

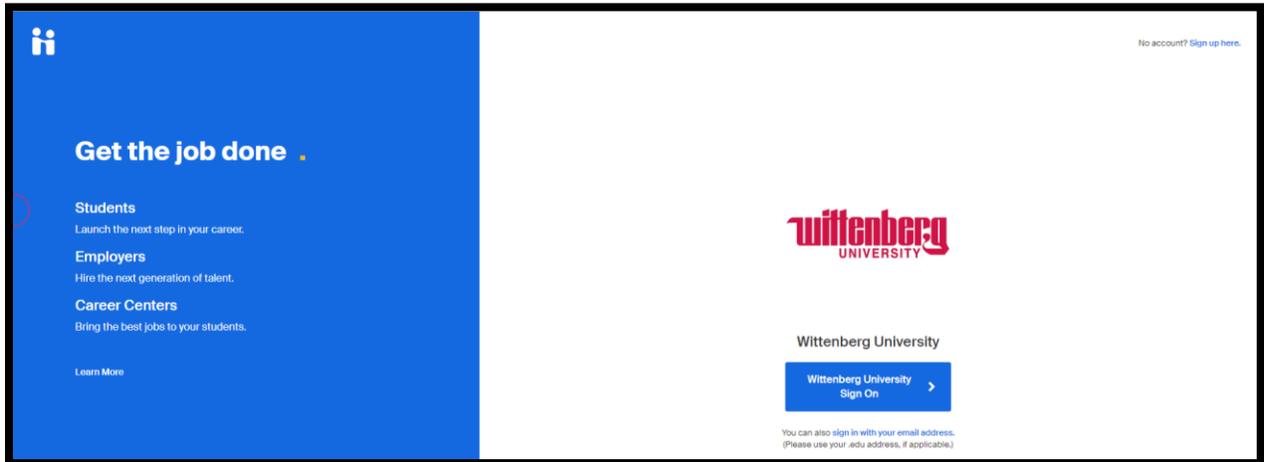


Student Employment through Handshake

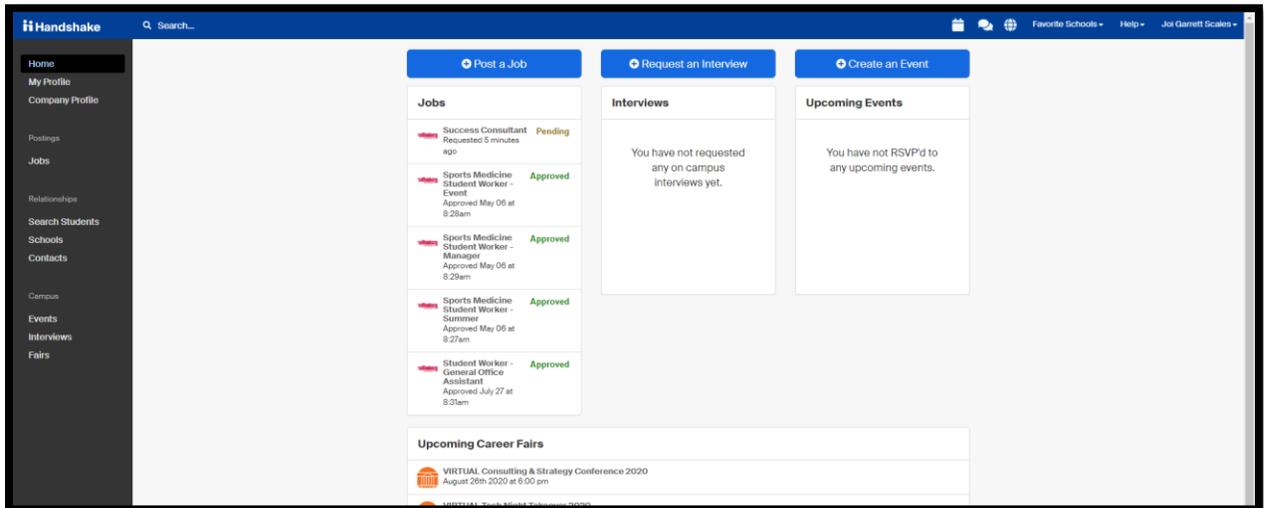
Changing the Applicant Status

(What to do when you want to hire an applicant)

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



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





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

ID	Job	Applicants	School	Expires	Status	Campus Interview
3765253	Student Assistant - Human Resources	4	Wittenberg University	8/4/2020	Approved	No
3754682	Sports Medicine Student Worker - Summer	0	Wittenberg University	8/23/2020	Approved	No
3754538	Sports Medicine Student Worker - Manager	0	Wittenberg University	9/30/2020	Approved	No
3880670	Student Worker - General Office Assistant	4	Wittenberg University	10/9/2020	Approved	No
3754503	Sports Medicine Student Worker - Event	2	Wittenberg University	10/31/2020	Approved	No
3895527	Success Consultant	0	Wittenberg University	11/13/2020	Pending	No
3863813	General Office Assistant - Off Campus Position	1	Wittenberg University	12/1/2020	Approved	No
3763881	Student Office Assistant, International Education	7	Wittenberg University	12/15/2020	Approved	No
3863858	Accounting Assistant - Off Campus Position	1	Wittenberg University	12/15/2020	Approved	No
3863929	Marketing Project Assistant - Off Campus Position	0	Wittenberg University	12/15/2020	Approved	No
3863181	Activities Assistant-Off Campus Position	0	Wittenberg University	5/1/2021	Approved	No
3863724	Dog Daycare Staff-Off Campus Position	1	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.