



jobs | interviews | events | resources



DISCOVER WHAT IS NEXT

# Welcome to Handshake!

Thank you for your interest in recruiting at Daemen University, Amherst, NY. We can't wait for you to get connected with our students and alumni who are looking to work for organizations like yours.

We are excited to be able to provide you and your organization with **free** access to Handshake, our online career management system. Handshake allows you to easily interact with our students and alumni, post your open positions, and register to

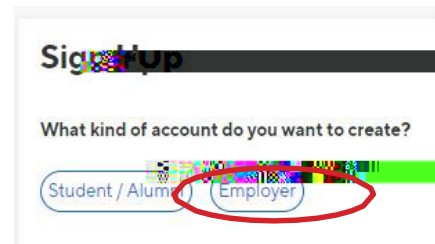
attend our Career and Internship Fair. We are excited to be able to provide you and your organization with **free** access to Handshake, our online career management system. Handshake allows you to easily interact with our students and alumni, post your open positions, and register to attend our Career and Internship Fair.

# Create Your User Account

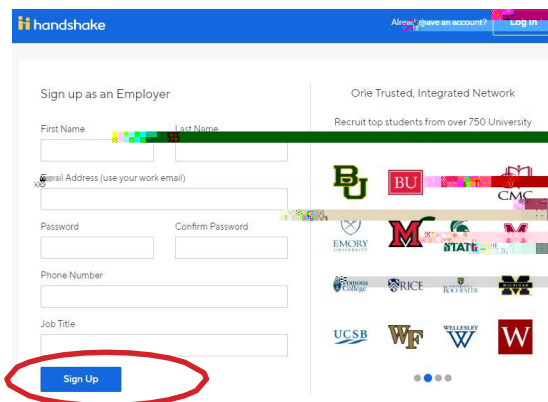
**Register:** Click on this link to create your account [daemen.joinhandshake.com](http://daemen.joinhandshake.com) and click on "Sign Up for An Account".



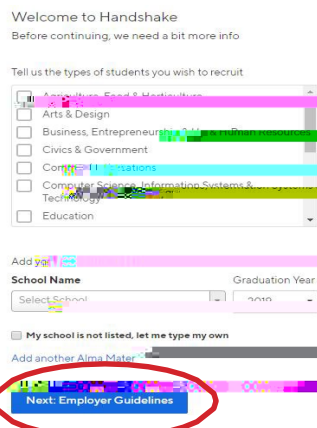
Select the **Employer** account type from the options presented.



Fill out all the information requested and then click **Sign Up**. To expedite your company approval process, you should enter your complete First Name, Last Name, Phone Number, your personal Job Title, Company Address, Telephone Number, Email and website URL. **Please note**, user account requests using gmail, hotmail, yahoo, outlook, or other public email services will slow your approval and make it harder to connect to your company's profile.



Enter your recruiting interests and alma mater t (u)19ak b.30 5uyou (k)P9b5r6.1 ( t)10 12 (u (k)P7.61 (d)1 .30 5u)ulm



# Handshake

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all companies using Handshake must agree to the following general guidelines, in addition to our terms of service.



**Be Honest and Trustworthy:** Tell the truth about your company, your team, and the jobs you offer.



**Keep Your Commitments:** When you make a job offer, work to provide a fair and equitable path for affected students.



**Be Fair:** Do not discriminate based on ethnicity, religion, age, gender, sexual orientation, disability or military / veteran status or lack thereof.



**Keep Student Info Confidential:** Guard student personal information as if it were your own. Do not share it 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 another company?

Yes

No

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

**Next: Confirm Email**

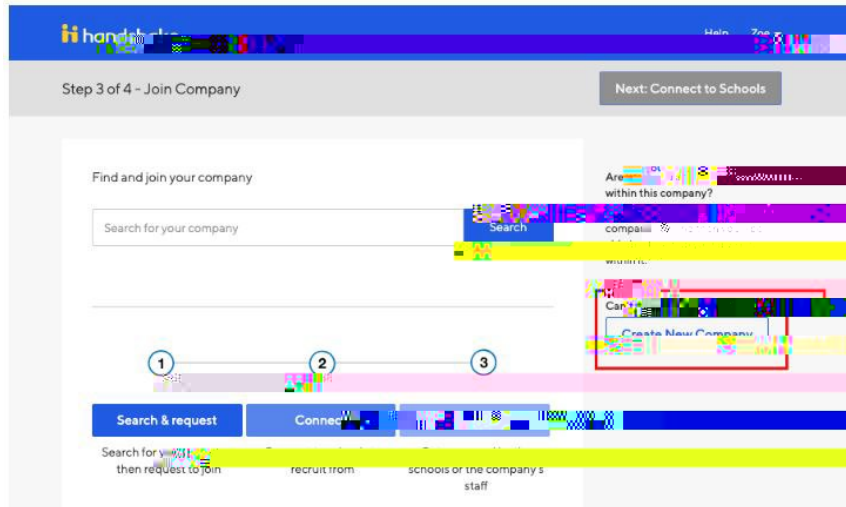


A profile card for "Handshake University Student Employment". The card has a blue header bar with a "Request" button on the right. On the left side of the header is a small icon of a building. Below the header, the text reads: "Handshake University Student Employment", "Demo employer account", and "Mountain View, CA, USA | <http://joinhandshake.com>".

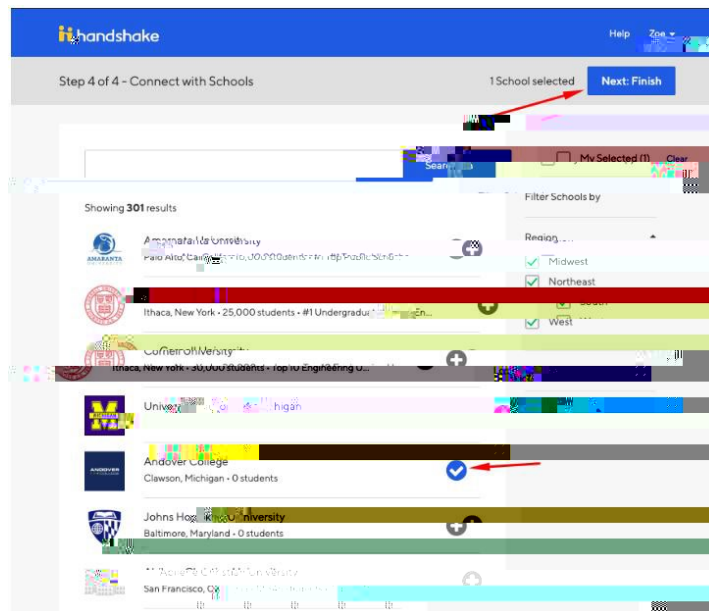
**Request**

**Handshake University Student Employment**  
Demo employer account  
Mountain View, CA, USA | <http://joinhandshake.com>

## Create Your User Account . . . Continued

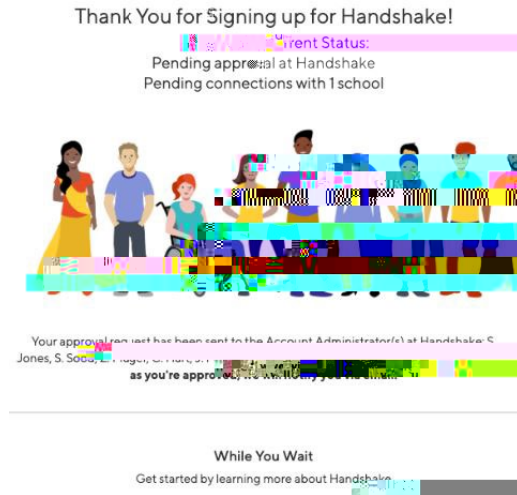


Next, you will choose schools you want to connect with. Use the filters on the left side of the screen to narrow down schools by rank, region and location. To request to connect with individual schools, click the + button to the right of the school. Then click **Next: Finish**.

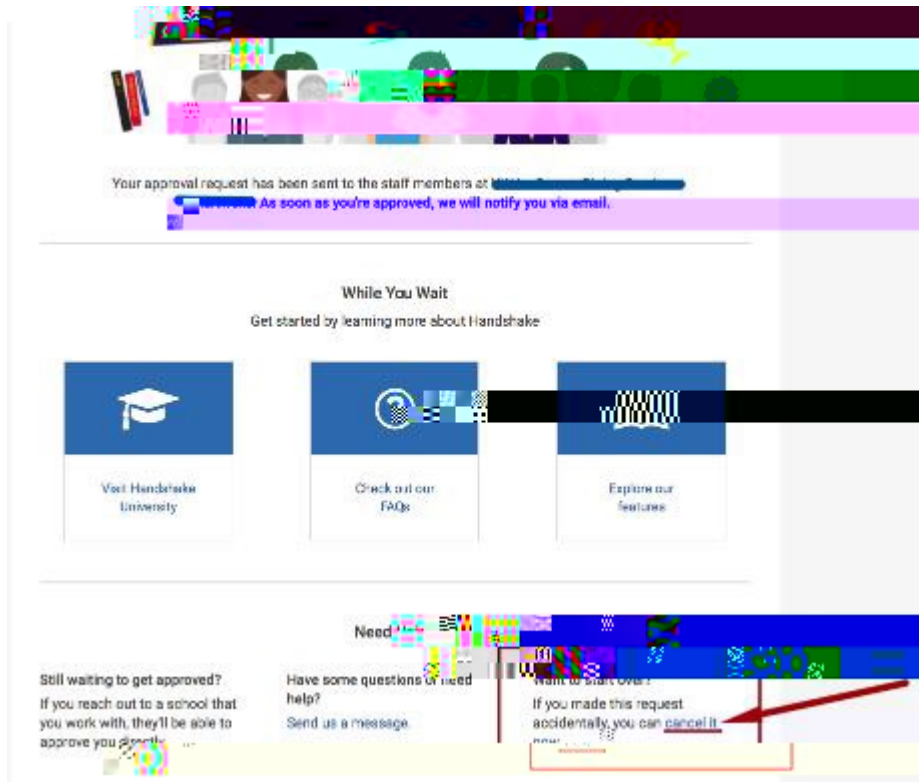


If you are not automatically connected with your company you will see a pending page. To learn more about being in a pending status at a school, read the article ["What is pending status at a school?"](#) Approving new employers is done by Career Services' staff and can take 2

# Create Your User Account . . . Continued



Troubleshooting Tip: [What to do if you accidentally joined the wrong company](#)



**Note:** Once you log-in to Handshake, you will be directed to your profile and you may begin posting your opportunities.

There are four required pages of the job posting form: **Basics, Details, Preferences, and Schools**. You can use the toolbar at the bottom to navigate between pages on the job post form. While these pages contain both required and optional fields, we highly recommend completing all fields. Some of the fields you should expect to complete include Job Title, Job Type (job vs internship), Employment Type (full-time vs part-time), and Duration. Let's start by going through **Job Basics**.



## Post a Job . . . Continued

- Company

## Post a Job . . . Continued

Once you're finished with **Job Basics**, choose **Next** along the bottom of your screen. Next we'll go through adding a **Job Title**.

## Post a Job . . . Continued

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 within the product.

The screenshot shows a form with the following sections:

- \* Job location**: A text input field containing "San Francisco, California, United States". Below it is a link "+ add another location".
- Allow remote workers**
- Eligibility for international students (US citizens or permanent residents)**: A highlighted section containing:
  - \* Would you sponsor?** with radio buttons for "Yes" and "No".
  - \* Are you willing to hire candidates that are temporarily authorized to work for a defined period in study? (e.g. for an internship under OPT/CP1)** with radio buttons for "Yes" and "No".
- Required documents**: A list of checkboxes:
  - Resume
  - Cover Letter
  - Transcript
  - Other Document

- 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 (**TIP:** If you're having 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 will prompt an applicant to first apply with these in Handshake.)

Once you're finished with **Job Details**, choose **Next** along the bottom of your screen to reach **the Job Preferences** tab: **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 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. Prefer to qualify students by School Year - like Freshman, Sophomore, Junior? You can select the link below to toggle to that option instead.
- 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

## Post a Job . . . Continued

**Students who do not meet your**

**Graduation date range**

**Earliest grad date**

month  year

**Latest grad date**

month  year

Hiring alumni

**School years**

Freshman

Sophomore

Junior

Senior

Masters

Doctorate

Postdoctoral Studies

Alumni

**Minimum GPA**

- Setting up your Major Preferences: So by choosing "Computer

In the image on the previous page, Agriculture Education and Health & Physical Education have been removed from the Education Major Category leaving 8 of 10 majors selected.

If you know of a very specific major at a school that you'd like to choose instead of our mappings, choose the

[Post a Job . . . Continued](#)

# Post a Job . . . Continued

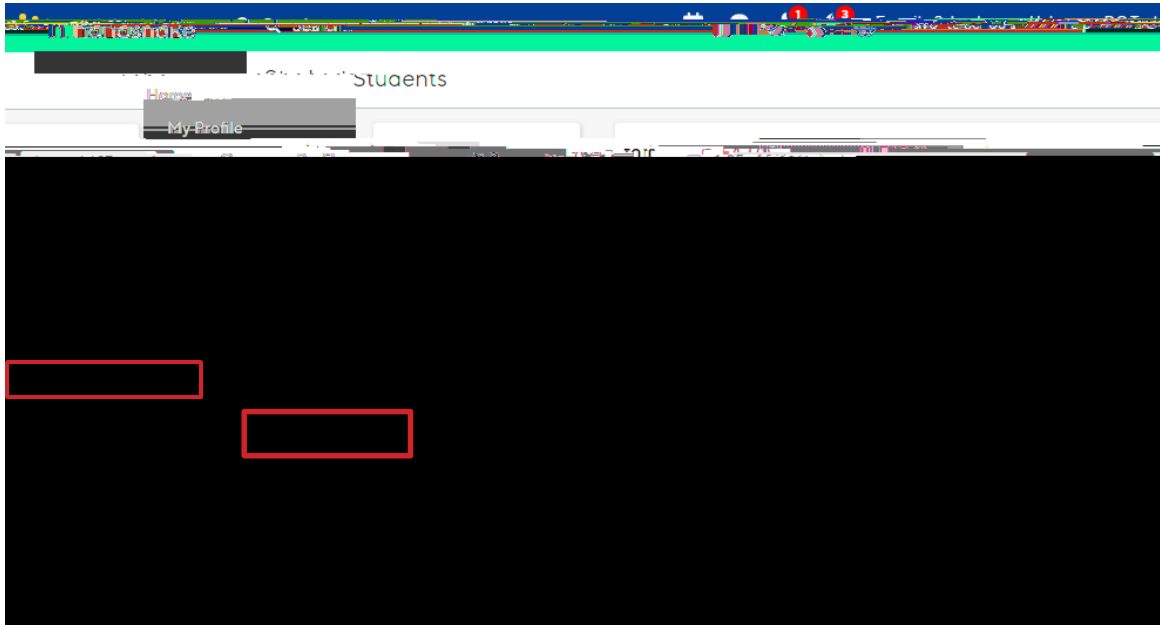
You're all set! Choose **Save** on the bottom navigation to create and review your job:

The screenshot shows a web interface for posting a job. At the top, there's a section titled "Job postings" with a search bar "Search your schools to add job postings" and buttons "Add All Schools" and "Find More". To the right, there's a "Global apply start date" field. Below this is a table of schools with columns for "Schools", "Status", "Interview on campus?", and "Apply on date". The table lists five schools: Accidental Saints Academy, Acc State University, Agnes Scott College, Albertus Magnus, and Alexandria University. At the bottom, there's a navigation bar with "Cancel", "Basics", "Details", "Preferences", "Schools", "Next", "Delete", and "Save". The "Save" button is highlighted with a red box.

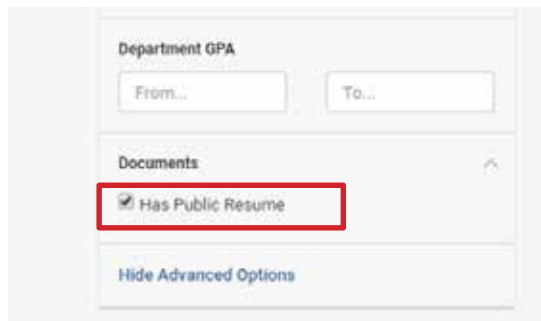
Schools	Status	Interview on campus?	Apply on date
Accidental Saints Academy		<input type="checkbox"/>	2018-09-06 02:00 pm - 2018-11-09 2:00 pm
Acc State University		<input type="checkbox"/>	2018-09-06 02:00 pm - 2018-11-09 2:00 pm
Agnes Scott College		<input type="checkbox"/>	2018-09-06 02:00 pm - 2018-11-09 2:00 pm
Albertus Magnus		<input type="checkbox"/>	2018-09-06 02:00 pm
Alexandria University		<input type="checkbox"/>	2018-09-06 02:00 pm

# Search for Student Resumes

Log into Handshake and click the **Students** tab. Locate and check the box next to Daemen College.



Use the check box, drop-down, and fill-in filters to find the students of your choice. Click **Show Advanced Options** and check **Has Public Resume**.



To download a resume, click the box next to the student's name and click **Download Resumes**. To download multiple, click the box at the top or click **Select all** and click **Download Resumes**.

