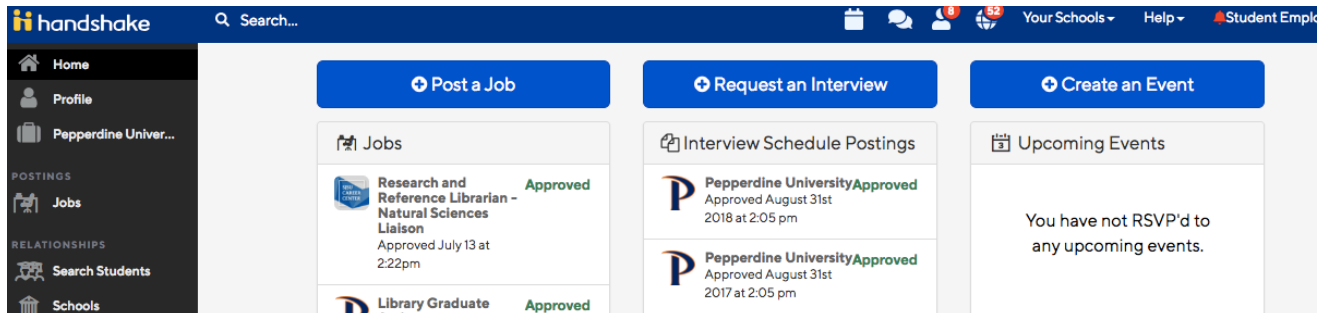
3. Using the *Search* function or by scroll through the alphabetized list of Jobs to find the position you are trying to remove

Note for on-campus employers: Job positions are titled with the hiring department listed first, followed by the role and semester. Ex. *Human Resources Student Intern – Fall 2018/Spring 2019*
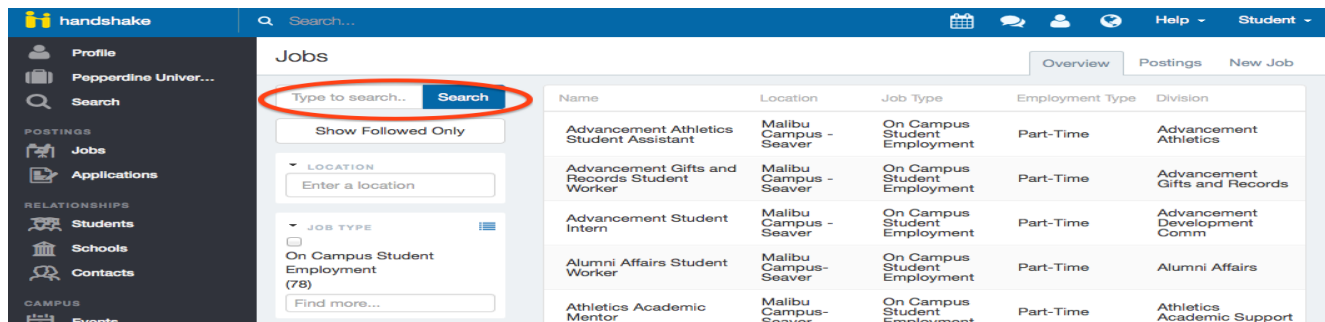
4. Once you have selected the job you are trying to remove, please select the *Edit* option for the posting on the right side of the screen.
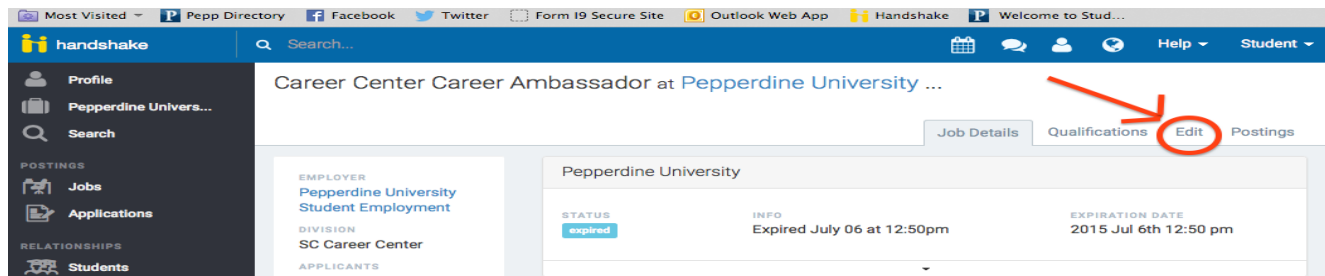
5. On the first page of the <u>Edit Screen</u> under the <u>Basics tab</u> please look in the bottom left-hand corner where you should see the word "Cancel."

6. Select the arrow next to the word "Cancel," to access other options including, "Delete"

7. Click "Delete" to remove the job posting.

Reviewing Applicants

On-Campus and Off-Campus Employers

1. Log into Handshake.

2. In the left panel, click on **"Jobs"** under **"Postings"**.
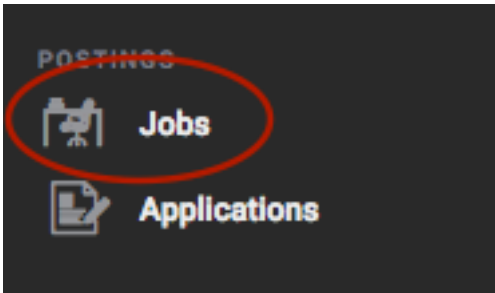
3. The job listings you have will appear. Click on the job for which you want to review applicants.

4. Click "Review Applicants" at the top of the page.

5. To view a student's information or documents, select on their name or names and click "Download Applicant Packages."

☑ 2 of 2 applicants selected	Clear selection	Message Applicants	Download Applicant Packages	More ▾	
☑		Pepperdine University	📅 🎓 ⬆ 📇	Reviewed ▾	08/31/18
☑		Pepperdine University	📅 🎓 ⬆ 📇	Reviewed ▾	08/06/18

6. Confirm which documents you would like to view and click the Blue "Next"

Download Documents   ✕

Select which documents you would like to download.

Please note that non-required documents may not be present for each student. Thus, if you select to download "cover letters" and it's not a required document, you might not find any in your PDF packet.

- ☑ Resume
- ☑ Cover Letter
- ☑ Transcript
- ☑ Other Document

[Cancel]   [Next...]

7. Confirm the following pop-up screen to complete downloading.

Download Applicant Packages   ✕

Are you sure you want to perform this action on the selected results?

Cancel   [Confirm]

26

8. Click the blue link to retrive/download the files.

Download building   ✗

Your download is ready. Click here to retrieve the file.

We've also sent you an email with this file.

[Close]
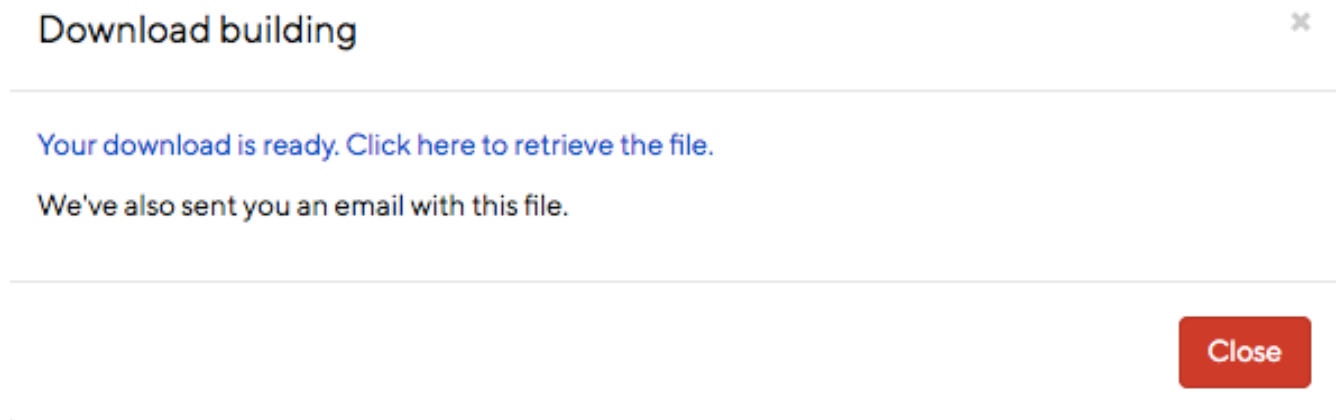
9.   Once you have finished viewing all applicant documents, you can then select which students you would like to interview or offer a position to.

10. Hiring and requests for interview should be done between your faculty/staff email and the student's email. We do not log hires into Handshake at this time. We do request that you mark which applicants were hired and which ones were not

11. **Please be sure to contact your applicants you have selected for interview, as well as sending an email of regret to those applicants not advancing in the process.**

Example Regret Email:

Dear _____,

        Thank you so much for your interest in applying for _____ . We regret to inform you that you have not been selected as our final candidate for the position. Our office was humbled to receive such a high volume of qualified applicants and found the decision difficult to make. We truly appreciate the time and effort spent in applying for this opportunity, and wish you the best of luck in your job search and future endeavors.

With warmest regards,

_____

If you have any questions or concerns regarding the rest of the hiring process, please contact the Student Employment Office at extension 4177.

Career Fair and Event Registration

1. Go to http://pepperdine.joinhandshake.com
2. Select "Employer" Login
3. Login using your Handshake credentials
4. To register for our fairs:
   - Select "Fairs" under the "Campus" section in the left side bar
   - Search for Pepperdine in the "Search" bar under "Career Fairs."

- To request on-campus interviews, select "Interviews" and click "Request Interview Schedule" in the top, right corner.

- To request information sessions or tables, select "Events" and click "Request Event" in the top, right corner.

- Use the "Help" tool at the top, right of the page if you need assistance, or call The Career Center at (310) 506-4184 if you have any questions.

On-Campus recruitment opportunities:
- Career Fairs: 1 per semester; recruitment for internships, full-time entry level and graduate school [students + alumni]
- On-campus Interviews: Opportunity to interview students on campus; coordinated through our office via Handshake
- Information Sessions: 1 hour presentations; hosted in our office - opportunity to provide interested students with more detailed information about your company and job/internship opportunities
- Information Tabling: Informal opportunity to connect with students in high-traffic areas on campus, usually outside of the Waves Cafe

Please check out our website for more information about our office, services, and recruiter resources.

Additional Resources

- General Overview: [http://seaver.pepperdine.edu/career-services/handshake.htm](http://seaver.pepperdine.edu/career-services/handshake.htmhttp://seaver.pepperdine.edu/career-services/handshake.htm)
http://seaver.pepperdine.edu/career-services/handshake.htm
- Technical Support: Select "Help" on top toolbar, then "Contact Technical Support" to chat with Handshake Support Team.