



**AGGIE Handshake** is Career Services' online system for posting jobs, internships, and career positions. AGGIE Handshake will replace our current system, Career AGGIE, and offer your team many great new 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

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>**.

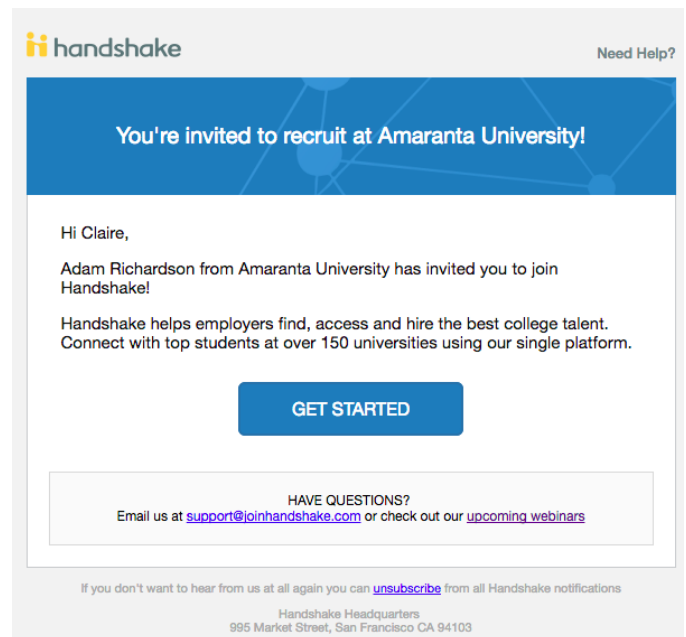
**User Name:** your email used on Career AGGIE

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

**Accounts for Utah State University colleges/departments are created as separate employer accounts.**

Ex. USU Career Services  
USU Information Technology

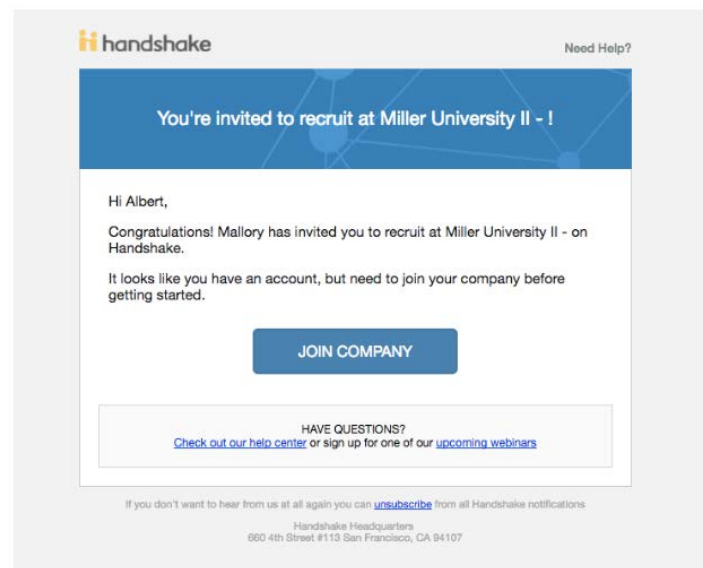
**If you do not already have an employer account created please create one.**



### 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.

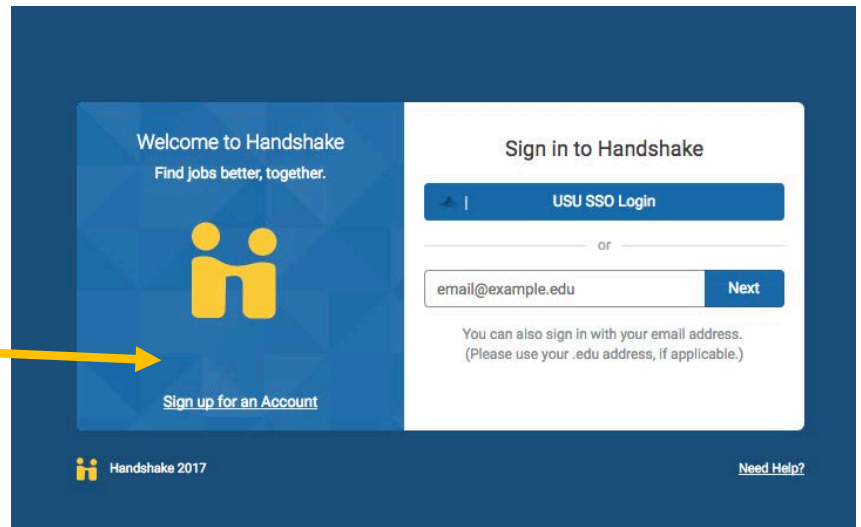
**Tip: <bolded word>** indicates specific tab or function on Handshake



### 3. Employers Without a Handshake Account

To create an account in AGGIE Handshake, go to [usu.joinhandshake.com](http://usu.joinhandshake.com).

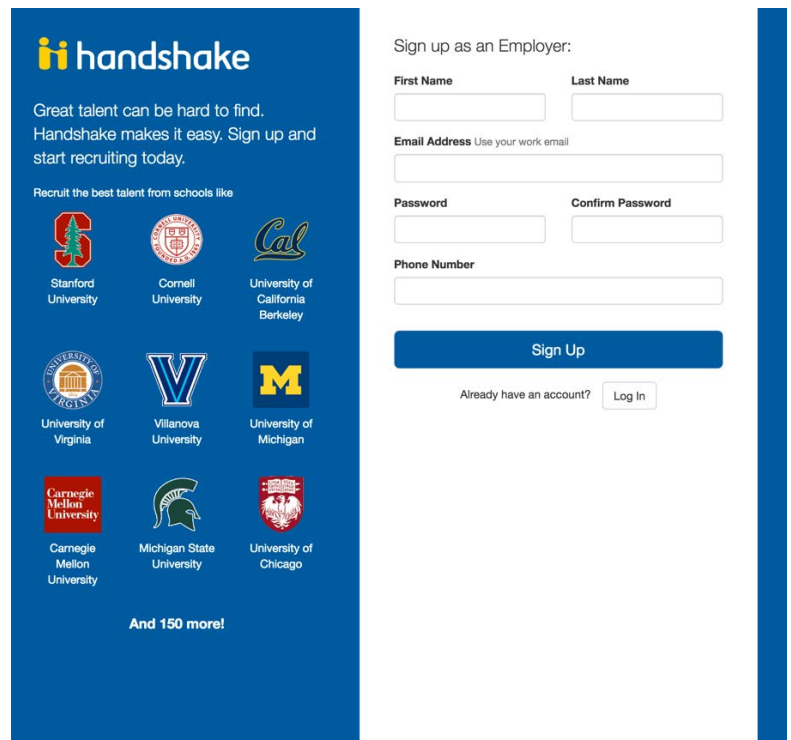
Click **<Sign up for an Account>**.



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

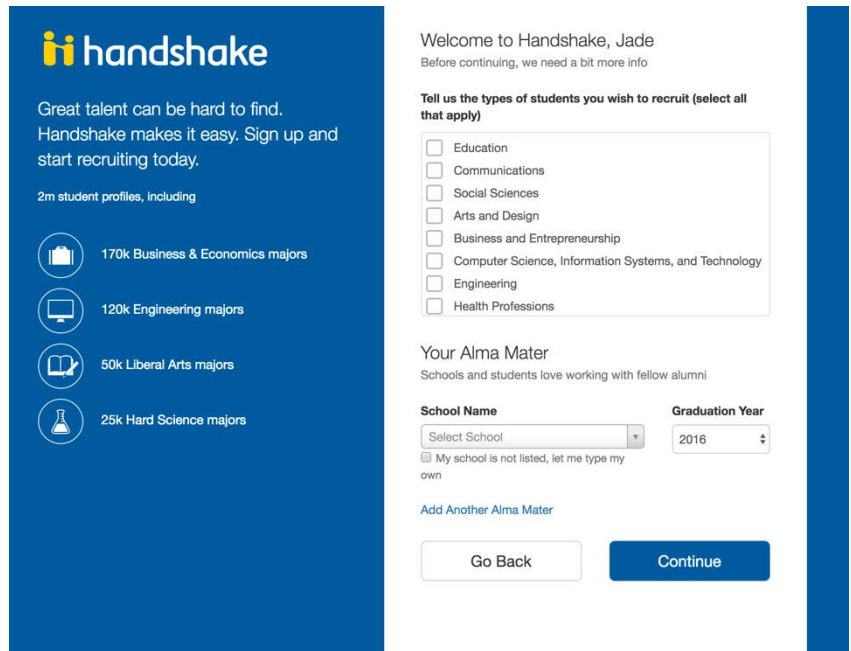


Then fill in the **<Sign up as an Employer>** page.



# AGGIE Handshake On-Campus Employer User Guide

Enter your recruiting interests and Alma Mater to better understand how you can use Handshake. Then click **<Continue>**.



**handshake**

Great talent can be hard to find. Handshake makes it easy. Sign up and start recruiting today.

2m student profiles, including

- 170k Business & Economics majors
- 120k Engineering majors
- 50k Liberal Arts majors
- 25k Hard Science majors

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

**Tell us the types of students you wish to recruit (select all that apply)**

- Education
- Communications
- Social Sciences
- Arts and Design
- Business and Entrepreneurship
- Computer Science, Information Systems, and Technology
- Engineering
- Health Professions

**Your Alma Mater**  
Schools and students love working with fellow alumni

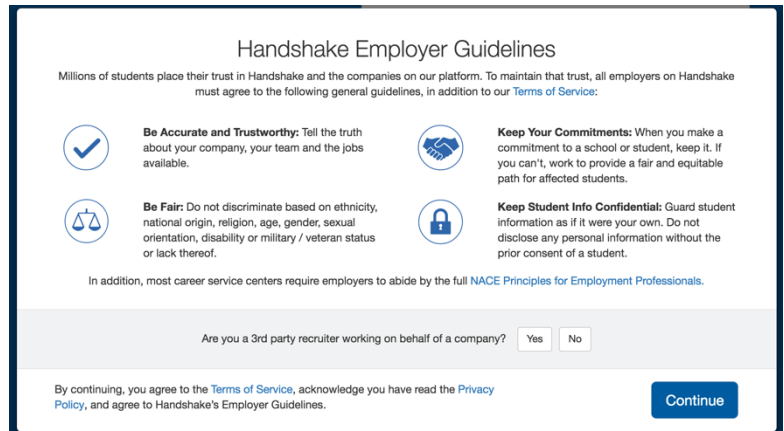
**School Name** **Graduation Year**

Select School  2016

My school is not listed, let me type my own

[Add Another Alma Mater](#)

Review the Employer guidelines. Most on-campus units are not third party recruiters, so select **<No>** and click **<Continue>**.



**Handshake Employer Guidelines**

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):

- Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available.
- Keep Your Commitments:** When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.
- Be Fair:** Do not discriminate based on ethnicity, national origin, religion, age, gender, sexual orientation, disability or military / veteran status or lack thereof.
- Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of a company?  Yes  No

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines.

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!



Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

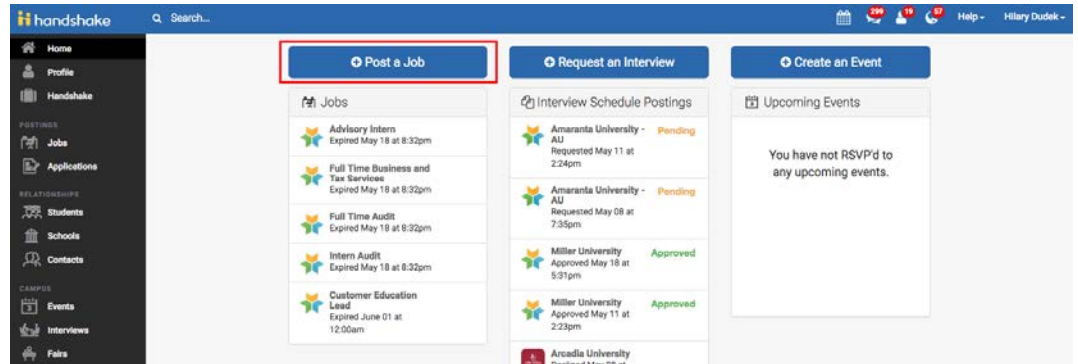
#### Didn't receive the email?

Check your spam folder

Add [handshake@notifications.joinhandshake.com](mailto:handshake@notifications.joinhandshake.com) to your contacts and [resend the email](#). Still having trouble? Contact us at [support@joinhandshake.com](mailto:support@joinhandshake.com)

## 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).

**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**.

**Accounts for Utah State University colleges/departments are created as separate employer accounts.**

Ex. USU Career Services  
USU Information Technology

**If you do not already have an employer account created please create one.**

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.

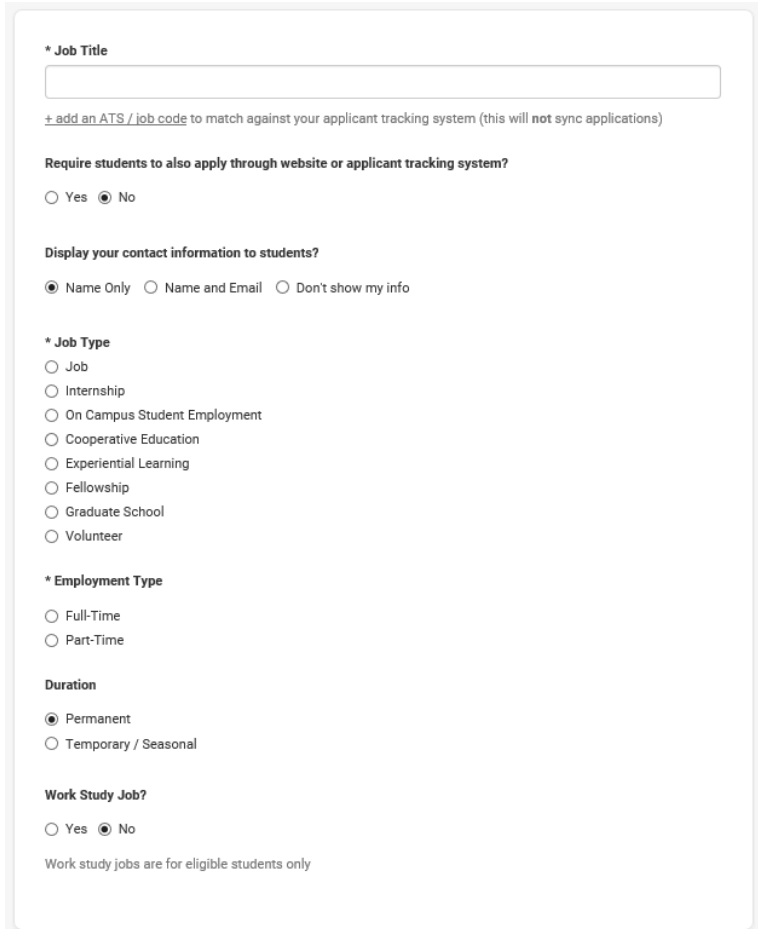
- Always choose "Don't show my info"

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'll need to add both the start and end dates.



The screenshot shows the 'Job Basics' form. It includes the following fields and options:

- \* Job Title:** A text input field.
- + add an ATS / job code** to match against your applicant tracking system (this will not sync applications)
- Require students to also apply through website or applicant tracking system?**
  - Yes  No
- Display your contact information to students?**
  - Name Only  Name and Email  Don't show my info
- \* Job Type:**
  - Job
  - Internship
  - On Campus Student Employment
  - Cooperative Education
  - Experiential Learning
  - Fellowship
  - Graduate School
  - Volunteer
- \* Employment Type:**
  - Full-Time
  - Part-Time
- Duration:**
  - Permanent
  - Temporary / Seasonal
- Work Study Job?**
  - Yes  No

Work study jobs are for eligible students only

Indicate **Work Study. REQUIRED.**

- For on-campus employers, select **<yes>** or **<no>** 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 +29 and 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.

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.

**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.**

Choose **Job Functions** from the dropdown.

- This helps students search for jobs by their functional area (ex. Accounting, marketing, sales).

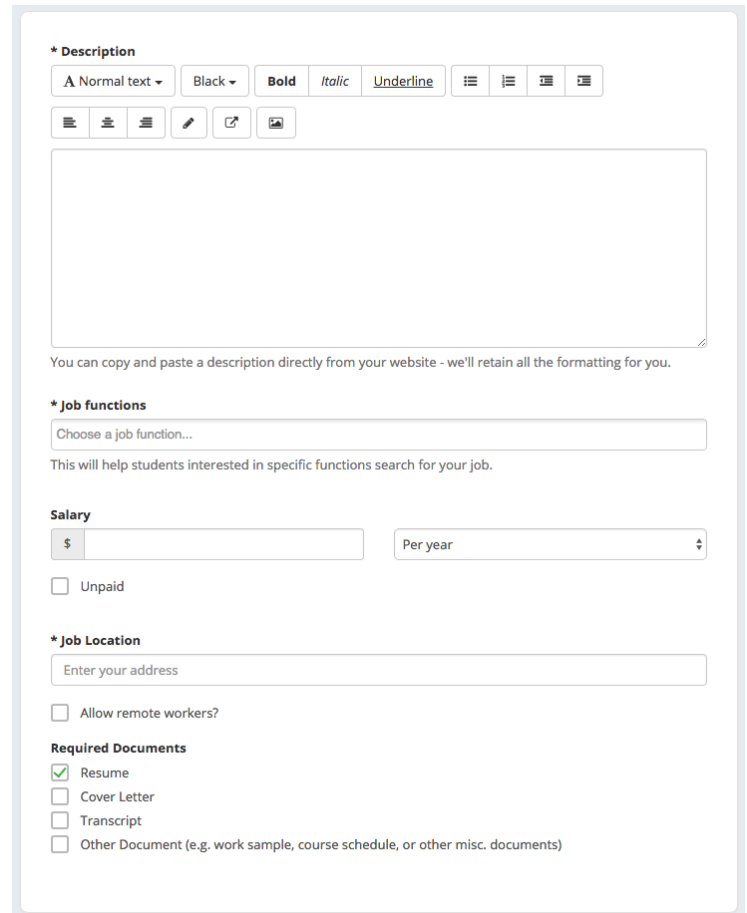
You can add a **Job Salary** if you'd like, however this is completely optional.

- 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.

- Ex. Logan, Utah, United States

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



The screenshot shows a web form for job posting. It includes a rich text editor for the job description with options for text color, bold, italic, underline, and alignment. Below the editor is a note: "You can copy and paste a description directly from your website - we'll retain all the formatting for you." There are sections for "Job functions" (a dropdown menu), "Salary" (a field with a dollar sign and a dropdown for frequency like "Per year"), and an "Unpaid" checkbox. The "Job Location" section has an address field and an "Allow remote workers?" checkbox. The "Required Documents" section has checkboxes for "Resume" (checked), "Cover Letter", "Transcript", and "Other Document (e.g. work sample, course schedule, or other misc. documents)".

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.

### Eligibility for international students (non-US citizens or permanent residents)

- Would you sponsor a [work visa](#) for the right candidate?
- Would you hire international students seeking internships in their field of study? (OPT and/or CPT eligible. Note: OPT/CPT requires no immigration sponsorship by an employer.)

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.

Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

**Graduation date range**

Earliest grad date: month  year

Latest grad date: month  year

[Qualify students by school year instead](#) (for example, Freshman, Sophomore, Junior)

**Minimum GPA**

**Majors** *Select a category to choose specific majors*

- Arts and Design - 0 of 13 majors selected
- Business and Entrepreneurship - 0 of 18 majors selected
- Civics and Government - 0 of 9 majors selected
- Communications - 0 of 7 majors selected
- Computer Science, Information Systems, and Technology - 0 of 8 majors selected
- Education - 0 of 8 majors selected
- Engineering - 0 of 15 majors selected
- Health Professions - 0 of 14 majors selected
- Humanities and Languages - 0 of 11 majors selected
- Life Science - 0 of 10 majors selected
- Math and Physical Sciences - 0 of 4 majors selected
- Natural Resources, Sustainability and Environmental Science - 0 of 10 majors selected
- Social Sciences - 0 of 8 majors selected

These majors consolidate individual majors across every school on Handshake. To choose a specific major by individual school [click here](#).

**Applicant Packages** *Specify who should receive the applicant packages*

Employer Dolores University

- Email a summary of all applicants once my job expires
- Email every time a new student applies
  - Send all applicants
  - Only send me applicants who match all of my preferences

**Computer Science, Information Systems, and Technology** - 5 of 8 majors selected

Cyber Security ✓

Data Mining ✓

Library Sciences +

Software Design ✓

User Experience/Social Computing +

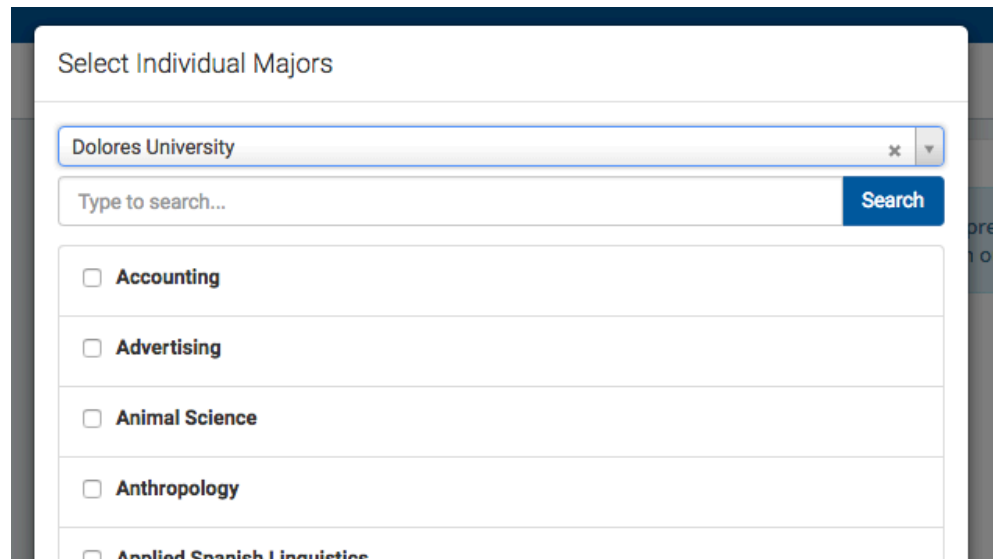
Computer Programming ✓

Computer Science ✓

Information Systems Management +

These majors consolidate individual majors across every school on Handshake. To choose a specific major by individual school [click here](#).

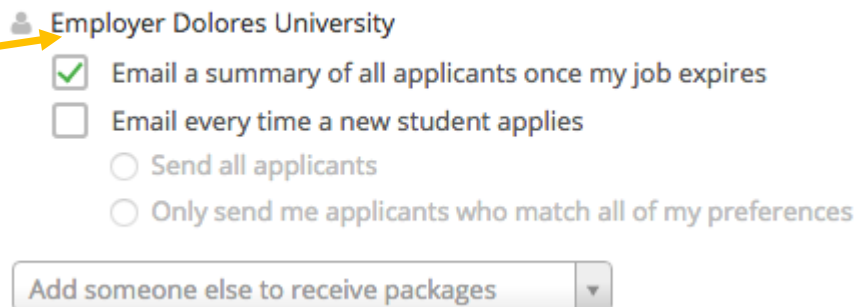
- Clicking this link will open up a list to pick your school and major manually.



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.

### Applicant Packages Specify who should receive the applicant packages



- 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.

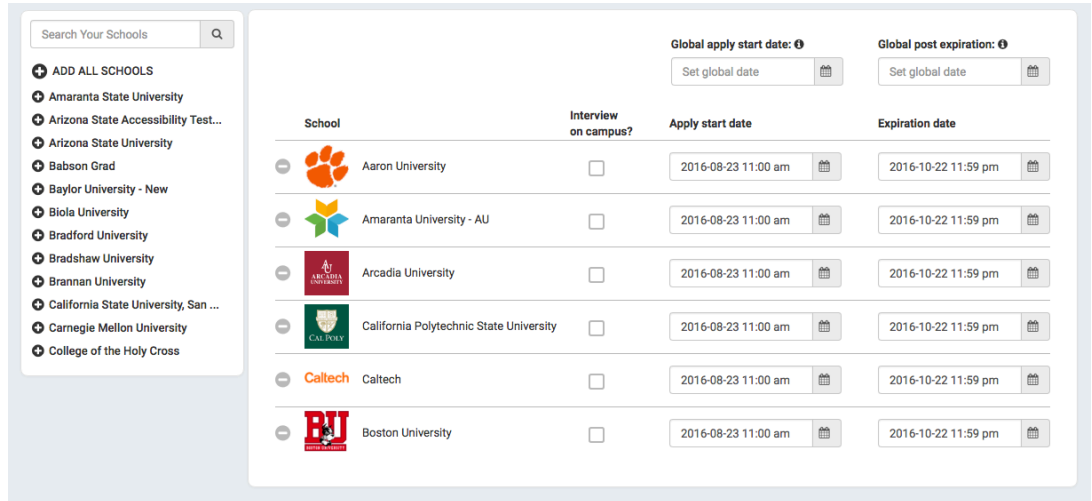
- Note:** if your company has not been **approved to post jobs at a school**, you will not see that school as an option. If you have **not been approved at any schools**, you can still create this job and come back later to add schools.
- To add a school, click the **<Schools>** tab on the left side 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?** – 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).



School	Interview on campus?	Apply start date	Expiration date
Aaron University	<input type="checkbox"/>	2016-08-23 11:00 am	2016-10-22 11:59 pm
Amaranta University - AU	<input type="checkbox"/>	2016-08-23 11:00 am	2016-10-22 11:59 pm
Arcadia University	<input type="checkbox"/>	2016-08-23 11:00 am	2016-10-22 11:59 pm
California Polytechnic State University	<input type="checkbox"/>	2016-08-23 11:00 am	2016-10-22 11:59 pm
Caltech	<input type="checkbox"/>	2016-08-23 11:00 am	2016-10-22 11:59 pm
Boston University	<input type="checkbox"/>	2016-08-23 11:00 am	2016-10-22 11:59 pm

**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 apply externally. You have the option to add external application instructions in the **Job Description**.

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 a confirmation email that your position has been approved.

**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.**

**Use this [link](https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer) for further Employer Resources on Handshake.**  
<https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer>