POSTING YOUR STUDENT EMPLOYMENT POSITIONS ON HANDSHAKE

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INFORMATION COVERED

WHY ADVERTISE ON HANDSHAKE?

- Handshake is used to hire work-study and other on-campus employment positions.

- Students use Handshake as a primary tool to look for on-campus jobs; you have a larger reach than only posting to department pages.

- By posting jobs to Handshake every student has equal access and opportunity to see and apply for your positions.

In this guide, you will learn how to post jobs, best practices when using Handshake, and tools and resources to make the most out of your hiring process.

For any questions about student employment and/or work-study, contact our student employment liaison, Keely Branstad.

Creating a Handshake Employer Account:

1. Create your <u>Handshake account</u> using your STARID@minnstate.edu email address
   a. Your password is NOT automatically associated with your STAR ID
2. During your account set up, be sure to:
   a. Connect with Minnesota State University, Mankato as your employer organization
   b. You can also choose to connect with Minnesota State University, Mankato as a school you want your job postings to be visible at. **Please ONLY choose our school during this section.**
3. The first time you log in, you'll be prompted to set up automatic replies. Please use these templates below but customize for your office

VERY IMPORTANT: Use your specific office/department; not Minnesota State University, Mankato

For questions on account set-up, see the Handshake help page here.

PENDING MESSAGE:
Hi,

Thank you for applying to work at INSERT YOUR DEPARTMENT NAME HERE. We have received your application and will be reviewing it shortly.

Thank you,
INSERT YOUR DEPARTMENT NAME HERE

REVIEWED MESSAGE:
Hi,

Thank you for your interest in working at INSERT YOUR DEPARTMENT NAME HERE.

We have reviewed your application for {{job title}}. If your experience is a good fit for this role, we will be in touch with information about next steps.

Thank you,
INSERT YOUR DEPARTMENT NAME HERE

DECLINE MESSAGE:
Hi,

Thank you for your interest and application to work at INSERT YOUR DEPARTMENT NAME HERE. Unfortunately, we have decided not to move ahead with your application for the role at this time.

Please do not hesitate to reach out in the future if we have another role you think could be a fit for you and be sure to review Handshake for new opportunities posted regularly across campus.

Thank you,
INSERT YOUR DEPARTMENT NAME HERE

Account & Login Troubleshooting

If you are having issues logging in, double check that you are using "Log in Using Handshake Credentials" (see picture below for reference). If that does not work, reset your Handshake password.

If you are still experiencing log in issues, please reach out to **our student employment liaison, <u>Keely Branstad</u>.**

Handshake MSU Staff Employer Log In

Go to https://mavjobs.joinhandshake.com

Click <u>Or log in using your Handshake credentials</u>
and Enter your MSU Email
<u>Firstname.Lastname@mnsu.edu</u>
& Password

Do **NOT** click the blue box
"Login using your StarID"

Hello!

Click below to sign in to your account

Log in using your StarID   >

Or log in using your Handshake credentials

Handshake Posting Stats

(From 5/4/2020 - 5/4/2021)

- 228 Total On-Campus Job Postings –many of which were hiring multiple students
  - 98 Total Work-Study Postings
  - 130 Total Part-Time Postings

Job Postings	# of Applicants
11	0
16	1-2
24	3-5
20	6-10
10	11-15
21	16-30
12	31-60
1	66
1	87

Factors that lead to low application numbers

- Specific Qualifications: technical, artistic, academic, etc.
- Posting late in work-study hiring season (after Mid-September)
- Limited majors or school years that were eligible to apply

**Factors that lead to high application numbers**

- Clear and enticing job descriptions
- Correctly labeled job title
- Simple to understand and visualize doing the work
- No restrictions of school year or majors
- Posted in April, open through entire summer for every eligible student to see

What does this mean for you?

- Anytime you have a specific qualification or restriction, that will constrict your applicant pool. If possible, limit your qualifications and restrictions.
- If you know your hiring needs in late spring/early summer, posting it sooner will allow more students to see the position.
- Create a clear and concise job description. Students are more likely to apply to positions that they can visualize themselves doing.
- *Make sure to post your job correctly*!
  - If you re-open a previous job posting, it makes the job look older by showing the 'created by date.' Be sure to "duplicate" the previous job instead of extending the expiration date.
  - Label your job so students can understand if they're qualified. If students do not see "work-study" they might not know that it is and opt out.
  - Be sure to post your job type as an "on-campus employment" and not "job". This will change how your position shows up on Handshake.
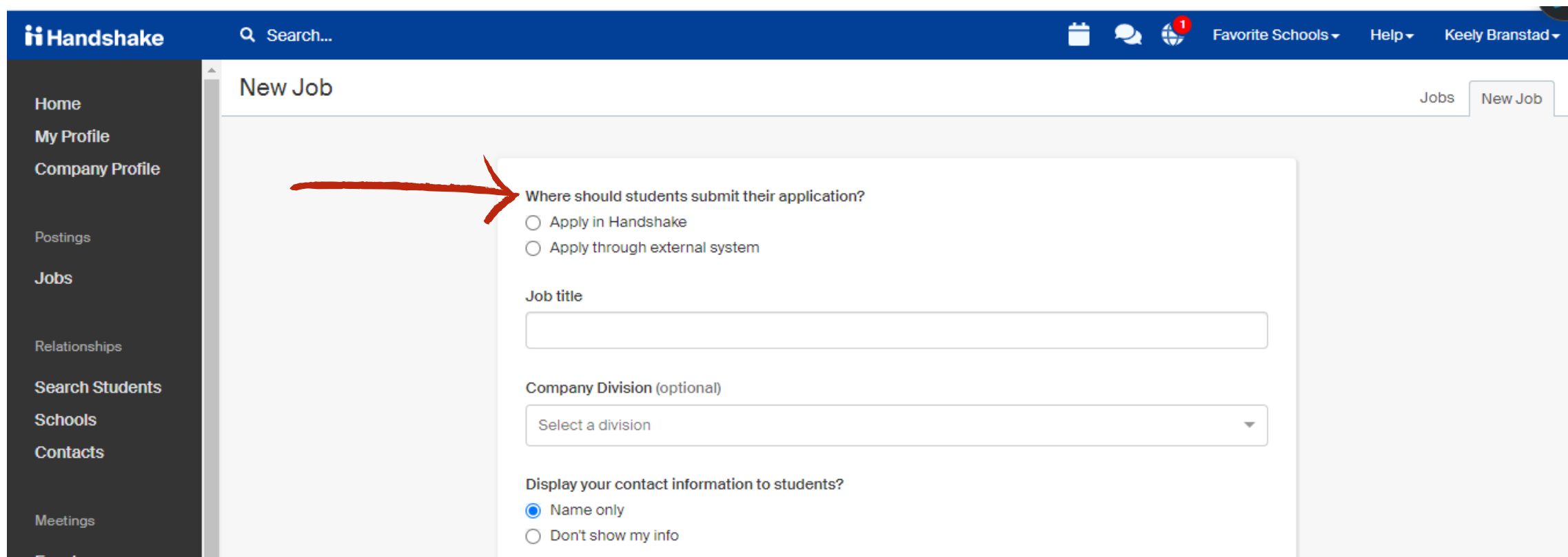
Getting Started: Posting A New Job

Click 'Post a Job' from your home dashboard. Alternatively, you can click on 'Jobs' in the left hand navigation bar and click 'Create a Job' in the top right hand corner.
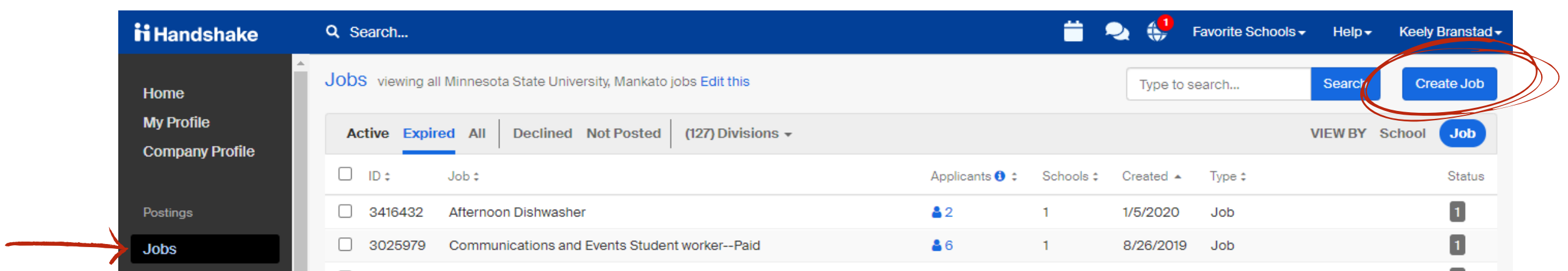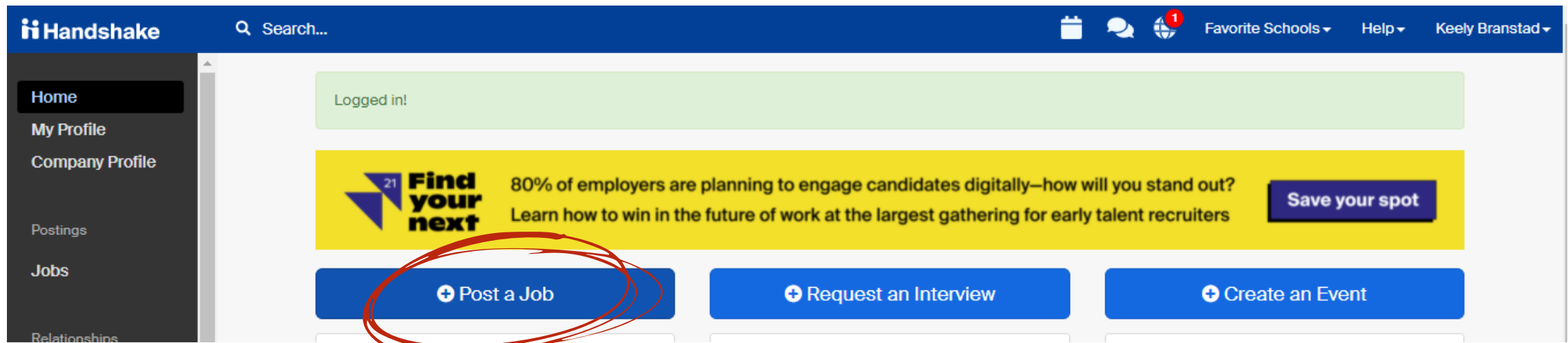
Filling out a new job position

After you create a new job, you'll go through a series of prompts.


Where should students submit their application?

Many employers opt to have students apply through Handshake. This allows candidates to upload their work-study application or whatever application materials are requested within the system without additional steps required.

Some employers choose to have their candidates apply through an external system if they have a Microsoft Form or other format they'd prefer to use to collect applications.

For work-study positions, we strongly encourage you to use Handshake.
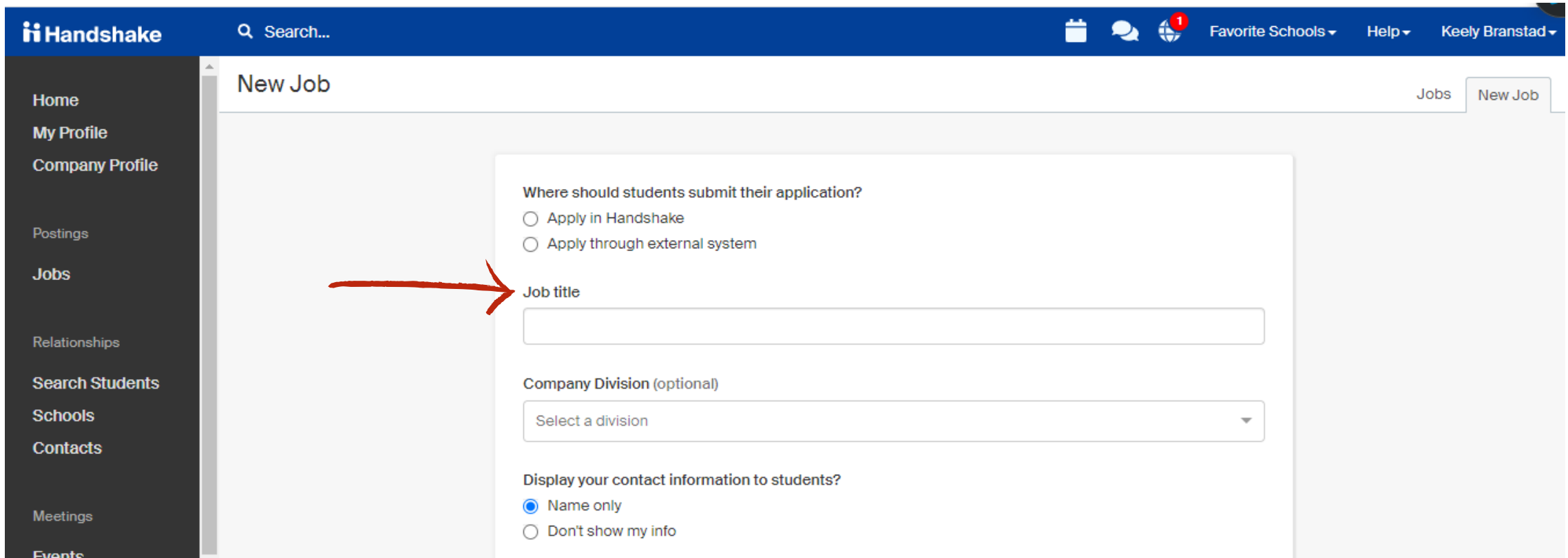
Job Title

**IMPORTANT:** When creating a job title please follow this formula.

Office Name – Job Title – Work Study *if applicable (# of positions open)
- Example: Career Development Center – Front Desk Assistant – Work Study (2 positions)
- Example: Career Development Center – Human Resource Assistant (1 position)

By using this formula it helps job seekers find you better and it helps keep our system organized.
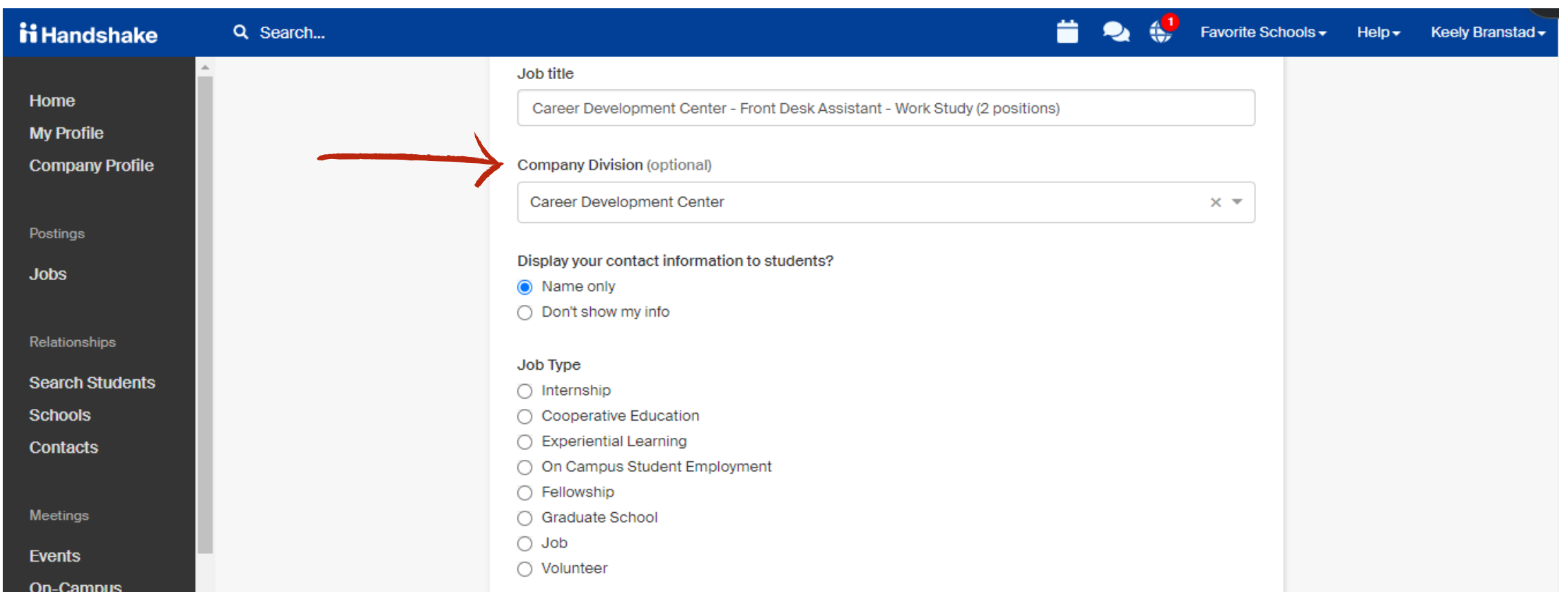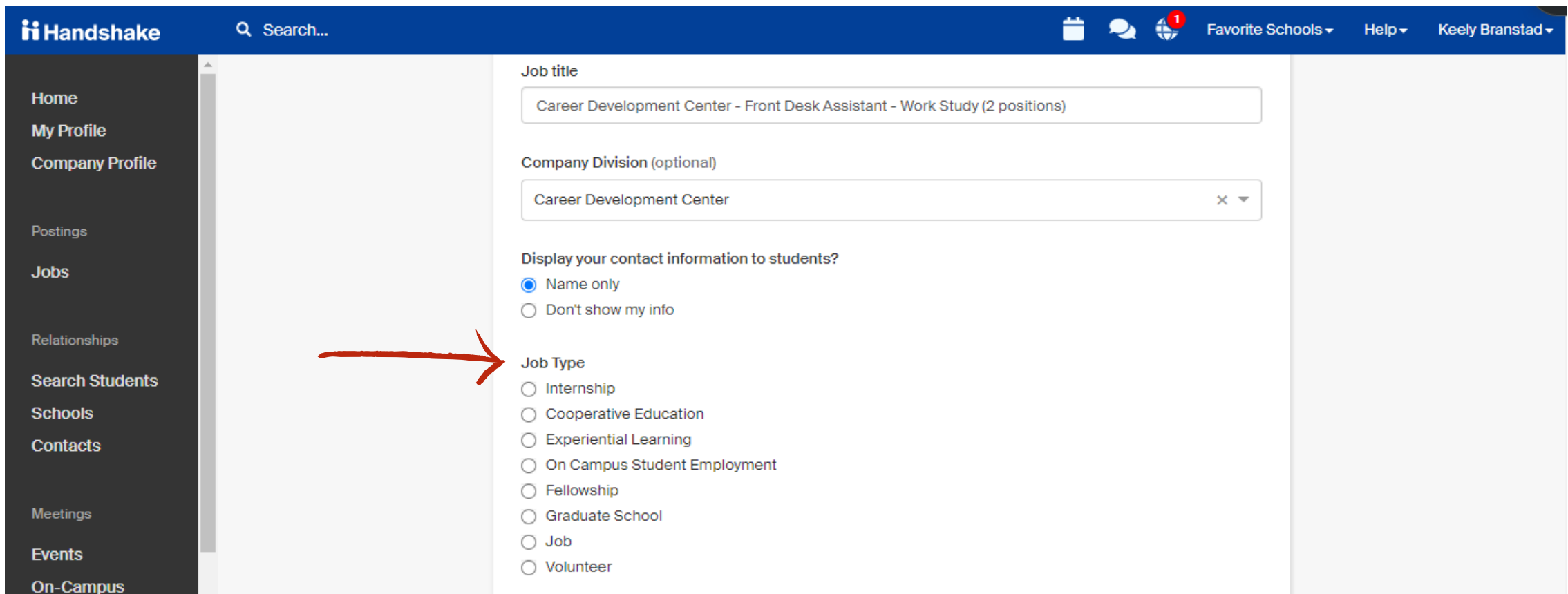

Company Division

Select your division. While Handshake has it as an option, *this step is very important to complete*! This helps keep jobs organized and ensures applications to to the right department since we are all under the employer Minnesota State University, Mankato.
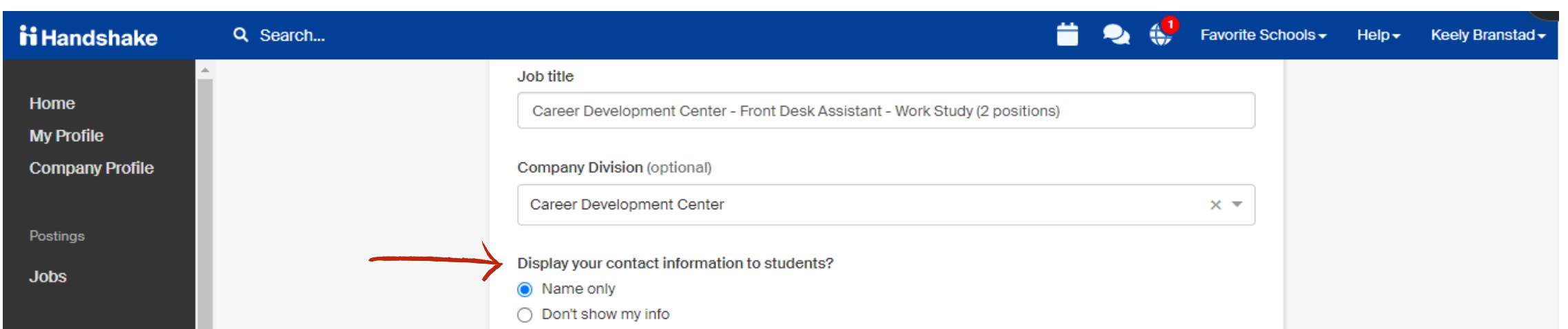
Displaying Contact Information

This is up to you.

Choosing Job Type

For work-study and other department funded jobs, please select '**On Campus Employment**'. If you choose 'job', then your position will not show up for on-campus work on the student side.
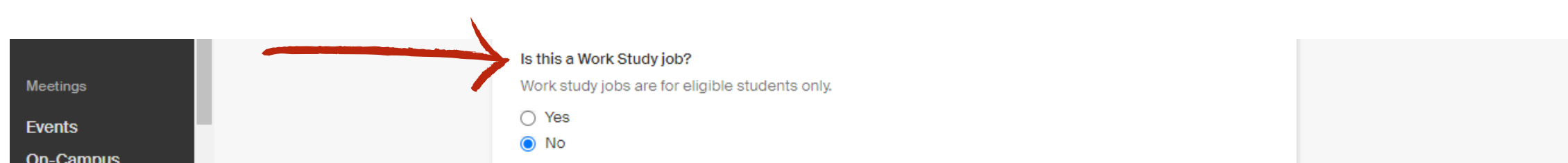

Employment Type

On-campus student employment will always be part-time, even 40 hour "full-time" positions in the summer and over breaks.

Duration

Work-study and department funded jobs that span an entire academic year are considered '**Permanent**'.


Classifying Work-Study

Handshake will automatically default to 'no', so be sure to select 'yes' if you're posting a work-study position.

Work-study will only show on Handshake to students that are eligible for work-study so you will not need to worry about non-eligible students applying for the position.

If you are hiring out of your own department budget, do not click 'yes'.
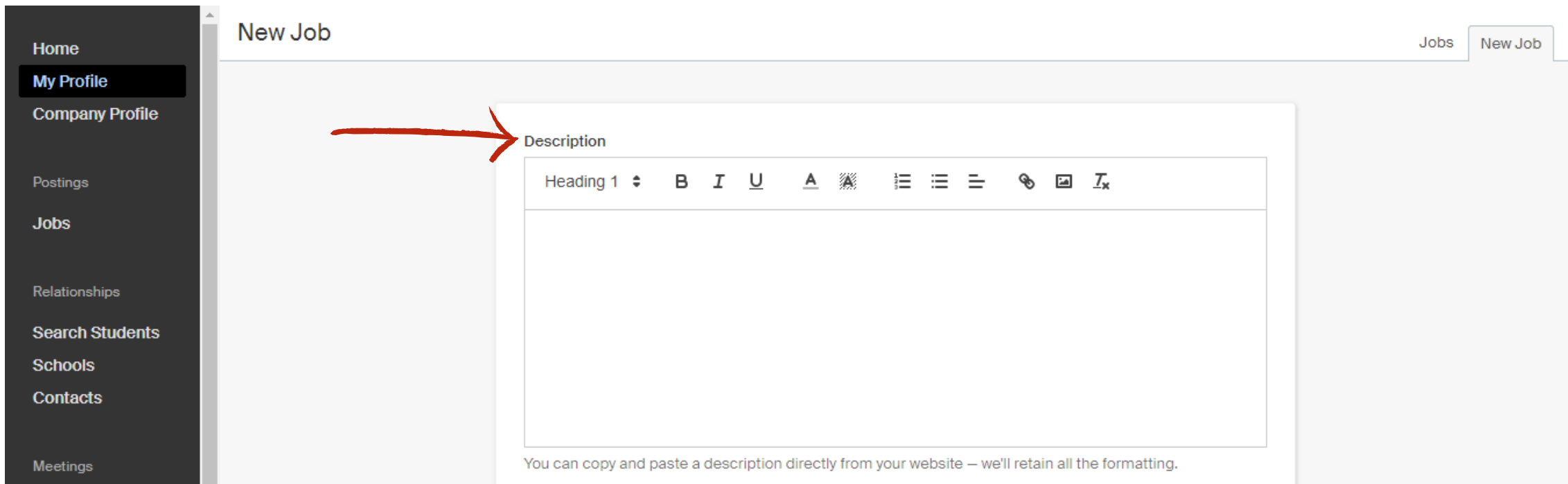
Creating a Description

When creating a description it is important to write so it's *easy to understand* and that students can *visualize themselves doing the work*. It's important to understand where students are in their career development, if the job posting is too detailed or too much it can become overwhelming for a part-time student job posting. Students may opt out of applying if they feel like it is over their head.

If you already have a job description created for the work-study website, feel free to use that.

Great job descriptions are:
- Easy to understand
- Relatable
- Students can visualize themselves being successful
- Less is more
- Work-study positions = work should be entirely trainable!

Example:
"Are you proficient at the basic functions of Facebook, Twitter, and LinkedIn? Want to go for a walk around campus to hang posters and get paid for it? Come be our Communications & Events Assistant at the Career Development Center- apply now for more details!"
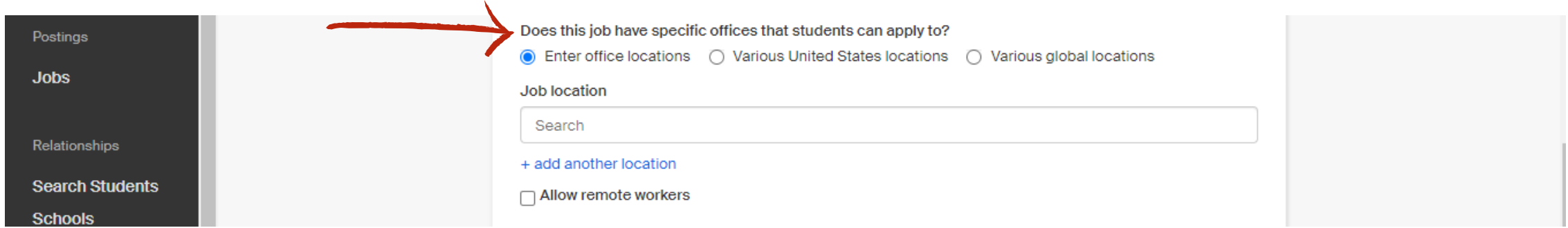

Expected Students Hired

Since this is not displayed to students, it can be approximate.
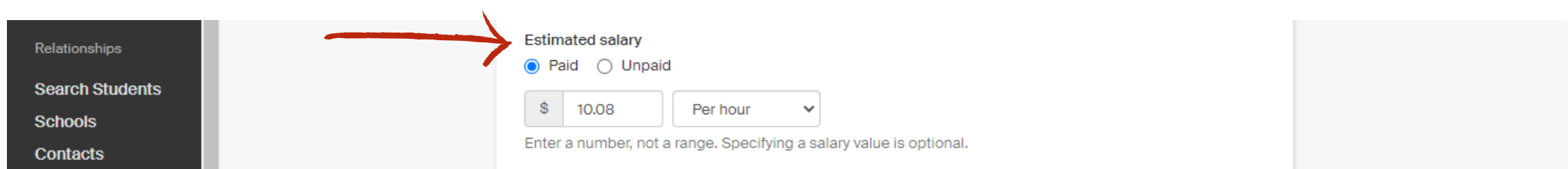
## Estimated Salary

Student pay classification will vary depending on the position. Refer to the Student Employee Pay Classifications page <u>here</u> to configure the position's hourly pay.

Specific Office

Feel free to put your office location. This is not required. There is also a space to indicate if you allow remote workers that will allow students to filter during their search.
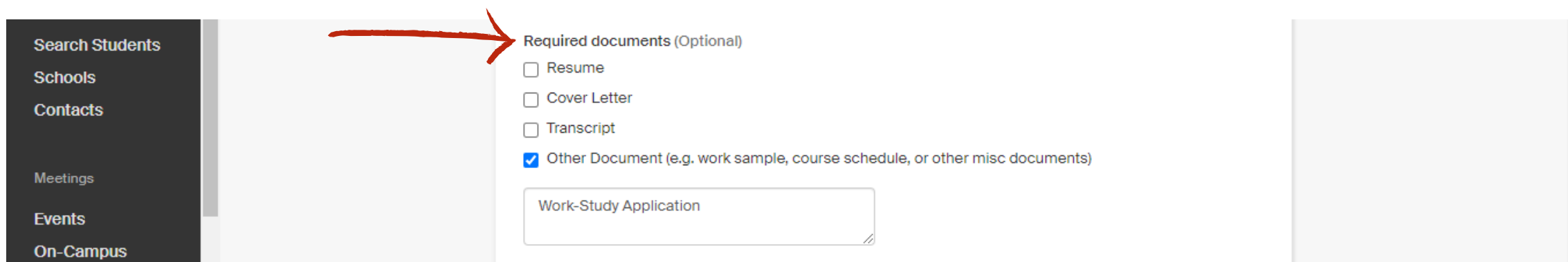
Required Documents

Select what documents that you want applicants to submit.

If hiring for work-study, we recommend you link to the Standard Work-Study Application found <u>here</u>. We suggest you do not request full resumes or cover letters for work-study roles as that can be a barrier for students (especially incoming first-year students). These students likely DO NOT have a resume or cover letter and are not prepared to write one at this point in their career, and that is OK!

Applicant Preferences

In this section, you can narrow your criteria of who can apply to your posted position. Students who do not meet your graduation date, GPA, and major preferences will still be able to apply, but Handshake will highlight which ones don't match (and let you filter them out).
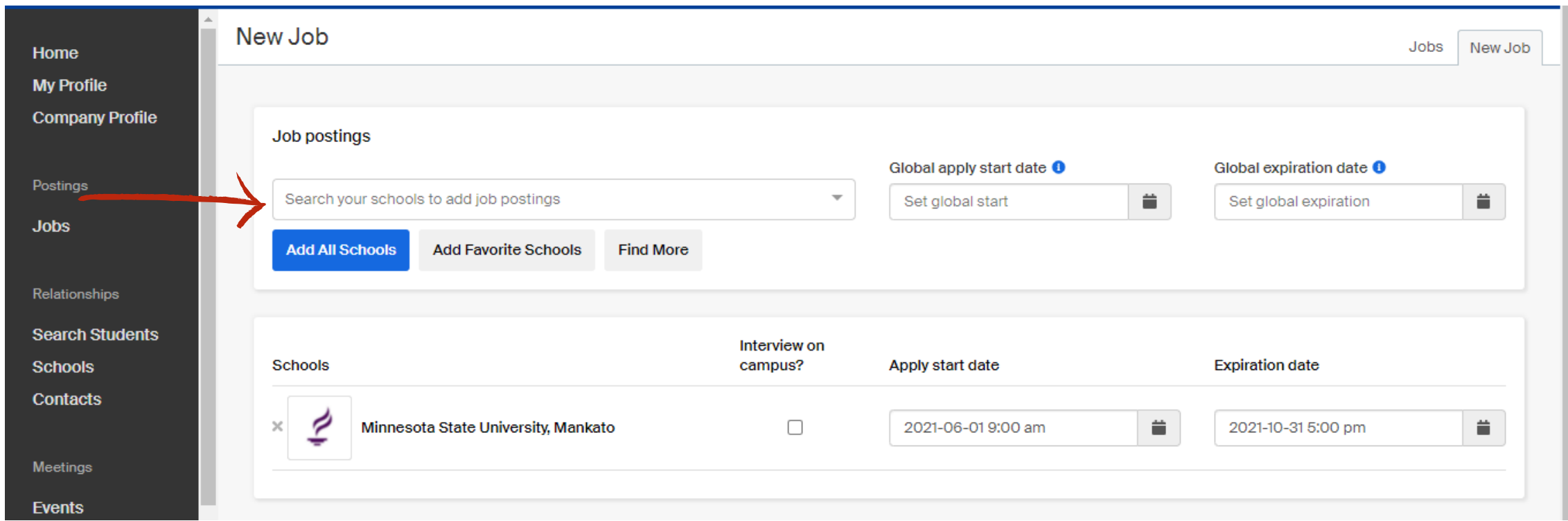
- School Year
- Graduation Date
- GPA
- Major (if you are open to all majors, please do not select any)

Please note: the more requirements, qualifications, and preferences that you have for who can apply, the smaller your applicant pool gets.
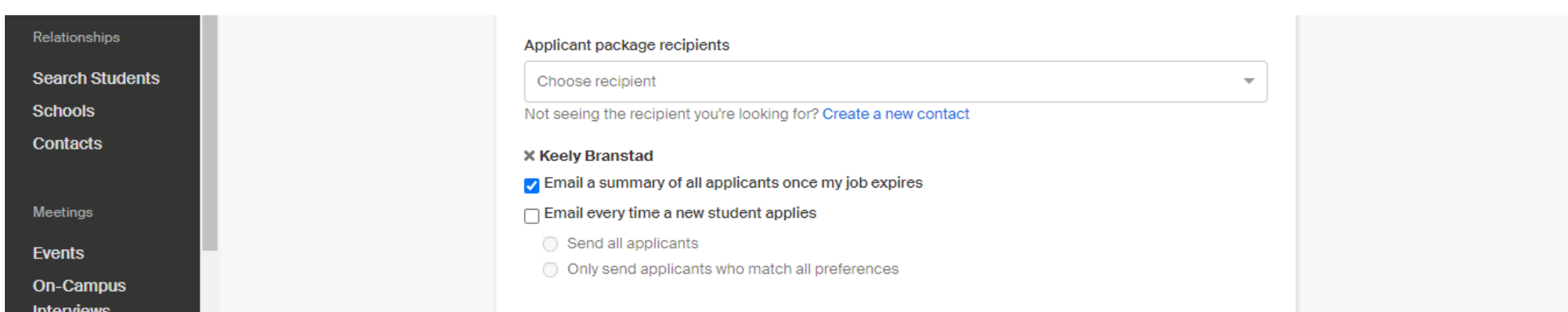
Application Recipient

Choose who receives application notifications and how frequently.

Post to Schools

Search for Minnesota State University, Mankato. Set your application start and expiration dates and times. Setting an expiration date instead of leaving it open will ensure that the position closes so that you do not continue to receive applications and inquiries from students. If you do not set an expiration date, you will need to manually close the job after you have hired someone.
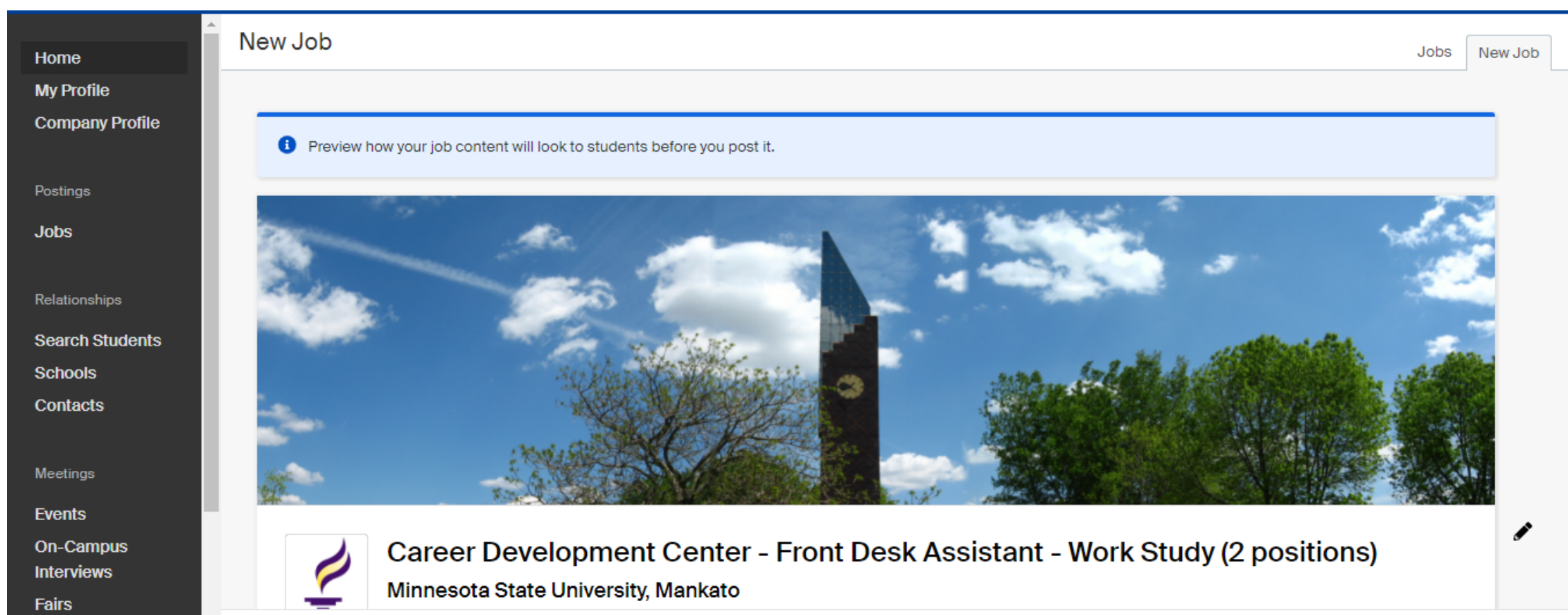
Review your Position and Finalize

You will be able to review your position and see how it will look to students before you post it. Make any corrections needed.

Job Posting Best Practices

- Employers should make every effort possible to coordinate a fair, equitable, bias-free hiring process.

- **DO NOT REVIEW ANY OTHER JOBS UNDER OTHER DIVISIONS** – only view applicants for the jobs you have posted in your division for your specific department.

Getting Started: Duplicating a Job

If you hire for the same position each year or semester with minimal changes to your job description or requirements, duplicating a job will save you a lot of time and effort! **Please do not extend an expiration date,** this is different than duplicating!
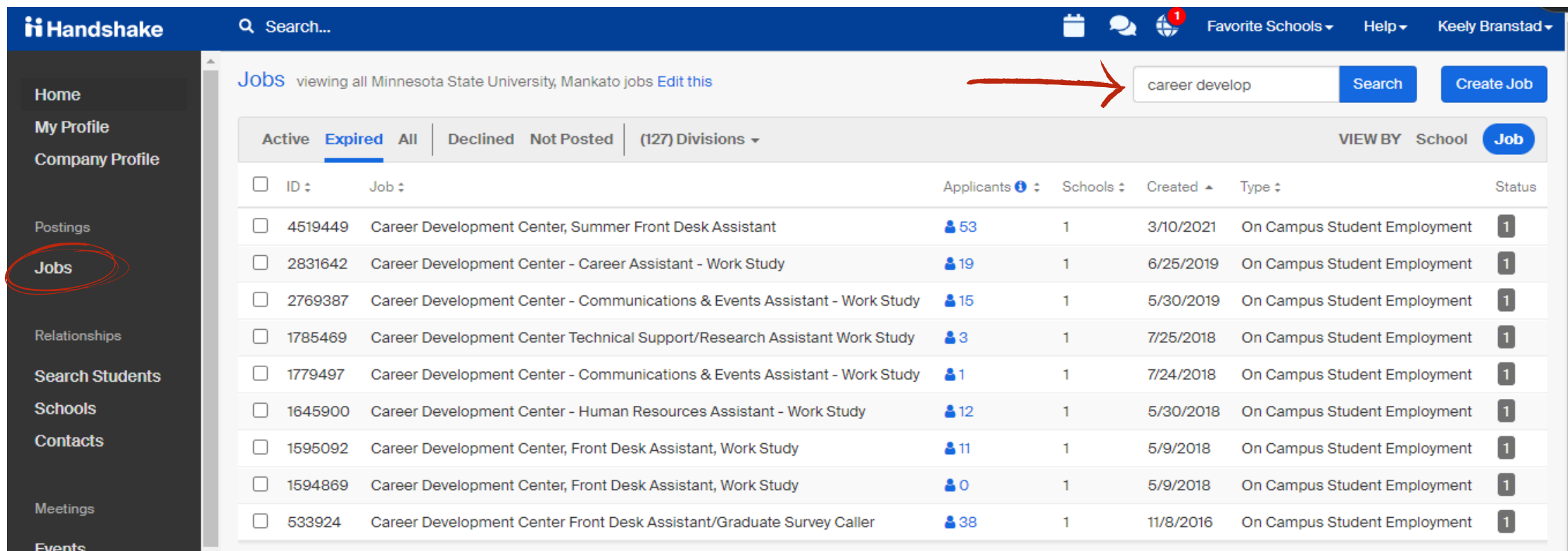
Click 'Jobs' in the left menu and then search for your department. You will be able to see a list of jobs associated with your search. Next, click on the job you'd like to duplicate.
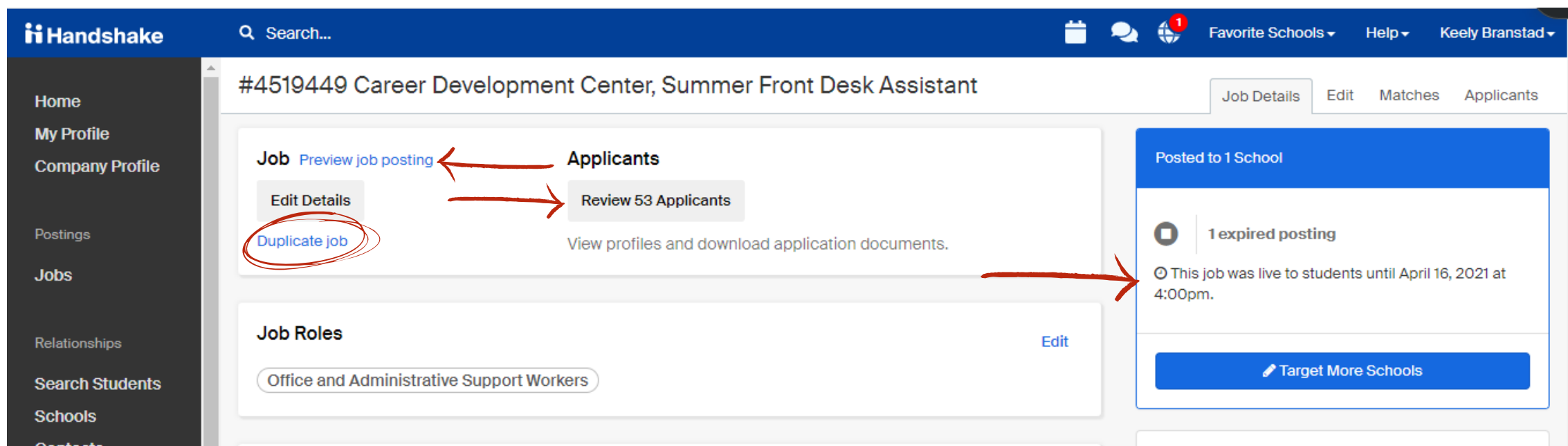
You will be able to view when the job expired, review applicants, preview the job posting, edit details, and duplicate the job. Click 'duplicate job' and a new position will open with all the same descriptions and requirements from your previous post.
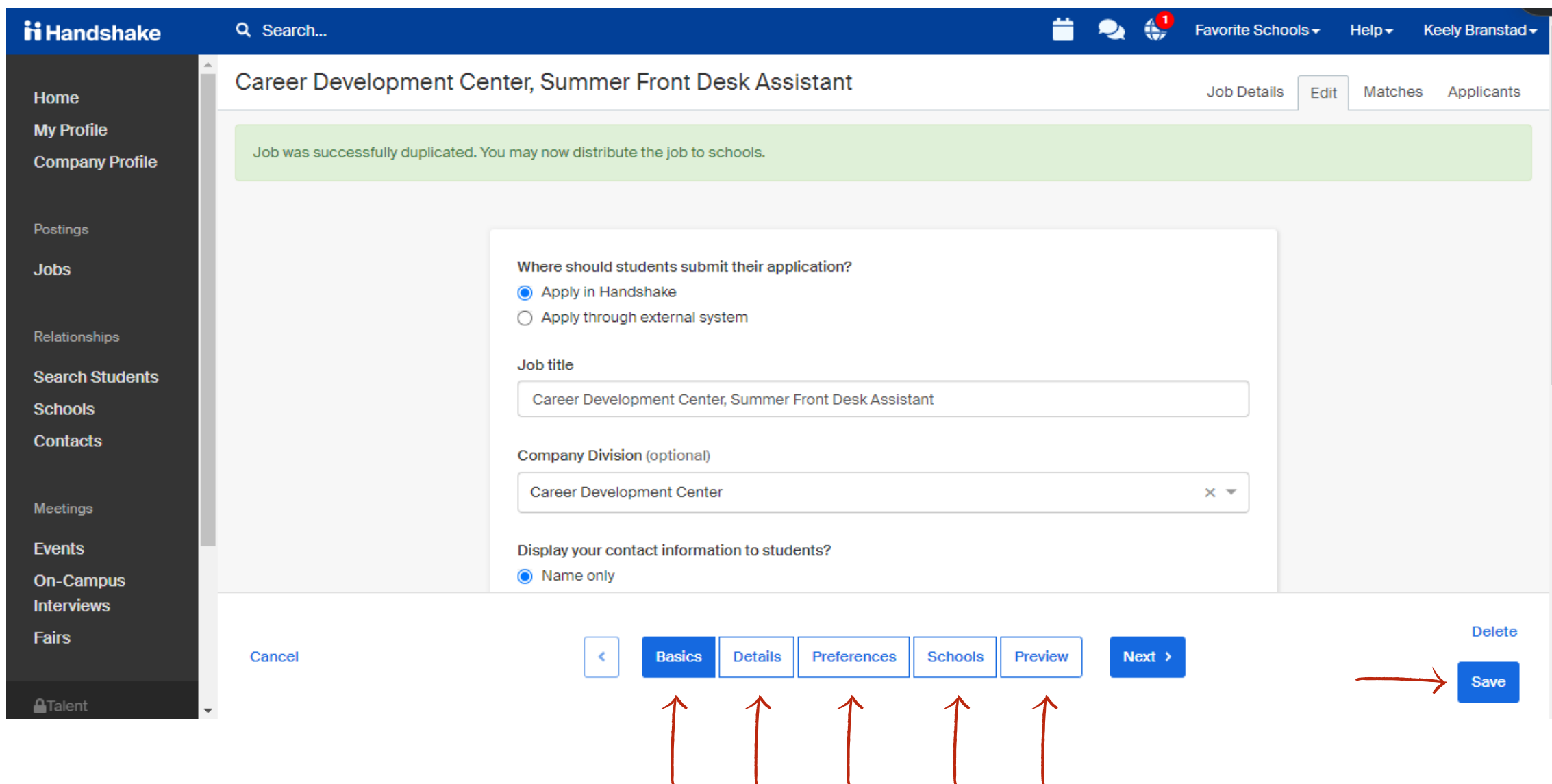
Review each step and make changes to your new posting as necessary and finalize.

Extending an Expiration Date vs. Duplicating

If you have posted a job and have not gotten as many applicants you were looking for, you may want to extend the expiration date. This allows any applicants that have already applied to stay within the pool, but new candidates can still apply without needing to create a new posting. **Extending an expiration is for current searches.**

If you are starting a new search, you want to duplicate instead of extending the expiration date. If you extend the expiration, you will not be able to sort new applicants from previous applicants. This can cause confusion if you contact an applicant from a previous search. **Duplicating is for starting new searches with the same job description information.**

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Troubleshooting & FAQs

For full-detailed instructions on how to post a job, click <u>here</u>, or check out these videos.
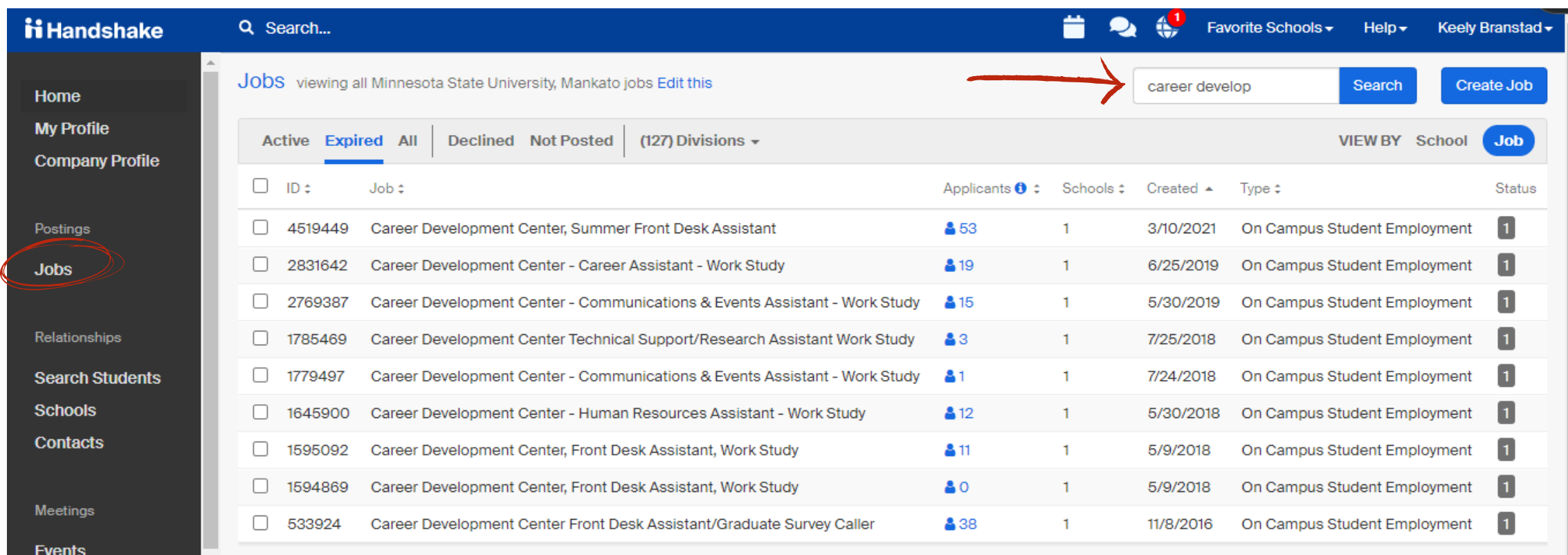
- <u>Video: How to Post a Job</u>
- <u>Video How to Post a New Job</u>

For specific questions on job postings, see Handshake help page <u>here</u>.

- <u>Edit a Job Posting</u>
- <u>Deleting a Job Posting</u>
- <u>Expiring a Job Posting</u>
- <u>Extend Expiration Date on a Job</u>
- <u>Duplicate a Job Posting</u>
- <u>Video: How to Post a Job</u>
- <u>Video How to Post a New Job</u>

Viewing Candidates that Applied for Your Job

Find your job posting.

Click 'Jobs' in the left menu and then search for your department. You will be able to see a list of jobs associated with your search. Next, click on the job you'd like to review applications for.
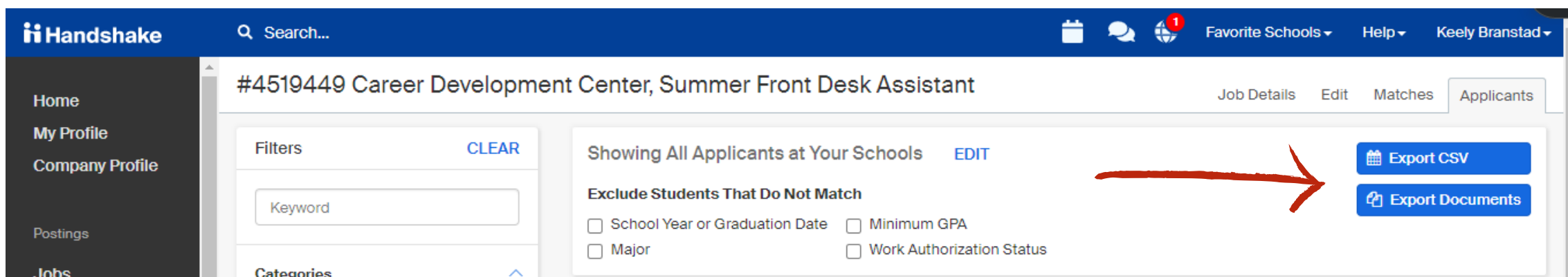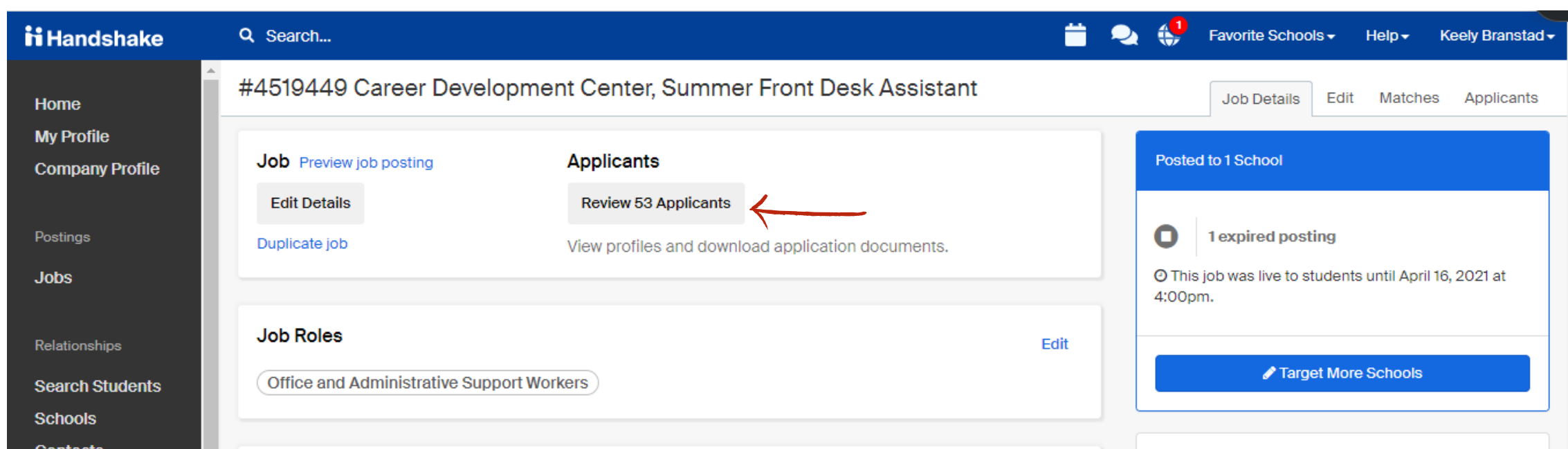
You will be able to view applicant profiles and download application documents that have been submitted.
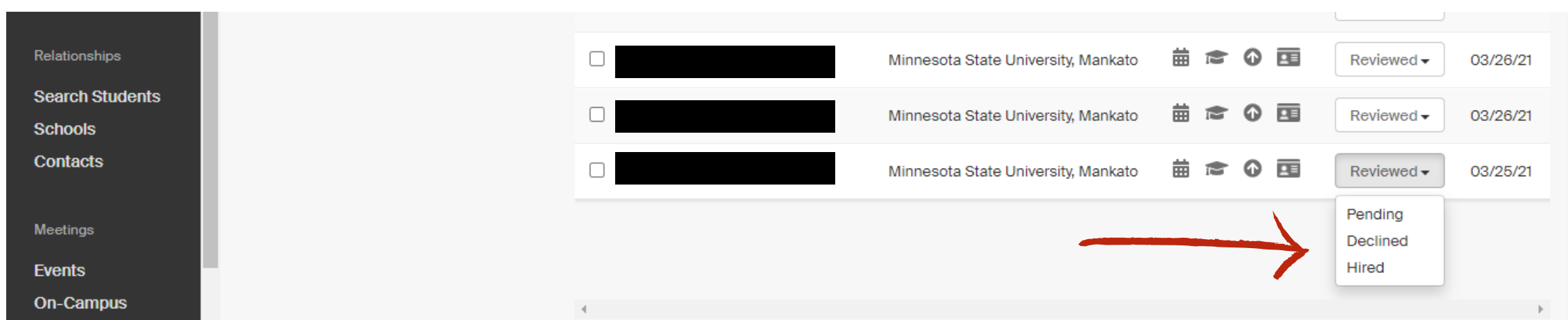
When you open and review each candidate, their status will automatically be updated as 'reviewed.' This will help you keep track of which candidates you've looked at and which are newer applicants.

If you know a candidate is not the right fit or does not meet the job qualifications, you can mark them as 'Declined' and Handshake will send an automatic message.

Communicating with Applicants

You lead your interview and selection process. Make sure to communicate your department's process and procedures since it can vary from department to department. Students might not understand why the Career Development Center made a job offer from the application only but another department wants to do an in-person interview.

Be clear about the process, next steps, and offering/denying a position.

It is illegal to ask about race, color, national origin, religion, sex, gender identity, sexual orientation, pregnancy status, disability, age, genetic information, citizenship, martial status, number of children, etc.

Best practices:
- Make an offer in writing over @mnsu.edu email address (or Handshake). You can request the candidate either confirm or decline in writing via email within a small time from (3-5 days is appropriate).
- Communicate with candidates throughout the process
- Communicate with all unsuccessful applicants after your hiring is finalized.

Sample Offer Letter:

Hi STUDENT NAME,

Thank you for applying to SPECIFIC JOB TITLE at YOUR OFFICE/DEPT TITLE! We are pleased to share that we would like to offer you this [work-study *if applicable] position- Congratulations!

The position is for # OF HOURS per week for the Fall and Spring semesters of (20XX-20XX) school year. Please take some time to review this offer and email me back within 3-5 days of your acceptance or decline.

(Only for work-study positions) Please note that work-study students are only allowed to accept 1 job at 1 location for the duration of the academic year, so if you do choose to accept this position with us, please log-in to Handshake and withdraw applications from other positions on campus. You can do this by logging into Handshake, click your name in the upper right hand corner, click applications, click on each application title you've submitted, and finally click on the grey "withdraw" button.

Once I hear back from you we will move on with finalizing paperwork.

Best,
YOUR OFFICE/NAME

Automated Messages & Templates

Please check your settings and ensure that your automatic replies are set up in Handshake. This allows candidates to know where they are in the application process without you having to update them individually. This ensures that candidates are being communicated with throughout the hiring process.

To check your automated messages go to "My Profile" > "Account" > "Status Message Preference"

PENDING MESSAGE:

Hi {{student_first_name}},

Thank you for applying to work in INSERT YOUR DEPARTMENT NAME HERE. We have received your application and will be reviewing it shortly.

Thank you,
INSERT YOUR DEPARTMENT NAME HERE

REVIEWED MESSAGE:

Hi {{student_first_name}},

Thank you for your interest in working at INSERT YOUR DEPARTMENT NAME HERE.

We have reviewed your application for {{job_title}}. If your experience is a good fit for this role, we will be in touch with information about next steps.

Thank you,
INSERT YOUR DEPARTMENT NAME HERE

DECLINE MESSAGE:

Hi {{student_first_name}},

Thank you for your interest and application to work at INSERT YOUR DEPARTMENT NAME HERE. Unfortunately, we have decided not to move ahead with your application for the role at this time.

Please do not hesitate to reach out in the future if we have another role you think could be a fit for you and be sure to review Handshake for new opportunities posted regularly across campus.

Thank you,
INSERT YOUR DEPARTMENT NAME HERE

Next Steps

After you have selected your successful candidate(s), it is important that you EXPIRE your job in Handshake so that it keeps the system as clean as possible for job-seekers. If you set up a expiration date when you created the posting, you will not need to expire the posting; it will do it automatically. Learn how to expire a job posting <u>here.</u>

Finish paperwork with MNSU Business Services. Handshake is a matching tool to help you find and hire students. You will still need to complete the paperwork process with Business Services to get your new student on payroll and finalized. You can find Student Payroll information <u>here</u>. Specific questions can be sent to <u>Cheryl Miller</u> in Business Services.

For work-study supervisor forms and information, click <u>here</u>.

Other Considerations

Students can leave reviews of the roles they have had at Minnesota State University, Mankato.

What can you do to provide a positive experience for students and a good reputation for your department?
- Orientation
- On-Going Training & Development
- Recognition
- Performance Reviews
- Regular Supervision

Contacts

For questions about Handshake, contact <u>Keely Branstad</u>.

For questions about work-study supervision, contact <u>workstudy@mnsu.edu</u>.

For questions about student payroll, contact <u>Cheryl Miller</u>.

For questions about work-study eligibility, contact <u>Student Financial Services</u>.

Additional Resources

- <u>Using Handshake for Work-Study & Student Help Hiring</u>
- <u>Work Study Supervisor Resources</u>
- <u>Work-Study Employment Application</u>
- <u>Applicant & Interview Management</u>
- <u>A Faculty Guide to Ethical and Legal Standards in Student Employment</u>
- <u>Handshake Help Center</u>

GRAB YOUR FUTURE BY THE HORNS

MINNESOTA STATE UNIVERSITY, MANKATO
CAREER DEVELOPMENT CENTER