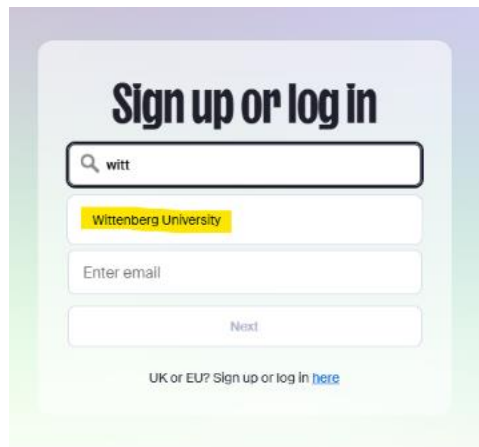


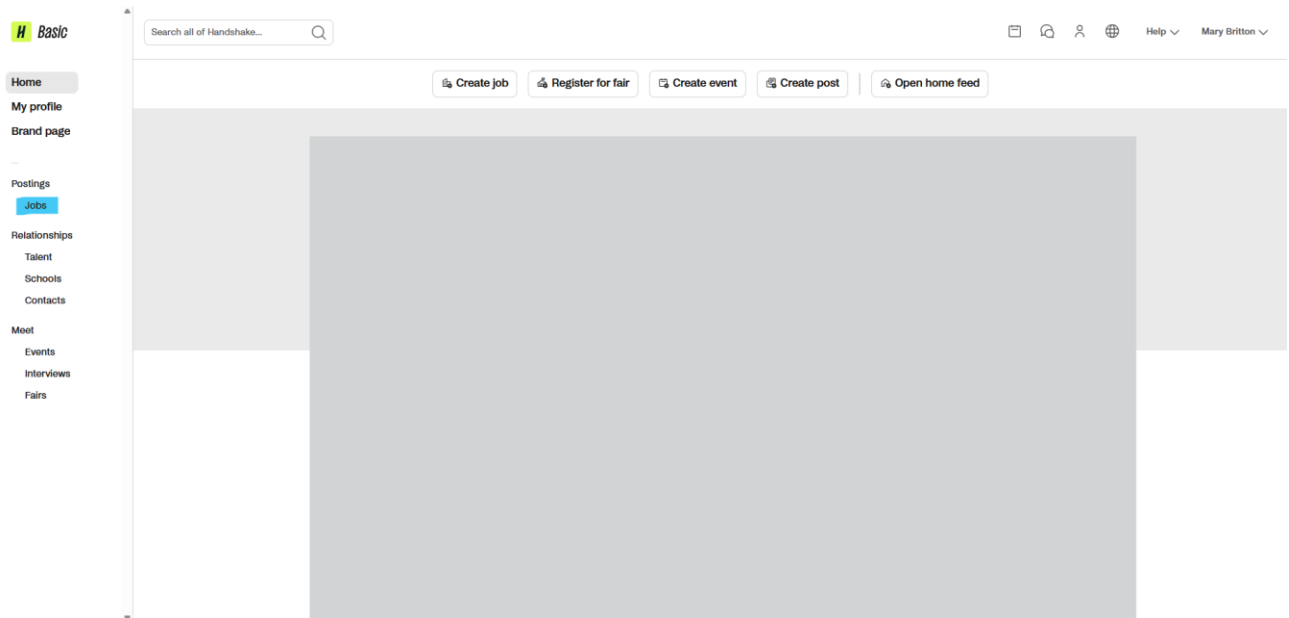
Changing the Applicant Status in Handshake (What to do when you want to hire or decline an applicant)

1. Login to Handshake at <https://app.joinhandshake.com/login>
 - a. Enter “Wittenberg University” in the “Find your School” option.
 - b. You should be able to use the MFA to log in. If you cannot, enter your email and password for Handshake

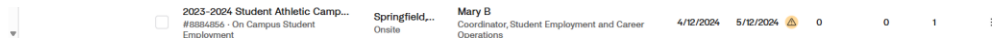


The image shows a 'Sign up or log in' form on the Handshake app. It features a search bar with 'witt' entered, a dropdown menu showing 'Wittenberg University', an 'Enter email' field, and a 'Next' button. At the bottom, there is a link for 'UK or EU? Sign up or log in here'.

2. Choose “Jobs” to the left of the screen



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



3. Make sure you are the owner of the positions, and you have the status set as you need it, either as “Active” or “Closed.”
4. When your position(s) show up, click the "Applicants" for the position you want to see.
5. When you see the applicant names for the position you are hiring for, click the “Move to” box to change their status to “Hired” or “Declined”.



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.