AGGIE Handshake
On-Campus Employer Guide

AGGIE Handshake is Career Services’ online system 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 & complete your profile:

1. Employers With an AGGIE Handshake Account

   Being an employee of Utah State University, you may already have an AGGIE Handshake account. To check, go to usu.joinhandshake.com/login.

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

   If this does not work, then you will need to sign up for an account. Follow step 2.

2. Employers Without a Handshake Account

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

   Select **<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.

Enter your recruiting interests and Alma Mater to better network with students and schools then click *Next: Employer Guidelines*.

Welcome to Handshake,
Before continuing, we need a bit more info

Tell us the types of students you wish to recruit

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civics & Government
- Communications
- Computer Science, Information Systems & Technology
- Education

Add your Alma Mater

- **School Name**: Select School ▼
  - My school is not listed, let me type my own
- **Graduation Year**: 2016 ▼
- **Add another Alma Mater**

Rich, Validated Data
Find the right fit across 8.5 million verified student profiles

- 550k business students
- 360k finance students
- 245k computer science students
- 435k consulting students
Review the Employer guidelines. Most on-campus employers are not third party recruiters, so 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.

When you click <Confirm Email> in your confirmation email, you will be returned to Handshake.

AGGIE Handshake links Departments/Colleges to Contacts to manage On-Campus Employment.

- 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 job location: USU College of Agriculture and Applied Sciences – Price, or USU Nursing and Health Professions – 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 as shown below. 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.

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 exist, 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.

Next, you will want to connect to the schools whose students you want to recruit. Use the filters on the left side of the screen to narrow down schools by rank, region and location. To request to connect with individual schools, click the + button to the right of the school. Then click <Next> Finish.
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 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).

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

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

   Add a Job Title.

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

   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:** students will still need to apply through Handshake due to auditing and payroll issues. Please include a note to this effect in the Description field on the <Details> page.
   - Students will see your link to also apply through your own system as a required step.

   Display your contact information to students.
   - Always choose “Don’t show my info”

   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 both the start and end dates.
Indicate **Work Study. This step is REQUIRED.**
- For on-campus employers, select **<Yes>** or **<No>** depending on if your position is Work Study funded.
- If you are not able to see the Work Study funded section, please contact us so we can give you the appropriate permissions.

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.
If you are posting a job for a community member, you will need to post this position on the USU HR website link.

3. Once you're 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**
*For 29+ and for more than 4 months indicate this position is On-Campus ACA 30+, also add US Work Authorization Required.*

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.
- For example: Logan, Utah, United States

Finally, choose which **Required Documents** you want 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.
4. Once you're finished with <Details>, choose <Next> along the bottom of your screen. Next go 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 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 and will not block other students from seeing this job.

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 it’s 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’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.

These majors consolidate individual majors across every school on Handshake. To choose a specific major by individual school click here.
Clicking this link will open up a list to pick your school and major manually.

Finally, configure who should receive Applicant Packages, and with what frequency.

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

- **Email a summary** - you'll receive one email with a link to applicant packages once your job expires.
- **Email every time** - you'll get 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'll see your name listed first. You can select (or remove) the options shown.
- 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 <Preferences>, choose <Next> along the bottom of your screen. This will take you to <Schools>.

Add schools on the left (see image, p. 9), and you'll see them appear on the right in a table.

- **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, 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?** – 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.** If you are not sure what this is, typically off-campus employers use this to hold interviews in our office on campus.
- **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).

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

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).

**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. If the student is at a school, not using Handshake, they will need to create a student/alumni account in AGGIE Handshake. Please have the applicant call Career Services for assistance.

6. You're all set! Choose **<Create>** 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.

7. 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.
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**.

8. **Options for managing applicants in AGGIE Handshake:**

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 to access the Employer Help Center on AGGIE Handshake. [https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer](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.