This guide is a basic introduction to AGGIE Handshake. For more detailed information and help with questions, please contact USU Career Services at (435)797-7777 or career.services@usu.edu, or access the Handshake Help Center articles by choosing <Help> in the upper right corner of your AGGIE Handshake Home page.

AGGIE Handshake is Career Services’ online platform for posting jobs, internships, and career positions. AGGIE Handshake offers your team many great features such as:

- Managing all your campuses and posting positions once.
- A mobile experience - update your job postings, view applicants, and more all while on the go using Handshake’s responsive design.
- Engaging with students and alumni in the AGGIE Handshake community.

How to access your AGGIE Handshake account and complete your profile:

1. **Employers With an AGGIE Handshake Account**

   You may already have an AGGIE Handshake Employer account as an employee of USU. To check, go to usu.joinhandshake.com/login.

   If you have an account, you should see your email address as shown.

   **User Name:** University Email (e.g. first.last@usu.edu)

   **Do not log in with an A number.** Use the Username and Password (Handshake Credentials) you used to create the account. If you cannot remember your Password, choose the **Forgot your password?** option.

   If you have trouble logging in at this point, contact Career Services at (435) 797-7777.
2. **Employers Without a Handshake Account**

To create an account in AGGIE Handshake, go to usu.joinhandshake.com. Click on `<No Account? Sign up here.>`

Select `<Create an employer>` to create the correct profile.

**Tip:** `<bolded word>` indicates specific tab or function on Handshake

Then fill in the `<Sign up as an Employer>` page.
Recruiting interests and Alma Mater are intended to help off-campus employers network with students and schools and are required fields. Fill in the information then click <Next: Employer Guidelines>.

Review the Employer guidelines. On-campus employers are not third party recruiters, select <No> and click <Continue>.

You will see this message appear once you have successfully signed up for an account on Handshake! The next step will be to connect with or create an Employer account by following the prompts in the confirmation email mentioned here.

Please the note the instructions to follow if you did not receive the confirmation email.

When you click <Confirm Email> in your confirmation email, you will be returned to Handshake.
AGGIE Handshake
On-Campus Employer Guide

AGGIE Handshake On-Campus Employer Accounts:

- Each Department/College creates its own separate Company/Employer account within AGGIE Handshake. (Similar to those employers who are not affiliated with campus.)
- Each Department/College will manage its own staff and postings, ideally choosing one person such as the office business manager to fill this role. (In the Staff Management section, this person will be the Owner of the account, others will be Recruiters.)
- Each Department/College will use its name as the title of their On-Campus Employer account. Regional Campus employers include the location: USU Price, or USU Blanding.
- Main campus employers use the simple Department/College title as in: USU College of Engineering, or USU Exploratory Advising.

You will see the Join Company page. If your Employer (College/Department) already exists in AGGIE Handshake, you can click <Request> to connect with that College/Department and then select <Next> Connect to Schools>. Note: Only departments who recruit students from other schools, i.e., field techs for research, will need to connect to other schools.

If the correct College/Department does not pre-populate, you can use the search bar to find your company. If your College/Department does not yet exist, you can click the <Create New Company> button.

Note: Please contact Career Services before you create a new employer account. Your Department may already have an account under a different name or under your College.

Read How do I create a company profile to learn more about completing your company profile in Handshake.
If your Department will be recruiting students at other schools in Handshake, choose <Schools> from the black left hand navigation bar and use the filters on the left side of the screen to narrow down schools by rank, region and location, etc. To request to connect with individual schools, click the <Request> button to the right of the school. Then click <Request> in the pop-up box. Your request will be sent to the schools you have chosen and you will be notified when you have been given approval to post jobs at those schools. For more information on the Favorite Schools feature go to: https://support.joinhandshake.com/hc/en-us/articles/225177527-About-the-Choose-Your-Schools-Feature

A student at any other school now has the option to apply for jobs on AGGIE Handshake through a new program on Handshake, Handshake Open. Please review the following article: https://support.joinhandshake.com/hc/en-us/articles/360033720494 for more information.

How to post a job to your AGGIE Handshake account:

1. Start by clicking <Post a Job> from your home dashboard.

You will now be asked to complete 4 steps to create the job posting: Basics, Details, Preferences, and Schools to post the job. You do not have to fill out every field to create your job - required inputs will be identified with an asterisk (*). Note: the more fields you complete, the more well defined your job posting will be and the more likely you will be to attract well-qualified candidates.

Note: On-Campus positions are required to be posted for 24 hours OR until 3 applications are received.

Job <Basics>

Where should students submit their application? Due to Equal Opportunity and Payroll requirements, all applicants for part-time on-campus student jobs are required to apply through AGGIE Handshake.

If you require students to apply through an external website or applicant tracking system in addition to AGGIE Handshake, include those instructions in the Description field on the Details page.

Add a Job Title.
Display your contact information to students.
  • Always choose “Don’t show my info”

*Note: If you are an on-campus employer posting a position that is 30+ hours for more than 4 months, you will need to post this position to the USU HR website. If the position is less than 29 hours OR full time for 4 months or less, you can post it to AGGIE Handshake.

USU Regional Campuses please include the job location in the job title as in: Staff Assistant – Price.

Add a Job Type.
  • Always choose “On Campus Student Employment”

Add an Employment Type & Duration.
  • Choose from Full Time or Part Time* and Permanent or Temporary/Seasonal.
  • When selecting Temporary / Seasonal, you do not need to add start and end dates.

Indicate Work Study. This step is REQUIRED.
  • For on-campus employers, select <Yes> or <No> depending on if you want to hire a Work Study student.
  • If you are not able to see the Work Study section, please contact us so we can give you the appropriate permissions.

If you are posting a job for a community member, you will need to post this position on the USU HR website. Community members are no longer allowed to create student accounts on AGGIE Handshake as it is against our service agreement with Handshake.
3. Once you are finished with <Basics>, choose <Next> along the bottom of your screen. This will take you to <Details>.

Add a Description for your job.
- If you copy and paste a description from your own website, the formatting will be retained.
- At the beginning of the job description, indicate this position is On Campus ACA Variable or, for Work Study positions, indicate it is Federal Work Study On-Campus ACA Variable. You must also add that US Work Authorization is required.

Job Roles
- The update to the Job Function field, now Job Roles, is an extensive list, but using this feature even for part-time student employment positions will help the Handshake system direct positions to students and increase student interest in the jobs you post. For more information about how to use the Job Roles to your advantage go to:
  
  https://support.joinhandshake.com/hc/en-us/articles/360033943893

How many students do you expect to hire for this position?
- This number can be approximate and will not be displayed to students.

Approximate Salary
- Enter a number, not a range. Specifying a salary value is optional.
- You can also toggle the dropdown on the right between per year / per month / per hour, or mark the job as an unpaid position.

Location
- The Location field is connected to Google maps. Enter the job location and choose from the drop down menu.

Allow Remote Workers
- Check the box if this applies to your position.
Required Documents

- When a student applies for your position, Handshake uploads the Required Documents from their account and will send the contact for the position a link to an applicant package including those documents.

Once you're finished with <Details>, choose <Next> along the bottom of your screen. Proceed through <Preferences>.

Note: None of the preferences you add to this page will block students from applying for your job, but will show which candidates meet all of your preferences, and those who do not. You can learn more in the article on Job Preferences.

Also note: All of these Preferences are completely optional.

Add a Graduation date range for your job by specifying the Earliest and Latest graduation date for qualified applicants.

You can select to qualify students by School Year - Freshman, Sophomore, Junior, Senior.

Add a Minimum GPA value if desired.

Choose which Majors would make a student qualified for your job. This step is discussed in more detail below.

Setting up your Major Preferences.

- By choosing "Computer Science", you are mapping your major preference to each school's individual term for "Computer Science."
- Even if a major is named "Software Engineering" at a different school, it will still get bucketed into this major correctly.
- Note: these majors are mapped across every school on Handshake.
- Once you select a category (click on the checkbox next to it), that category will expand to show the majors within it.
- All majors within a category will be selected by default, but you can remove them by simply clicking on the major you would like to remove.
- In this image, you can see only 5 of 8 majors were selected within Computer Science, Information Systems, and Technology to provide a better description of what majors you are seeking.
- If you know of a very specific major at a school that you would like to choose instead of Handshake's mappings, choose the link at the bottom of the webpage. Clicking this link will open up a list to pick your school and major manually.
Applicant Packages

Set up who should receive Applicant Packages by selecting one of the two options below.

- **Email a summary** – the Contact will receive one email with a link to applicant packages once your job expires.
- **Email every time** - the Contact will receive emails/link each time a new student applies. If you choose this option, you can then specify whether you want every student who applies, or only students who match all of your preferences (eligibility for international students, grad date/year, GPA, and Major).

You can also add other teammates to receive packages by choosing from the dropdown. If you haven’t added them as a contact yet, you can choose <Create a new contact>

As the person posting the job, your name will appear automatically as an Applicant package recipient. You can remove your name by choosing the <X> next to your name.

**Note:** Many job Contacts may not have an AGGIE Handshake User/Recruiter account and will not be able to log in and see the job posting or applicants. We recommend that when you post a job you send the Contact an email that confirms the job has been posted, and that they will receive email(s) with links to the applicant packages when students apply. We also recommend including a screen shot of the job posting. Some employers have created an email template to this effect.

4. Once you’re finished with <Preferences>, choose <Next> along the bottom of your screen. This will take you to <Schools>.

**Add schools** by clicking on the down arrow in the Search your schools to add job postings field. Schools that you have already chosen will appear in the list. You will need to choose <Utah State University> to post to USU.

**Note:** If your College/Department has not been approved to post jobs at a school, you will not see that school as an option. If you have not been approved at any schools, you can still create this job and come back later to add schools.

- To add a school, choose <Find More> and select from the list on the School Network Management page the will open.
- To post this job to all schools, select <Add All Schools>.

Once you have added schools, you will see a few options to manage them.

- **Remove a school** - The <X> to the left of each schools allows you to remove it from the list.
- **Interview on campus?** – This indicates that you want Career Services to host your interviews. **Do not select this if you want to hold the interviews in your own space.** Typically off-campus employers use this to hold interviews in our office on campus.
- **Apply start date** - you can choose if you would like to block students from applying to your job until a specific date.
- **Expiration date** - choose the date that the job will expire at that school and students will no longer be able to see the job or apply.
• Adding a **Global apply start date** allows you to update the job start date for every school on your list (it will overwrite previously set start dates).

• Adding a **Global post expiration** allows you to update the post expiration for every school on your list. (It will overwrite previously set expiration dates).

**This only applies if you are posting this position to other schools.**

**Note:** If you would like to have students from other institutions apply to your position, you will need to add other schools (see image above) and post the position to those schools in addition to Utah State University. Students at other institutions using Handshake will be able to apply via Handshake. A student at any other school now has the option to apply for jobs on AGGIE Handshake through a new program on Handshake, Handshake Open. Please review the following article: [https://support.joinhandshake.com/hc/en-us/articles/360033720494](https://support.joinhandshake.com/hc/en-us/articles/360033720494) for more information.

5. You’re all set! Choose **<Save>** on the bottom navigation to create and review your job posting. The job posting will automatically go to Pending and Career Services will review/approve your posting within 24 hours. When approved, you will receive a confirmation email that your position has been approved and students will be able to view/apply for the job.

6. **Managing job postings:**

   • If the job has been **active for 24 hours or has had 3 applicants**, and you have hired someone or received all the applicants you need, you can expire the job posting before original expiration date by going to **<Jobs>** in the black left-hand navigation bar on your **Home** page and click directly on the title of the job you wish to expire. This will open the job to the overview page where you can choose **<Expire Job>**. Note that you can view **Active, Expired, All, Declined or Not Posted** positions by choosing that category on the Jobs page as shown below.

   • To renew a job posting, choose **<Expired>** from the **Jobs** page as shown above and click on the title of the job you want to renew. You can edit the job posting details if needed then update the apply start and expiration dates and choose **<Save Changes>** in the bottom right corner. All applicants that have applied previously will still be associated with this job posting and job ID number will remain the same.
7. Options for managing applicants in AGGIE Handshake:

- If you would like to renew the job posting without retaining past applicants and have a new job ID assigned to the posting, you can duplicate the job by choosing <Duplicate Job>, update the information and expiration date and choose <Save>.

- Select applicants by choosing the number under Applicant Count. You will then be taken to the applicants’ page for that job. You will be able to filter your candidates in a variety of ways. You will also be able to check boxes to exclude students that do not match all or some of your job preferences. Lastly, you can export all your applicant data to .csv file, and you can download their documents as well. By selecting <Status>, you can set them to “hired,” “declined,” “reviewed” or reset them to “pending.” This enables you to organize your applicants and send automatic messages to students as described on the following page.

- You can automatically send messages to students concerning their application by going to your Home page and choosing <User Settings> from the drop-down box below your name.
Then choose **Status Messaging Preferences** from the menu on the left.

By choosing the drop-down arrow on the right you will be able to set AGGIE Handshake to automatically send a message matching the status of the student’s application. There is a field on this same page where you will create the message.

The AGGIE Handshake On-Campus Employer Guide was created by Career Services to assist you with basic employer account creation and job posting tasks. The AGGIE Handshake Help Center covers these and other employer issues in greater depth and will enhance your use of AGGIE Handshake. Use this [link](https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer) to access the Employer Help Center on AGGIE Handshake.

*Thank you for using AGGIE Handshake to manage your job postings.*

Feel free to contact Career Services at 435-797-7777 or [career.services@usu.edu](mailto:career.services@usu.edu) for help in using AGGIE Handshake.