

## UNE STUDENT EMPLOYEE SUPERVISOR: QUICK START GUIDE: GETTING STARTED WITH HANDSHAKE

### Step 1: Create your account

- Click on the following to create your account:
- [https://app.joinhandshake.com/employer\\_registrations/new?employer\\_invite\\_token=qqONoAR7JUqxG1YIn8jNSdYM1xUrCUnk](https://app.joinhandshake.com/employer_registrations/new?employer_invite_token=qqONoAR7JUqxG1YIn8jNSdYM1xUrCUnk)
- You will be joining Handshake as an employer looking to hire students
- Log in with your UNE email, create a password (5 character at least 1 capital letter & 1 number)
- Complete information requested, leave the alma mater & type of candidates information blank; select **not** a third party recruiter

### Step 2: Confirm your account & log in

- Go to your UNE email to confirm your account and log in
- Select **“On Campus Employment University of New England”** as your employer, and select **“University of New England”** as the school you want to connect with.
- Log in

### Step 3: Post jobs

- Select the *Post Job* link
- Add the information regarding your position, your position is on-campus, part time, temporary, work study.
- Start and end dates for the position and the job posting are required as well as a complete job description, including all duties which will be performed and expectations for the position.
- All jobs should have an accurate title to define the position, such as “Student Financial Services Office Assistant,” “Biology Research Assistant” “Career Services Marking Assistant.”
- Make sure at the end you have selected “University of New England” as your school, select SAVE

Congratulations! Your position is now in que to be reviewed by Student Financial Services. Please allow a minimum of one week for review. You will be notified if any issues are found with your position. Permitting approval, students will be able to view and apply for your position in  
HANDSHAKE!

If you have any technical issues with Handshake or need assistance, please contact Marcie Pecora at [mpecora@une.edu](mailto:mpecora@une.edu)

## STUDENT EMPLOYEE SUPERVISOR: QUICK START GUIDE MANAGING APPLICATIONS

To Access Applicants through a job posting o Select *Jobs* in the left-hand navigation bar

- Locate the job for which you'd like to view applicants. Click on the Expired tab at the top of the page if you're trying to locate a job that has since expired.
- Click the number and person icon under the Applicants column, connected to the job for which you wish to view the applicants

### Managing Applications

To change a student's application status:

- Open dropdown menu under Status on desired applicant and select either "Hired," "Declined," or "Reviewed."
- To automatically send applicants custom messages when you change their status, see Closing the Application Loop: Setting Messaging Preferences below.
- An applicant's status will automatically change to "Reviewed" once you download the documents they used to apply to the job posting.
- Keep in mind: Unless you have set up applicant messaging, changing an applicant's status from pending to declined or hired will not send any notification to the applicant. However, the applicant will be able to check their status on their Handshake account and see that their status has changed.

### ***Closing the Loop: The Automatic Applicant Status Messaging:***

This feature allows you to create custom messages that can be automatically sent to applicants based on their application status ("Hired," "Declined," or "Reviewed."). Utilize this feature to communicate more clearly with potential candidates about the status of their application. To manage your *Messaging Preferences*:

1. Click on your name in the right-hand corner
2. Click on *User Settings*
3. Click on *Messaging Preferences* → **Creating Default Messages**
  - Use the blue tabs towards the top of the message box to create each custom message for the individual status change (Pending, Reviewed, Declined)
  - Enter your Subject line and create your message in the body section of the message box. Tip: Click on Insert Variable to have the student's name/job title automatically filled in the email that is sent.
  - Click Save Default Messages to save all three custom messages