Handshake User Guide: Employers

Account Setup
Create a New Company
Edit Your Company Profile
Post a Job
Account Setup - Employers

Ready to start using Handshake? Great! Let’s jump-start your Handshake experience:

**Accessing Handshake.** You should have a link from the email sent by the Career Development Centre.

**Sign Up.** Enter your work email and create a password

![Sign-up page](image)

**Figure 1: Handshake Sign-Up as an Employer Page**
Creating an Employer Account. From this page, enter the following information, then click on Next: Employer Guidelines (note: none of this information is public to students unless you determine to make your profile public):

- First Name
- Last Name
- Email Address
- **Phone Number**
- **Job Title** (this is your job title and not the job that you are recruiting for)
- Types of students you’re interested in recruiting on Handshake
  - There is not a way to add to this list
  - The selections you make here do not hinder your ability to recruit students in any way; it’s only for data purposes.
  - **Alma Mater & Graduation Year.**
  - **Note:** Do not select which schools you’re interested in recruiting from here.

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**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**.

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**Are you a 3rd party recruiter working on behalf of another 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 also receive communication from Handshake related to your jobs and on campus activities.

*As with EEOC’s Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).*

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**Are you a 3rd party recruiter working on behalf of another company?**

- **Yes**
- **No**

Job postings created by third parties must be for a single company. The description of the job posting must clearly state both the company name as well as the fact that you represent a third party firm recruiting on behalf of the company. You may not disclose any student information to another party without the written consent of the student.

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 also receive communication from Handshake related to your jobs and on campus activities.

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**Figure 3: Employer Guidelines**
**Employer Guidelines.** From here, read the Employer Guidelines, Terms of Services, and Privacy Policy

- Click on either Yes or No after the question “Are you a 3rd party recruiter working on behalf of another company?”

**Figure 4: Account Verification**

**Email Confirmation.** Once you’ve successfully signed up, you need to verify your account. An email should arrive within 10 minutes and contains a link enabling you to confirm your account. You must click this link before you can proceed with the registration process.
When the email arrives, click Confirm Email button to verify your account.

**Auto-Approved Company.** If automatically approved with an employer, a notification appears at the top of your screen, notifying you that your company is registered.

**Note:** In Figure 5, “York University” is the Employer, not to be confused as the school you are posting at.
Figure 6: Join A Company

- If Handshake recognises your e-mail domain affiliated with a current approved employer, click on Request to join your company.
- If this is not the right company, or if no company pre-populates, you can use the search bar to find your company. If your company does not exist, you can click on the Create New Company button.
- Note: In Figure 6, “York University” is the Employer, not to be confused as the school you are posting at.
Create a New Company

If you are not seeing the Create New Company button, please contact Handshake Support to have them open a domain space for you to create a new company with your domain.

- A page opens where you can fill out all of your company's information. The following fields are required to create a company profile on Handshake:
  - Company Name
  - Industry
  - Website
  - Location
    Please note: Handshake uses a Third Party company called MapBox for locations. If you are unable to locate your company's specific address, try using just the city and state, and we recommend submitting feedback to MapBox here: https://www.mapbox.com/geocoders-feedback/
  - Description
  - Company Size
If you are a new company and have never recruited at Schulich before, we ask you to contact recruit@schulich.yorku.ca – this helps to speed up the company approval process.

Please take heed to fill out this information as fully and accurately as possible. As your company’s profile requires approval by Schulich School of Business, it’s very important to include matching and correct working information to have the best chances to be approved. Things such as a non-working website, mismatching images, or mismatching email domains (for example) could result in the temporary suspension of your account.
**Edit my Company Profile**

**Important Note:** This is only something the *Owner* of the company profile can do.

Any information you edit here also reflects across to ALL users connected to your company profile. *Example:* If you are a Global Company and have users in multiple countries/regions, making a change here affects those users that belong to your company but are in different countries/regions.

If you're the *Owner* of your company's profile on Handshake, you can easily edit the company's information at any time by following these steps:

- From any page in Handshake, **click** on your name in the right-hand corner and select **Company Settings**
- You can also get there by **clicking** on **Company Profile** in the left-hand navigation bar and **clicking** on **Edit** towards the right of this page

![Figure 9: Company Profile](image)

- The **Company Details** page opens, where you can edit any of the information about your company's profile.
• Once you have made your changes, click on Update Employer at the bottom of the page to save.
• **Pro Tip:** If uploading/editing your company's logo or banner, wait about ~30 seconds to ensure your photo uploaded successfully before clicking on **Update Employer.**
Post a Job

- Start by **clicking Post a Job** from your home dashboard, or **clicking on Jobs** in the left-hand navigation bar and **clicking Create Job** in the top right-hand corner.

  - 4 tabs to be completed in the posting: These include the job **Basics, Details, Preferences**, and **Schools** you’d like to post the position.

    - **Helpful Tip**: the more fields you complete, the more well defined your job posting is (and the more likely you’ll be to attract well-qualified candidates and approvals from schools).
2. Let's start by going through **Job Basics**:

![Job Basics Page](image)

- **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 external site. It's useful as a *reference number* but does not provide any additional functionality.

- **Company Division**
  - If your company has **Divisions** set up, you'll see that drop-down menu appear right below the job title. Make sure to select which division within your company you're hiring within.

- **Where should students submit their application?**
You can elect to collect applications in Handshake
If you have an external system (like an ATS) you’d like to direct students to, select ‘Apply through External System’, and you’ll be able to input a URL for them to apply through

- Add a **Job Type**
- Add an **Employment Type & Duration**
  - When selecting Temporary / Co-op/ Internship term, you’ll need to add both the start and end dates.
- **Work-Study Job**
  - Leave blank – This is only true for schools that choose to Enforce Work-Study.

3. Once 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 website, we’ll retain the formatting for you

**FIGURE 13: JOBS DETAILS PAGE**
• Choose **Job Functions** from the dropdown
  o This helps students search for jobs by their functional area
  o This is a list defined internally created and maintained by Handshake. If you don't see the specific function you're looking for, please select the closest match. Feel free to provide any feedback on a function you'd like to see to our Support Team!

• **Add how many students** you plan on hiring for this position.
  o This does not affect your job in any way, but rather is used for historical, data, and tracking purposes. You must select at least 1 in this field.

• You can add a **Job Salary** if you'd like; however, this is completely optional.
  o 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
  o As you start typing the address, some suggestions show up in the address field - you must select one rather than manually typing it in.
  o This can be a specific office location, or a general city like "Toronto, CA".
    ▪ If you do not see your location listed, please submit feedback to Mapbox here: [https://www.mapbox.com/geocoder-feedback/](https://www.mapbox.com/geocoder-feedback/)
  o If this position is for multiple locations, you can select **Add Another Location**

• Finally, if you'd like for a student to submit documentation in Handshake, you can select **documents to require** students to submit with their application.
  o **TIP:** If you have students apply via your Direct ATS and don't want them to apply in Handshake at all, we recommend *not* selecting any documents here. If checked, these documents prompt an applicant to first apply with these in Handshake.

4. Once finished with **Job Details**, choose **Next** along the bottom of your screen to reach the **Job Preferences** tab:

   ![Job Preferences Page](image-url)
• **Note:** none of the preferences you add to this page blocks students from applying for your job. However, we show you candidates that meet all of your preferences and those who don't. You can learn more in our [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.

• **TIP:** At Schulich School of Business, student graduation months are **June** and **October**.
  
  Undergrads are classified by **School Year**:
  
  - **Freshman (Year 1: BBA/iBBA), Sophomore (Year 2: BBA/iBBA), Junior (Year 3: BBA/iBBA), Senior (Year 4: BBA/iBBA).** You can select targeted years using the drop-down menu.
  
  - All Master’s Programs offered by Schulich are 1 year in length
  
  - MBA/ iMBA Programs offered by Schulich are 2 years in length
  
  - Review our programs here: [https://schulich.yorku.ca/programs/](https://schulich.yorku.ca/programs/)

• If you would like to target specific programs (Example: post jobs only visible to Masters of Business Analytics students and not ALL Masters students at Schulich, please notify us at recruit@schulich.yorku.ca)

To ensure that you are targeting the appropriate student groups, we recommend that you leave the following optional fields blank:

- **Minimum GPA**
- **Major categories**
- **Colleges**
- **Required labels**

![Optional Fields to be Left Blank](#)

**Figure 15: Optional Fields to be Left Blank**
• Finally, configure who should receive **Applicant Packages**, and with what frequency. We've also added additional details on this below.

**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

Add someone else to receive packages

**Figure 16: Application Collection**

• Setting up who should receive **Applicant Packages**
  - **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, use “+” add new contact at the bottom of the dropdown.
5. Once finished with **Job Preferences**, choose **Next** along the bottom of your screen. Next, we’ll go through **School selection**:

**Figure 18: School Selection**

- **Search schools** using the dropdown, when you begin typing Schulich School of Business, you should be able to see “Schulich School of Business”. If you do not see Schulich, click on the “Find More” button, search for Schulich School of Business and click the “Request” button to connect with us.
  - **Note:** if your company has not been approved to post jobs at a school, the school does not appear 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.
  - 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 (x) to the left of each school allows you to remove it from the list
  - **Interview on campus?** - selecting this simply flags this job on the school side, as an employer potentially interested in interviewing.
  - **Apply start date** - you can choose if you’d like to block students from applying to your job until a specific date.
Expiry date - you can update the date that the job expires 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 overwrites previously set start dates).
- Adding a **Global Post expiration** allows you to update the Post expiration for every school on your list (it overwrites previously set expiration dates).

6. Choose **Save** on the bottom navigation to create and review your job. Once your job posting is saved, it is sent to our team for approval. Schulich team will review your posting and **approve** within 48 hours. You can check the status of your job posting by clicking on the job posting.

![Job Posting Approval Status](image)

**Figure 19: Job Posting Approval Status**

Have additional questions? Contact us at recruit@schulich.yorku.ca