AGGIE Handshake
On-Campus Employer Guide

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 USU Career Services' online platform for posting jobs, internships, and career positions. AGGIE Handshake offers your on-campus team many great features such as:

- Managing all your campuses and 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.

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

   **Username:** USU Email (e.g. first.last@usu.edu)

   **DO NOT log in with your A#.** Use the Username (USU Email) and Password you used to create the account. These are your Handshake Credentials and are different than USU Single Sign On. (A# and strong password.) If you cannot remember your Password that you used to create the account, choose the **Forgot your password?** option.

   If you have trouble logging in at this point, contact Career Services at (435) 797-7777.

Tip: <bolded word> indicates specific tab or function on Handshake
2. **Employers Without a Handshake Account**

To create an account in AGGIE Handshake, go to [http://app.joinhandshake.com/](http://app.joinhandshake.com/). Click on **<No Account? Sign up here.>**

Select **<Are you an employer? Sign up here>** to create the correct profile.

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

Then fill in the **<Sign up as an Employer>** fields.

Your email address and password entered here are your Handshake Credentials. Then choose **<Sign Up>**.

**Note:** Most USU Colleges/Departments already have an AGGIE Handshake account and a designated person to post jobs. Please check with your office staff before attempting to create a new employer account or contact account.

If you have been given permission to post jobs for your College/Department, the person in charge of your College/Department account can send a link inviting you to join Handshake. The process is similar to creating an employer account but at one point you will be able to connect with your employer. Please see this Handshake Help article for more information:

Tell us the types of students you wish to recruit and Add your Alma Mater are intended to help 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 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.
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, 435-797-7777, 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. The **USU Full Notice of Non-Discrimination** must be included in each job posted to USU. Please add the Full Notice (found on page 6 of this guide) to the Description field of your company profile. That way the Full Notice will automatically be added to every job you post on AGGIE Handshake.
Recruiting community members/non-students for USU part-time positions:
Part-time positions for community members/non-students are no longer allowed to be posted on AGGIE Handshake as it is against USU’s service agreement with Handshake. Positions recruiting non-students or both USU Students and non-students need to be posted through USU Human Resources and applicants need to apply through the USU HR iCIMS. The latter positions can be advertised on AGGIE Handshake but applicants must apply through USU iCIMS. Please contact USU Human Resources at (435) 797-0216 or go to https://hr.usu.edu for more information. See the Note below concerning recruiting students at other schools.

School Network Management. 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/360018956834

Note: Recruiting and posting jobs for Non USU students

- Students at another University on Handshake (Handshake partner school) can apply for jobs at USU through their Handshake account with their school if USU has posted the job to their school.*
- Students at a University not on Handshake (Handshake non-partner schools) can sign up for an account through the new program, Open Handshake network. However, these students will not be able to view or apply for USU On-Campus positions. The job will need to be posted through and the student will need to apply through USU Human Resources. Human Resources.
- Current students and recent graduates seeking part-time/full-time jobs while in school and for after graduation should visit AGGIE Handshake to view openings with USU, local, regional, national, and global employers. Job seekers looking for full-time, benefitted positions at Utah State University should search and apply through Human Resources.
- High school/USU concurrent enrollment students can create AGGIE Handshake accounts and apply for on-campus jobs. These students will need to contact Career Services for assistance. 435-797-7777, career.services@usu.edu.

*NON-USU Student EPAF: To verify the hiring of a non-USU student, you will need to take a screen shot of the job’s “Showing All Applicants at Your Schools” page in AGGIE Handshake that includes the hired student’s name, and send it to the Student Employment Supervisor. The Student Employment Supervisor does not have access to applicants who have applied from other schools and will need the screen shot to be able to approve the EPAF.
NOTE: THIS FULL NOTICE OF NON-DISCRIMINATION MUST be included in the employer Description field of your Company Profile so it will automatically be added to every On-Campus Job Posting as required by the USU Title IX Coordinator.

Full Notice of Non-discrimination

In its programs and activities, including in admissions and employment, Utah State University does not discriminate or tolerate discrimination, including harassment, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law. The following individuals have been designated to handle inquiries regarding the application of Title IX and its implementing regulations and/or USU’s non-discrimination policies:

Executive Director of the Office of Equity
Alison Adams-Perlac
alison.adams-perlac@usu.edu
Old Main Rm. 161
435-797-1266

Title IX Coordinator
Hilary Renshaw
hilary.renshaw@usu.edu
Old Main Rm. 161
435-797-1266

For further information regarding non-discrimination, please visit https://equity.usu.edu/, or contact:

U.S. Department of Education
Office of Assistant Secretary for Civil Rights
800-421-3481
OCR@ed.gov

U.S. Department of Education
Denver Regional Office
303-844-5695
OCR.Denver@ed.gov
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How to manage your AGGIE Handshake employer account.

1. **Account Ownership:**

   **Note:** It is important to identify the Owner of your AGGIE Handshake account because of the permissions they have (as described below). If that person leaves your department or college, you will need to have them transfer ownership of the account to someone else or you will need to contact Career Services or Handshake for help to do so.

   - **Owner:** One User/Recruiter per company profile may be the Owner. This user has permission for all roles, but in addition:
     - Can edit/manage staff, i.e., approve, decline, or delete staff members.
     - Can log in to AGGIE Handshake, post and manage jobs and applicants, and directly use Handshake services for their employer.
     - Can manage the company’s branding page and logo.
     - Can transfer ownership of the account to another User/Recruiter – the only person who can do so aside from Handshake Support.

   Generally, the contact who created the employer account will be designated as the account **Owner**. For instructions on how to view the **Owner** of your employer account and other User/Recruiters, go to this Handshake Help article:


2. **Other staff roles:**

   - **Administrator:** An Admin has the ability to manage staff except for the Owner position. The admin role is only given on request by Handshake. The advantage of having a User/Recruiter with Admin abilities is they could manage staff in the absence of the account Owner. They also have permissions for all other roles.
   - **Recruiter or User/Recruiter:** The most common role among contacts connected to a company profile. User/Recruiters have all roles and abilities, except for editing the company's branding page and managing staff.
   - **Contacts:** Contacts are individuals whose contact information has been added to Handshake, as in the case of individuals being added to a job as a Contact to receive applicant packages. They do not have a Username or Password nor can they directly use Handshake. For more information on Contacts, please go to this Handshake Help article:

     [https://support.joinhandshake.com/hc/en-us/articles/218692748](https://support.joinhandshake.com/hc/en-us/articles/218692748)

3. **Inviting staff to join Handshake**

   If you need to add User/Recruiters to post jobs for your college or department, the account Owner or Admin for your College/Department account can send a link inviting the staff member to join Handshake. The process is similar to creating an employer account but at one point they will be able to connect with your employer. Please see this Handshake Help article for more information:

How to post a job on AGGIE Handshake:

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. 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 attract well-qualified candidates.

Note: On-Campus positions are required to be posted for 24 hours OR until 3 applications are received. Also, DO NOT Delete job postings or job applicants. The information needs to be saved for auditing purposes.

1. Job <Basics>

Where should students submit their application? Due to Equal Opportunity and Payroll requirements, all USU student/alumni applicants for part-time On-Campus student jobs are required to apply through AGGIE Handshake unless the job has been posted to USU HR iCIMS.

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.

USU Regional Campuses please include the job location in the job title as in: Staff Assistant – Price.
Display your contact information to students.
- Always choose “Don’t show my info”

Add a **Job Type**.
Choose “On Campus Student Employment, Internship or Fellowship” as applicable.
Choose “On Campus Student Employment” even if the actual job location is elsewhere. You can put the physical location in the job description and the Job Location field.

Add **Employment Type** and **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.**
- 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.

*Note: If you are an on-campus employer posting a position that is 30+ hours per week 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 per week OR full time for 4 months or less, you can post it to AGGIE Handshake.

2. 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 if 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 is not 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 Mapbox 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 sends the Contact for the position a link to an applicant package including those documents.

3. Once you are 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 your preferences and those who do not. You can learn more in the article on Job Preferences.

Also note: All 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 schools' 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.

- 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 a list to allow you 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 all 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 have not 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 are finished with Preferences, choose Next along the bottom of your screen. This will take you to Schools. You will need to choose Utah State University to post to USU.

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.

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 that 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 school allows you to remove it from the list.
- **Interview on campus?** – This option is for those who want to use AGGIE Handshake to create and manage an interview schedule. Typically, off-campus employers use this to hold interviews in the Career Services 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 on Handshake (partner schools) 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 through their Handshake account at their school. Please see **Note: Recruiting and posting jobs for Non USU students** on page 5 of this guide for more information.

5. **You are 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. Go 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 the job ID number will remain the same.

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>.

7. Options for managing applicants in AGGIE Handshake:

Select applicants by choosing the number under Applicant Count. You will 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 below.

You can have Handshake 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 to access the Employer Help Center on AGGIE Handshake. https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer

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 for help in using AGGIE Handshake.