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

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

   If you have previously posted a position with Career Services in Career AGGIE, an account has been created for you in AGGIE Handshake. You may have received a message like this from Handshake. Click **<GET STARTED>**.

   **User Name:** your email used on Career AGGIE

   **Password:** create when you log in for the first time

2. **Employers With a Handshake Account, But Not Connected to USU**

   If you have an account in Handshake, but are not connected with USU, you may have received a message like this from Handshake. Click **<JOIN COMPANY>** to get started.

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

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

Click `<Sign up for an Account>`.

Select `<Employer>` to create the correct profile.

Then fill in the `<Sign up as an Employer>` page.
Enter your recruiting interests and Alma Mater to better understand how you can use Handshake. Then click <Continue>.

Review the 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! Be sure to go to your <Profile> tab on your homepage and fill in all the fields!
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 to post the job. You don’t 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’ll be to attract well-qualified candidates).

2. Let’s start by going through <Job Basics>.

   **Add a Job Title.**
   - You’ll see an option below to add an ATS / job code. If you select this option, you’ll be able to add a tracking code to this job that matches the job on your own external site. It's useful as a reference number, but does not actually provide any additional functionality.
   - If your company has Divisions (multiple departments using Handshake) set up, you’ll see that option appear right below job title. For on-campus employers, select the USU division applicable to you (ex. USU Athletics).

   **Require students to apply through an external website or applicant tracking system.**
   - If you select “yes” for this option, you’ll be able to input a URL for them to apply through.
   - **Note:** they will still apply through Handshake first, but they will see your link to also apply through your own system as a required step.

   **Display your contact information to students.**
   - If you’d like students to see your name, or your name and email as a point of contact for this job, select either option. Otherwise you can always choose “Don’t show my info.”

   **Add a Job Type.**
   - Don’t see the job type you’re looking for? Choose “Show more options,” and you’ll see options for Cooperative Education, Experiential Learning, Fellowship, and Graduate School.

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1 On-Campus positions are required to be posted for 24 hours OR until 3 applications are received.
Add an **Employment Type & Duration**.
- When selecting **Temporary / Seasonal**, you'll need to add both the start and end dates.

Indicate **Work Study**.
- For on-campus employers, select **<yes>** or **<no>** if your position is work-study funded.

3. Once you're finished with **<Job Basics>**, choose **<Next>** along the bottom of your screen. Next we'll go through adding in your **<Job Details>**.

Add a **Description** for your job.
- If you copy and paste a description from your own website, the formatting will be retained.

Choose **Job Functions** from the dropdown.
- This helps students search for jobs by their functional area (ex. Accounting, marketing, sales).

You can add a **Job Salary** if you'd like, 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 located in multiple locations, you can select **Add Another Location**.
- If your job is in the United States, you'll see an additional "Eligibility for international students" section appear. Additional information is below.

Finally, choose which **documents to require** students to submit with their application.

As mentioned, choosing a job location in the United States, will open up an "Eligibility for international students" section.
- Select either of the options that appear, or read more about them with the additional links provided.

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2 If you are an on-campus employer posting a position that is +29 and more than 4 months long, you will need to post this position to the USU HR website. If the position is less that 29 hours OR full time for 4 months or less, you can post it to AGGIE Handshake.
4. Once you’re finished with <Job Details>, choose <Next> along the bottom of your screen. Next go through <Job Preferences>.

Note: none of the preferences you add to this page will block students from applying for your job. But we will show you candidates that meet all of your preferences, and those who don’t. 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 - like Freshman, Sophomore, Junior, but it is not required.

Add a Minimum GPA value.

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

Finally, configure who should receive Applicant Packages, and with what frequency. We’ve also added additional details on this 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 its name "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’d 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’d like to choose instead of our 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.

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

- **Email a summary** - you'll receive one email once your job expires.
- **Email every time** - you'll get emails 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'll see your name listed first. You can select (or remove) the following options:

- You can also add other teammates to receive packages by choosing from the dropdown. If you haven't added them as a contact yet, there will be + add new contact at the bottom of the dropdown.

5. **Once you're finished with <Job Preferences>, choose <Next> along the bottom of your screen. Next we'll go through <School selection>**.

Add schools on the left (see image, pg. 8), and you'll see them appear on the right in a table.

- **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.
- To add a school, click the <Schools> tab on the left side of your profile and then click <Add More Schools>
- If you'd like to post this job to all schools you've been approved at, select "Add All Schools" at the top

Once you've added schools, you'll see a few options to manage them.

- **Remove a school** - The (-) to the left of each schools allows you to remove it from the list.
- **Interview on campus?** - selecting this will simply flag this job on the school side, as an employer potentially interested in interviewing. Page 9 will go through how to set this up.
- **Apply start date** - you can choose if you'd like to block students from applying to your job until a specific date.
• **Expiration date** - you can update the date that the job will expire at that school (and students will no longer be able to 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).

6. You’re all set! Choose `<Create>` on the bottom navigation to create and review your job. Career Services will review your posting and you will receive confirmation that your position has been approved.
How to create an interview schedule on your AGGIE Handshake account:

Once you have posted a job to a school, you may want to request an interview schedule on campus.

1. **Click <Interviews> on the left navigation bar.**

2. **Click <Request Interview Schedule> in the upper right corner.**

3. **Fill out the basics section of the form.**

   **<School>:** The school where you are requesting the interview schedule. **Note:** You will only be able to choose from schools at which you’ve been approved and those schools must be in their interview period.

   **Description:** Describe the interview. Provide any information students might use to prepare for the interview including the format, the number of interviewers that will be present, etc. If you’ll administer a skills test or if you’d like the student to bring work samples to the interview, share that information here.

   **Contacts:** The interviewers from your company who will be present for the interviews. **Note:** You’re welcome to include staff members at your company who do not have a Handshake profile.

4. **Click <Timeline> from the steps at the bottom of the screen.**

5. **Select the date you are interested in interviewing on campus.** You also have the option to list an alternate date if you wish, in case the first date is not available at that school. You will then be asked how many rooms you would like to reserve on that day.

   **Note:** The school may have a limit set on the number of rooms you can request they may also limit which dates are available for interviews. If you have any questions about availability you can reach out to the career center on the comments section on their school page.
6. If the school you’re working with hasn’t provided an interview Timeline template, create one yourself by clicking the ‘Enter Dates Directly’ button in the ‘Timeline’ section. Use one or more of the following options to create a timeline of how students can sign up for interview slots.

Room only: In this period of time, you’ll have the room reserved from the school, but you will not be using Handshake to sign students up for specific interview slots.

Open: During an “Open” period, any student who meets the specified job or interview qualifications is allowed to reserve an interview slot (without manual approval).

Preselect Continuous: During a Preselect Continuous period, students who meet the specified qualifications must also be manually approved (by your company) before being allowed to take slots. There is no differentiation between “Primary” and “Alternate” candidates and all qualified candidates have access to the interview schedule at the same time.

Preselect: During a Preselect period, you will define an application period and separate interview signup periods for Primary and Alternate candidates. After the application period has ended, you will select Primary and Alternate candidates from the students who applied. Candidates you designate as “Primary” are allowed to sign up any time after the primary signup start and candidates you designate as “Alternate” are allowed to sign up any time after the alternate signup date. This helps ensure that your most promising candidates are able to find an acceptable interview slot.

7. Select the time slots you would like to interview students in. These are time slots that are accepted at the university you are interviewing at.
8. Once you have selected your interview date, interview timeline and interview slot template you can move to the next step which is <Jobs>.

9. Choose the job you would like to attach to this interview schedule.

   **Create a New Job:** Use this option to create a new job and new details, requirements and qualifications.

   **Copy Job Details:** Copy job details from an existing job. This will create a new job posting and will not import any job applicants.

   **Use Existing Job:** Use this option to attach an existing job and its current applicants to the interview schedule.

10. If you are not ready to post a position you can click <Remind Me Later>, this option will send you an email four days before the <Apply Start Date> reminding you to post a position and attach it to the schedule.

11. When you are ready to move on select <Review> from the bottom tabs.

12. Review your interview dates and details and go back to any steps you would like to edit.

13. Select <Request>.

14. Your interview schedule will now be sent to the university you selected in the Basics section. Depending on the permissions you have at the school, the interview will be automatically approved or it will go into a pending status at the university. You will be notified when your schedule has been approved or declined.
In order for students to apply to your interview schedule, you will need to attach at least one job before the **Apply Start Date**. If you have received a notification about adding a job to your interview schedule or you have posted a job that you would like to attach to an existing interview schedule you can follow these instructions to add it.

1. Navigate to the **Interviews** tab.

2. Select the interview that you would like to attach a job to.

   ![Interviews tab](image)

<table>
<thead>
<tr>
<th>Job ID</th>
<th>Interview Title</th>
<th>Interviews</th>
<th>Preselect</th>
<th>Start Date</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>4418</td>
<td>Dolores University - ABC Company</td>
<td>0</td>
<td>0/10</td>
<td>0/0</td>
<td>Preselect</td>
</tr>
<tr>
<td>4343</td>
<td>Amaranta University - AU - ABC Company</td>
<td>0</td>
<td>0/10</td>
<td>0/0</td>
<td>Preselect</td>
</tr>
</tbody>
</table>

3. Click **Edit** in the top right corner of the screen.

4. Select **Jobs** from the steps at the bottom of the screen.
5. Select from the options how you would like to add a job to your schedule.

**Create a New Job:** Use this option to create a new job and new details, requirements and qualifications.

**Copy Job Details:** Copy job details from an existing job. This will create a new job posting and will not import any job applicants.

**Use Existing Job:** Use this option to attach an existing job and its current applicants to the interview schedule.

6. Once you see your job(s) attached at the top of the page you can click `<Save Changes>` in the bottom right corner of the page.

7. Students will now be able to apply to your interview schedule through the associated jobs!

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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 areas you’d like to see added to this guide, 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