

Student Employment through Handshake

Changing the Applicant Status (What to do when you want to hire an applicant)

1. Login to Handshake at <u>https:/app.joinhandshake.com</u>

ii			No account? Sign up here.
	Get the job done		
	Students Launch the next step in your career. Employers Hire the next generation of talent.	WITCHDERS	
	Career Centers Bring the best jobs to your students. Learn More	Wittenberg University Wittenberg University Sign On	
		You can also sign in with your email address. (Please use your.adu address, if appicable.)	

2. Choose "Jobs" to the left of the screen or "Jobs" under "Post a Job"

ii Handshake	Q Search				Ravorite Schools -	Help + Joi Garrett Scak
Home My Profile		Post a Job	Request an Interview	Create an Event		
Company Profile		Jobs	Interviews	Upcoming Events		
Postings		Success Consultant Pending Requested 5 minutes ago	You have not requested any on campus interviews yet.	You have not RSVP'd to any upcoming events.		
Relationships		Sports Medicine Student Worker - Event Approved May 06 at 8-28am				
Search Students Schools Contacts		Sports Medicine Student Worker - Manager Approved May 06 at 8/29em				
Campus Events Interviews		Sports Medicine Student Worker - Summer Approved May 06 at 8:27am				
Fairs		Student Worker - Approved General Office Assistant Approved July 27 at 8.31am				
		Upcoming Career Fairs				
		VIRTUAL Consulting & Strategy Confe August 26th 2020 at 6:00 pm	erence 2020			
		VIDTUAL Tools Might Tokoover 2020				



a. You should end up on a screen that looks like the one below:

Handshake	Q. Search						= 2	🛊 🌐 Favorite Schoots + 🛛 F
Home		Jobs viewing all V	Vittenberg University jobs Edit this			Ту	pe to search	Search Create Job
My Profile		Active Expired	I All Declined NotPosted Divisions +					VIEW BY School Job
Company Prome		0 10 :	Job 9	Applicante \$	School :	Expires *	Statue :	Campus Interview 2
		3765253	Student Assistant - Human Resources	▲ 4	Wittenberg University	8/14/2020	Approved	No
Jobs		3754582	Sports Medicine Student Worker - Summer	A 0	Wittenberg University	8/23/2020	Approved	No
		3754538	Sports Medicine Student Worker - Manager	A 0	Wittenberg University	9/30/2020	Approved	No
		3880670	Student Worker - General Office Assistant	A 4	Wittenberg University	10/9/2020	Approved	No
Search Students		3754503	Sports Medicine Student Worker - Event	A 2	Wittenberg University	10/31/2020	Approved	No
chools		3895527	Success Consultant	A 0	Wittenberg University	11/13/2020	Pending	No
ontacts		3863813	General Office Assistant - Off Campus Position	A1	Wittenberg University	12/1/2020	Approved	No
		3763861	Student Office Assistant, International Education	47	Wittenberg University	12/15/2020	Approved	No
		3863868	Accounting Assistant - Off Campus Position	A1	Wittenberg University	12/15/2020	Approved	No
Events		3863929	Marketing Project Assistant - Off Campus Position	4 0	Wittenberg University	12/15/2020	Approved	No
hterviews		3863181	Activities Assistant-Off Campus Position	A 0	Wittenberg University	6/1/2021	Approved	No
Fairs		3863724	Dog Daycare Staff-Off Campus Position	A1	Wittenberg University	5/1/2021	Approved	No

- 3. Click "Divisions" on the top menu. You will type in your department name until you see it populate. Select your department name. **NOTE:** be sure that "All" is highlighted so that you can see all of your department's positions, both active and expired.
- 4. When your position(s) show up, click the # under "Applicants" for the position you want to see.
- 5. When you see the applicant names for the position you are hiring for, change the applicant status under the "Status" column for each individual applicant.



STATUS DESCRIPTIONS

- "Pending" is the default status and means that this applicant is waiting to be reviewed by a supervisor.
- "Reviewed" means application materials and supporting documentation have been downloaded and reviewed by a supervisor.
- "Declined" means that a student has been reviewed and declined for the position by a supervisor.
- "Hired" means that a student has been vetted and the supervisor wants to hire the student.
- 6. Once you have changed the student's status to "Hired", Student Employment will begin the hiring process with the University *the following business day*.
- 7. **IMPORTANT!** After you mark your applicant as "Hired", you and your newly hired student will receive one of two emails from Student Employment:
 - a. Tax Paperwork complete OK to work and Payroll notified for time card creation.
 - b. Tax Paperwork NOT complete Student asked to schedule a tax paperwork appointment.