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 system for posting jobs, internships, and career positions. AGGIE Handshake will offer your team many beneficial features such as:

- Managing all your job postings and campuses 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**

   If you have posted a position with Career Services in Career AGGIE (prior to July 2017), or AGGIE Handshake (after July 2017), you may already have an AGGIE Handshake account. To check, go to usu.joinhandshake.com/login

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

   **DO NOT log in with an A#. Choose <Or log in using your Handshake Credentials>**.

   **Handshake Credentials: Username**: your email address.
   **Password**: created when you logged in for the first time. If you cannot remember your Password, choose the **Forgot your password?** option.

   If this does not work, then you will need to sign up for an account. Proceed to step 3.
2. **Employer Contacts with a Handshake Account, But Not Connected to Their Employer.** If you have posted positions at Utah State University previously, you may have an AGGIE Handshake Contact account. However, it may not be connected to your employer. Please contact USU Career Services, 435-797-7777 or career-services@usu.edu for help in connecting to your employer account.

3. **Employers Without a Handshake Account**

   To create an account on AGGIE Handshake, go to usu.joinhandshake.com.

   Click *No account? Sign up here.*

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

   Then fill in the *Sign up as an Employer* fields.
Your email address and password entered here are your Handshake Credentials. Choose <Sign Up>.

Enter your recruiting interests and Alma Mater to better network with students and alumni. Then click <Next: Employer Guidelines>.
Review the Handshake Employer Guidelines. Indicate if you are a third party recruiter and click <Continue>.

You will see this message appear once you have successfully signed up for an Employer 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.

USU Career Services Third Party Recruiter Policy
Career Services will consider approval of third party recruiter accounts if 1) services are available to students free of charge, 2) the name of the company seeking applicants is included in the job posting sent to AGGIE Handshake. Approval from the Career Services Employer Relations Committee may be obtained in certain situations.
You will see the **Join Company** page. If your Employer already exists in Handshake, you can click **<Request>** to connect with that Employer and then select **<Next: Connect to Schools>**.

From here you can add schools and request approval at those schools for your company.

**School Network Management**

- Choose **<Schools>** from the black left navigation bar.
- To find your school of choice:
  - Scroll through the list, or
  - Type the name of the school in the search bar, or
  - Use the filters on the left to narrow the list of schools shown.
- 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.
- You will also be asked if you would like the school to be automatically added to your **Favorites** list when they approve your request. Uncheck this box if you do not want this to happen.
- For more information on the **Favorite** schools feature go to: [https://support.joinhandshake.com/hc/en-us/articles/360000596127](https://support.joinhandshake.com/hc/en-us/articles/360000596127).
- Once your Request has been submitted, your status with the school will be Pending and your account will need to be approved at that school. Most schools approve, after a vetting process, within 24 hours unless the school has auto-approval enabled. In that case, you would be automatically approved at this school.

**Create New Company.** If the correct Employer does not pre-populate, you can use the search bar to find your company.

If your Employer does not yet exist in Handshake, you can click the **<Create New Company>** button.

Read [How do I create a company profile](#) to learn more about completing your company profile in Handshake.
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: Job Basics, Job Details, Job Preferences, and Schools. You do not have to fill out every field to create your job posting - required inputs will be identified with an asterisk (*).

**Note:** the more fields you complete, the more well defined your job posting will be. This will enable Handshake to direct your job to the most appropriate students (and the more likely you will be to attract well-qualified candidates).

2. **<Job Basics>**

Where should students submit their application?

If you require students to apply through an **external website or applicant tracking system**, a field will open when you choose <Apply through external system>. Enter the web address there.

Choose <add instructions for external applications> to open that field if needed.

Add a **Job Title**.

**Divisions** give you the option to organize your postings according to different offices in your company. See this article for more information: [https://support.joinhandshake.com/hc/en-us/articles/219133107-How-to-Add-Divisions-to-Your-Company](https://support.joinhandshake.com/hc/en-us/articles/219133107-How-to-Add-Divisions-to-Your-Company)

Display your contact information to students.

- If you would like students to see your name, or your name and email as a point of contact for this job, select either option. Otherwise choose "Don't show my info."

- Add a **Job Type**.

Add **Employment Type** and **Duration**.

- When selecting **Temporary / Seasonal**, it is not required to add both the start and end dates.

**Work Study.**

- This is not applicable to Off-Campus Employers. Leave as “No.”
3. Once you are finished with <Job Basics>, choose <Next> along the bottom of your screen. This will take you to the <Details> page.

Add a Description for your job.
- If you copy and paste a description from your own website, the formatting will be retained. Add application details here if you do not want students to apply through AGGIE Handshake and do not have an external website application or applicant tracking system.

Choose Job Roles from the dropdown.
- A student’s preferred job role is one of the strongest predictors of whether they will apply for a job. By asking the employer to designate the most appropriate role(s) for your jobs, we can (a) help students find the jobs that best match their interests and (b) make sure the right students see your jobs.
- For more information about Job Roles, go to https://support.joinhandshake.com/hc/en-us/articles/360033423494-About-Job-Roles.

Designate How many students do you expect to hire for this position.

You can add an Approximate Salary if desired, however this is completely 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.

Enter a location for your job.
- As you start typing the address, some suggestions will show up in the address field - you must select one rather than manually typing it in.
- This can be a specific office location, or a general city like "Chicago, USA."
- If this position is in multiple locations, you can select Add Another Location.

Choose Allow remote workers if applicable.

Answer Does this position require US work authorization?

If your job is in the United States, you will see an additional Eligibility for international students section appear. Additional information is on the next page of this guide.

Finally, choose which Required Documents students need to submit with their application. If you require applicants to apply through an external system, you do not need to designate required documents.
As mentioned, choosing a job location in the United States, will open an Eligibility for international students section.

- Select either of the options as applicable.
- For more information concerning work visas or OPT/CPT, choose the additional links provided.

4. Once you are finished with <Job Details>, choose <Next> along the bottom of your screen. Go through <Job Preferences>.

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

Add a Graduation date range for your job by specifying the earliest and latest graduation date you will accept for qualified applicants.

- You can select students by School Year – such as Freshman, Sophomore, Junior.

Add a Minimum GPA value.

Choose which Majors would qualify students for your job. This step is discussed in more detail following.

Finally, configure who should receive Applicant Packages, and with what frequency. We have also added additional details on the next page of this guide.
Setting up your **Major Preferences**.

- By choosing "Computer Science", you are mapping your major preference to each school's individual name for computer science related majors.
- Even if the Computer Science major is "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 the Handshake mappings, choose the link at the bottom of the webpage.

![Select Individual Majors](image)

- Clicking this link will open a drop-down where you can choose the school and major manually.

Set up who should receive **Applicant package recipients** by selecting one of the two options.

- You will see your name listed first. You can select (or deselect) the following options:
  - **Email a summary...** – contact will receive one email once the job expires.
  - **Email every time...** – contact will get emails each time a new student applies. If you choose this option, you can then specify whether you want to receive packages for 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, there is the option `<Create a new contact>` below the dropdown.

**Note:** If you have chosen to have applicants apply through an external website or applicant tracking system, disregard this field and choose the `<X>` next to your name to remove yourself as a recipient.

5. **Once you are finished with `<Job Preferences>`, choose `<Next>` along the bottom of your screen. You will then go to `<Schools>`**.
On the **Schools** page:

Add schools where you want the job to be posted 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 company 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. Follow the instructions on page 5 of this guide concerning managing the schools in your account.

Once you have added schools, you will see a few options to manage them for this job posting.

- **Remove a school** - The `<X>` to the left of each schools allows you to remove it from the list.
- **Interview on campus?** – Clicking on the box in this column next to a school will notify the school that you are interested in interviewing on their campus. This option is for those who want to use AGGIE Handshake to create and manage an interview schedule for recruiting at that school. See [https://support.joinhandshake.com/hc/en-us/articles/225537148](https://support.joinhandshake.com/hc/en-us/articles/225537148) for more information about interview schedules on AGGIE Handshake.
- **Apply start date** – When the job posting will be available to students. You can choose if you would like to block students from applying to your job until a specific date
- **Expiration date** - You can choose the date that the job will expire at that school (students will no longer be able to view the job posting after that date).
- Adding a **Global apply start date** allows you to choose 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 choose the job expiration for every school on your list (it will overwrite previously set expiration dates).

6. You are all set! Choose `<Create>` on the bottom of the page to create and review your job. Career Services will review your posting and you will receive confirmation once your position has been approved.

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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. For any improvements or subjects you would like to see added, please contact Jan Lyons (jan.lyons@usu.edu).

Use this link for further Employer Resources on Handshake.
https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer