Transitioning to Handshake for Student Employment

Agenda

- Change Overview / Why are we changing?
- Lockheed Martin Career Development Center Overview
- Transition Timeline
- On Campus Student Employment Process Overview
- Supporting Resources and Materials
- Work-Study and Non Work-Study
- Questions and Answers
- Handshake Demo

On-Campus Student Employment

Why are we changing?

- UTA's Office of Human Resources and the Lockheed Martin Career Development Center are excited to announce the transition of posting on-campus employment from SNAPJob to Handshake!
- Enhance the posting and candidate search experience for faculty and staff.
- Support our student community in seamlessly finding and securing on-campus employment.
- Support our Student Success Goals and success of the MavAdvantage program.
- Ensures our students quickly and efficiently connect with opportunities that will make a difference in their career journey.
- Student customer journey – one stop shop for all "employment".
- Centralize the experience and ensure consistency.
- Create a realistic job preview for students through their on campus student employment experience – from application through onboarding.

Overview

UTA Lockheed Martin Career Development Center

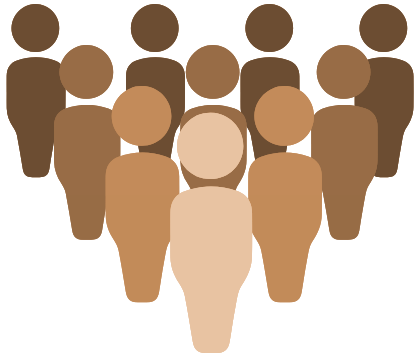
Engaged Industry and Business Partnerships	Inspired and Confident Students	Loyal and Active Alumni	United Academic Alliance
• UTA is DFW's industry and business **first choice** for top workforce ready talent. The Center partners with employers to succeed in hiring UTA talent, build and sustain a strong brand on campus and connect employers with our students, alumni and faculty.	• **Enabling and preparing** the student community to reach lifelong professional and personal success through career development experiences and discoveries.	• Creating **lifelong alumni commitment**, loyalty and ongoing professional support through the Career Development Center resources, networks and events.	• Creating a **unified and collective alignment** with UTA academic schools/colleges around career development. Ensure collective sharing of **best practices** and leverage knowledge.

Services Offered

Current services provided by the UTA Lockheed Martin Career Development Center

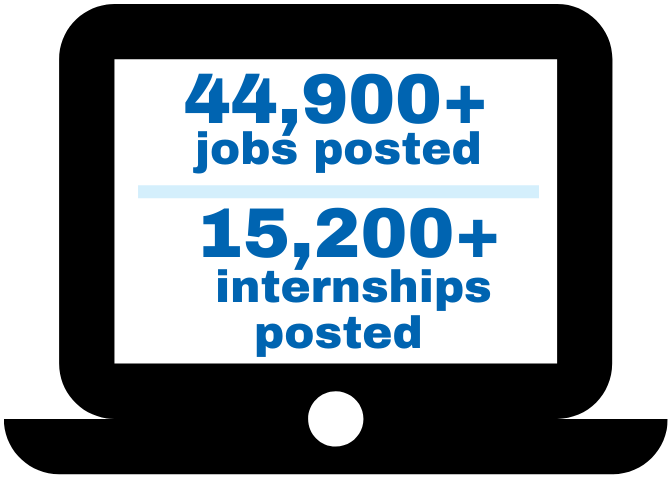
Students	Employers
▪ One-On-One Career Discovery Appointments ▪ Workforce Skills Presentations ▪ Resume Writing Seminars ▪ Job Search Strategy Workshops ▪ Career Development Institute Sessions ▪ Dining Etiquette ▪ Speaker / Presenter Series on Workforce Skills ▪ Skills and Values Assessments ▪ Experiences for each phase of career development ▪ College Partnership Initiatives – Career as part of the curriculum ▪ Launch Career Culture Across Campus with the Academic Colleges ▪ Launch Career Readiness Professional Skills Academy – Fall 2019 ▪ Grow Career Spot: “Just in time student career support” program ▪ Launch online career development services and grow online student support through Marketplace	▪ 6 Fairs per year - Job Fairs / Internship Job Fairs / Virtual Job Fairs ▪ Tailored Internship Programs ▪ On Campus Alumni Employer Engagement ▪ Virtual and In-Person Mentoring Program ▪ Veteran Corporate Dialogue Sessions ▪ On Site Employer Visits (Mavs on Site) ▪ Chamber Participation and Presence ▪ Employer Office Hours ▪ Mock Interviews with Employer Feedback ▪ Mix and Mingle Networking Sessions ▪ Employer Workforce Development Presentations ▪ Recruiting Strategies Workshops ▪ Employer to Employer Workshops ▪ Mentoring Program Events – 8 events for Fall and Spring ▪ Mavs on Site program; 5 per semester in Fall and Spring (Students go to Employer Sites for the day)

2018-2019 Highlights



24,300+
students serviced

events and experiences for students and alumni



44,900+
jobs posted

15,200+
internships posted

470+
employers conducting 621 presentations, office hours, and workshops on campus

handshake

20,000+
student profiles

14,000+
employer profiles

228
presentations and events across campus

Transition Timeline

Important dates for you to know regarding Student Employment

- **Monday, October 21, 2019** – Start moving your on-campus student worker positions from SNAPJob to Handshake so students will be able to view them.
- **Monday, October 21, 2019 – Wednesday, November 27, 2019** - Students could potentially search and apply for on-campus positions in both SNAPJob and Handshake. As we transition to the new Handshake system, all jobs posted in SNAPJob need to have a close date on or prior to Wednesday, November 27, 2019.
- **Monday, November 11, 2019** – Students will be notified about the change. Student jobs entered in SNAPJob after this date won't be approved. All student worker positions need to be entered into Handshake.
- **Wednesday, November 27, 2019** – All jobs posted in SNAPJob will close on or prior to this date. You will still be able to print and pull information from SNAPJob through Friday, December 20, 2019.
- **Friday, December 20, 2019** – SNAPJob will go away permanently and you will be unable to access any records or information.

Process Overview

On-Campus Student Employment

Please take out your Student Employment Step-by-Step Handout

Resources and Documents

www.uta.edu/careers

- How to Guides
- Marketing and Communication materials
- Checklist
- Upload all communications
- Upload all session materials
- Point of Contact
- Calendar and Timeline
- Training sessions schedule
- FAQ’s

Types of Student Employment

Work-Study and Non Work-Study

- Form of need based Financial Aid funded by U.S. Department of Education and Texas State Government
- Employment program that allows UTA to subsidize student wages on campus and off campus
- Funds are offered as awards to students and they only earn them if they secure a Work-Study Job

Work-Study Eligibility

Students must meet the following criteria

- Must complete FAFSA
- Must be enrolled at least half time (6 credit hours)
- Must meet Satisfactory Academic Progress
- Must accept award
- Must apply for and secure designated Work-Study positions
- Must present Work-Study Eligibility Form

Why Hire Work-Study?

Employer & student benefits

- Departments can hire UTA students and are only charged for 25% of their wages earned.
- Students get real world experience.
- Students can earn money instead of taking out loans and incurring debt.

Non Work-Study Positions

All Student Employment

- Application based
- Students earn money instead of taking out loans
- Students DO NOT pay FICA taxes

Non-Work-Study

- 100% funded from your department
- Don’t have to complete FAFSA; not need based
- Students do not have definitive award amount

Questions?

How can we help you and what can we clarify?

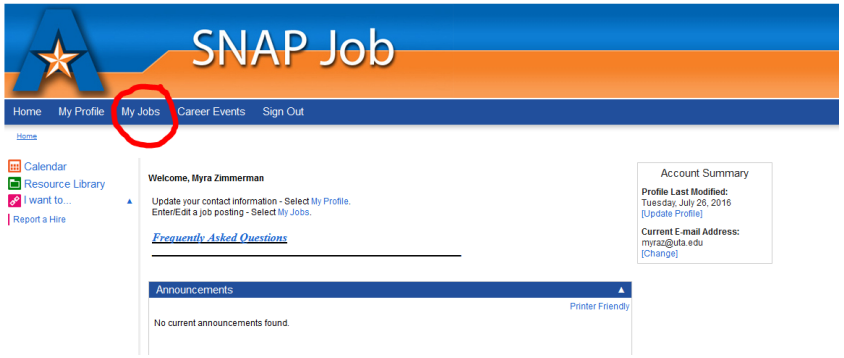
SNAPJob

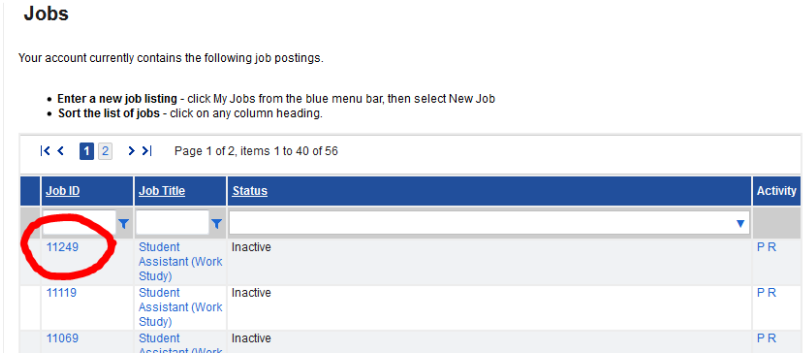
Print your old job descriptions

- Log in to SNAPJob

https://www.myinterfase.com/utahr/employer/

- Click “My Jobs”
  - Click the five digit Job ID to access your past job postings
  - Print the page for your records
  - Repeat as needed depending on the number of your job descriptions





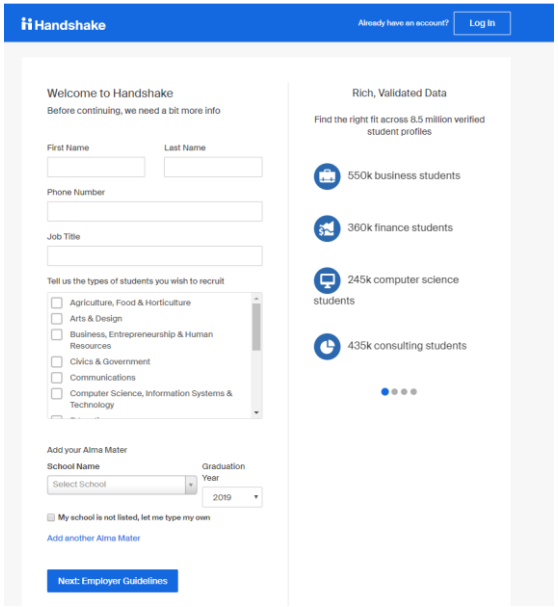
Handshake Demo

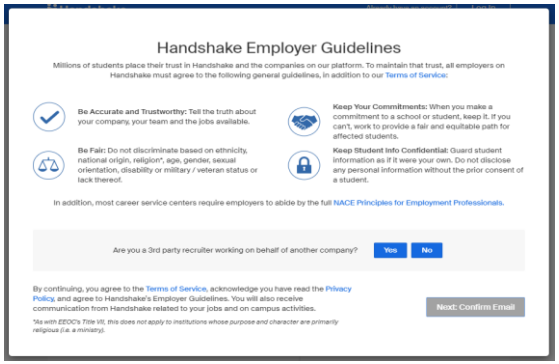
Pull out your laptop, if you brought one.

Create a Handshake Account pt. 1

How To:

- To create your account, go to: app.joinhandshake.com/employer_registrations/new
- Make sure you use your UTA email
- Fill in your name, phone number, job title, the type of students you want to hire, and where you graduated from.
- Handshake will ask if you are a third party recruiter - Answer No.
- Confirm your email. You will receive an email from Handshake to confirm your account. This can take 10 minutes. Make sure you check your spam!

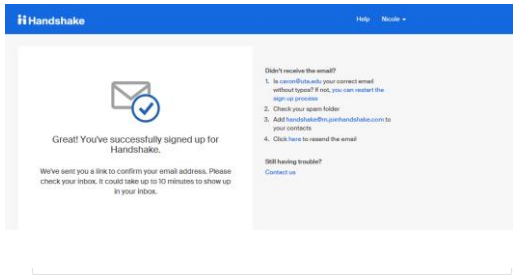


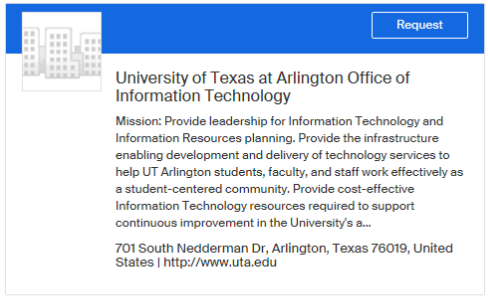


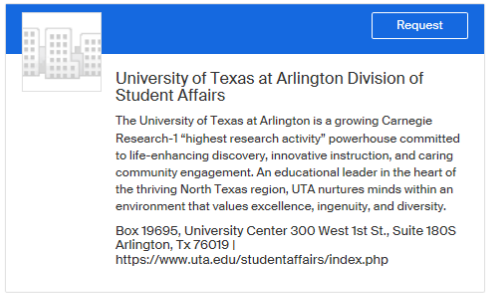
Create a Handshake Account pt. 2

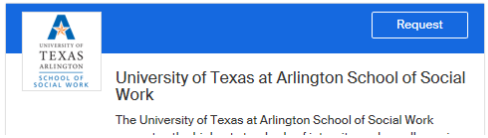
How To Continued:

- Once your account is confirmed, request access to your department.
  - Every department is listed as “University of Texas at Arlington ‘Department Name’”
  - The Career Development Center has made a landing page for each department on campus
  - *NOTE* If your department has previously used Handshake before, your department owner will have to approve your request. Owners are typically admins or someone who typically posts jobs for your department.





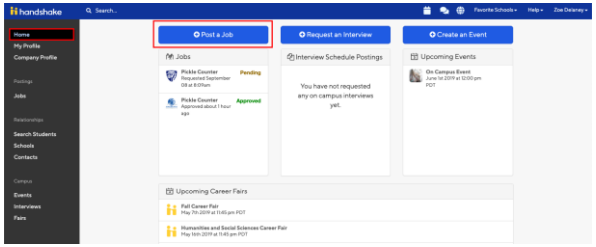


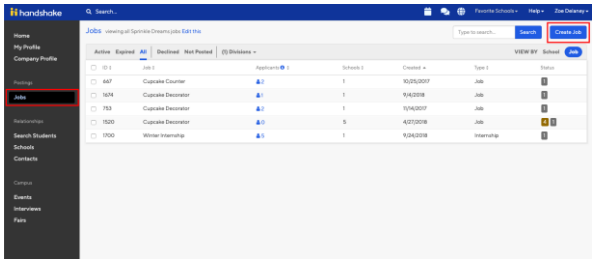


Post a Job in Handshake pt. 1

How To:

- To log in to your account, go to: app.joinhandshake.com
  - For an employer account, you CANNOT use single sign on
- 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.
- You will now be asked to complete 4 tabs in the posting. These include the job **Basics**, **Details**, **Preferences**, and **Schools** you'd like to post the position to

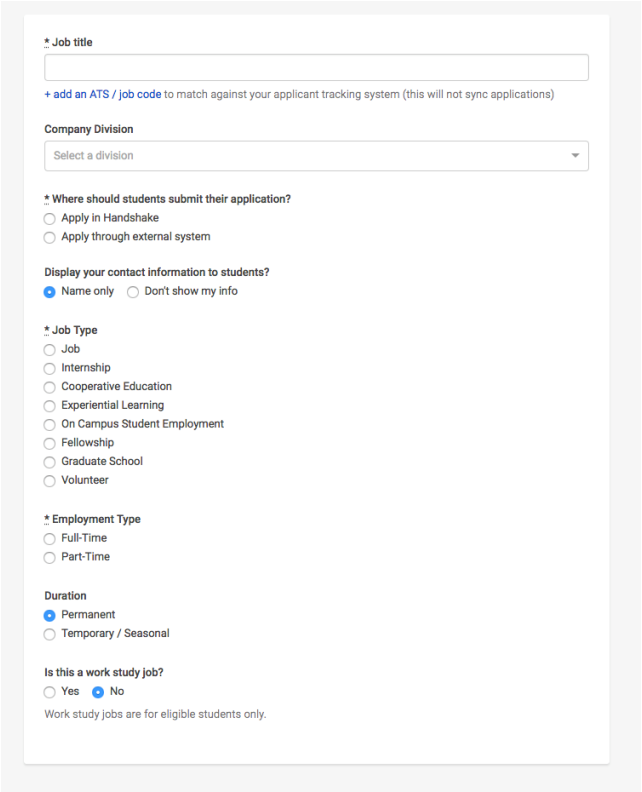




Post a Job in Handshake pt. 2

Basics:

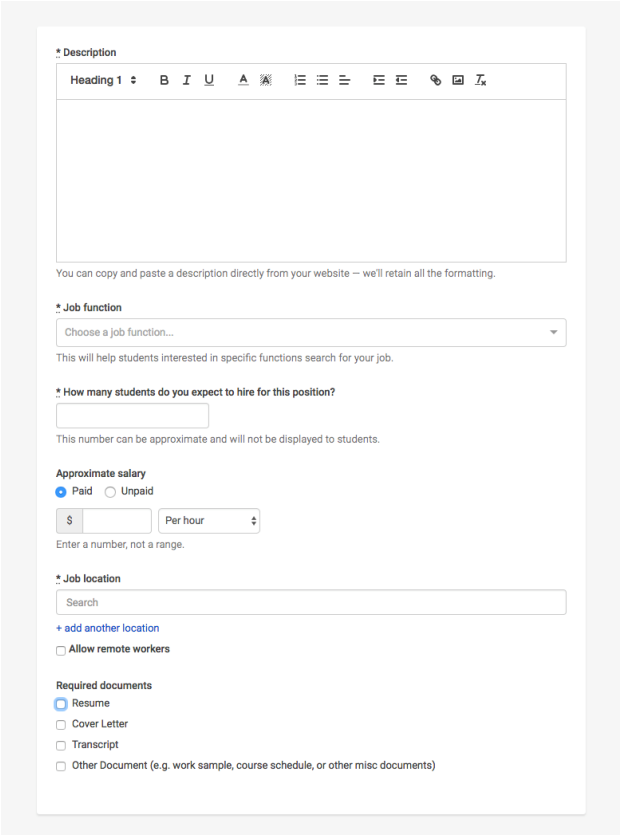
- Job Title –
  - All job titles should include the following naming:
    - UTA Student Assistant – Working Title
      - Example: UTA Student Assistant – Marketing Intern
    - UTA Work-Study Student Assistant – Working Title
      - Example: UTA Work-Study Student Assistant – Front Desk
  - ATS / job code - It's useful as a reference number, but does not actually provide any additional functionality.
- Company Division
  - Leave blank
- Where should students submit their application?
  - Select apply in Handshake unless you are using a different system to collect resumes.
- Job Type
  - Select “On Campus Student Employment”
- Employment Type
  - Select “Part Time”
- Duration
  - Select “Temporary/Seasonal
- Is this a work study job?
  - Yes – only students eligible for work-study will be able to see the position
  - No – all students will be able to see the position



Post a Job in Handshake pt. 3

Details:

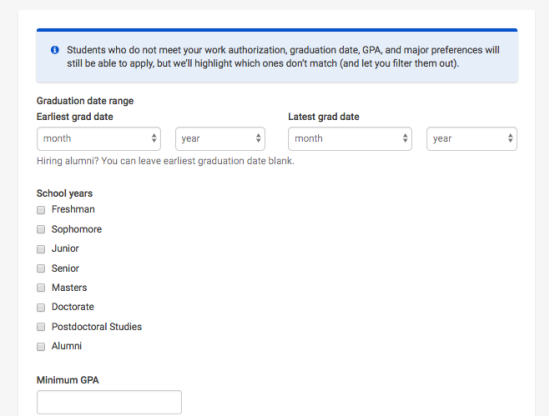
- Description
  - Your job description must include job duties, responsibilities, and necessary qualifications.
- Job Role
  - Choose an area that is relevant for your job
- How many students do you expect to hire for this position?
  - Enter the number of students
- Approximate Salary
  - All positions must be paid
- Job Location
  - Arlington, Texas
- Required Documents
  - Select “Resume”
  - Recommended to select “Other Documents” – class schedule, work-study eligibility form, portfolio for graphic designers, etc.

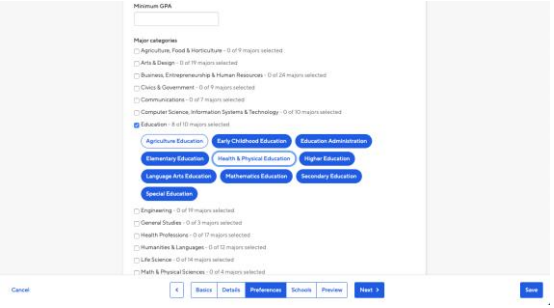


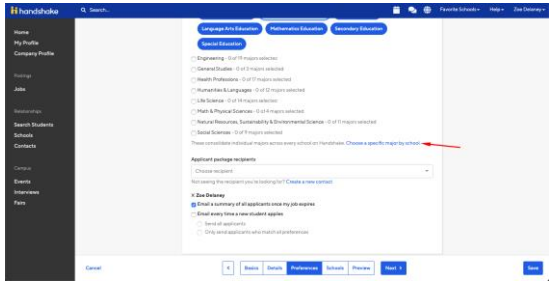
Post a Job in Handshake pt. 4

Preferences:

- Helpful hint: if you get too specific with ranges, you limit your applicant pool!
- Preferences are optional
- Graduation Date Range
- School Years
- Minimum GPA
- Major Categories
  - You can pick specific majors
- Applicant package recipients
  - If there is a contact in your company that should be receiving the applications, type their name.
  - You can pick to receive an email every time a student applies, or when the position closes



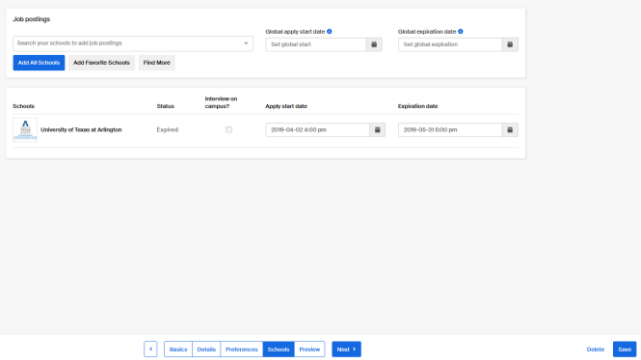


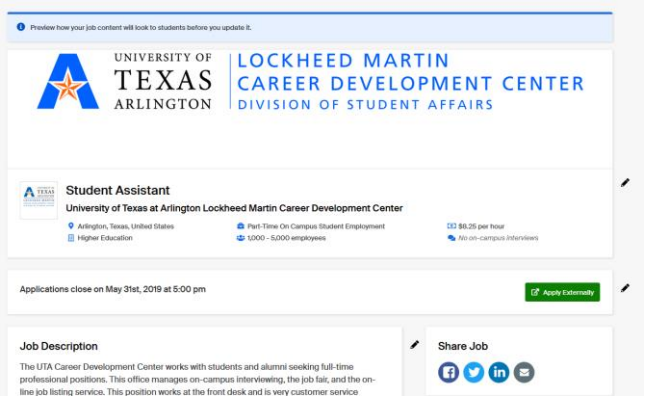


Post a Job in Handshake pt. 5

Schools:

- Add your job posting to the University of Texas at Arlington.
- Choose how long you want your job posted by setting a date range (minimum 5 days)
- You can preview your job before posting or save it right away
- Your job will be reviewed by the Lockheed Martin Career Development Center staff for approval
- You will receive an email once it's approved!

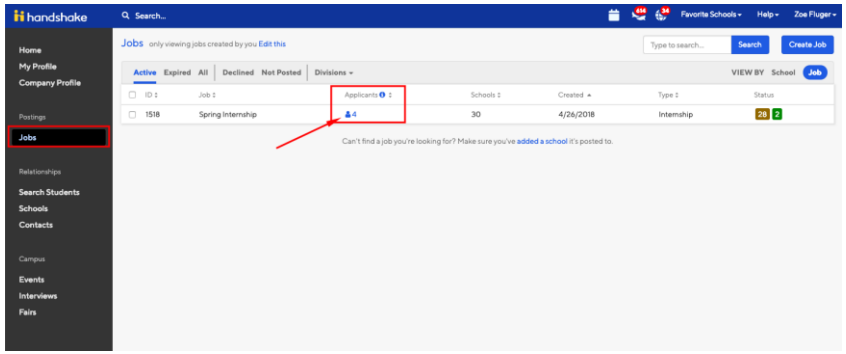




Accessing your Applicants pt. 1

Accessing Applications and Documents:

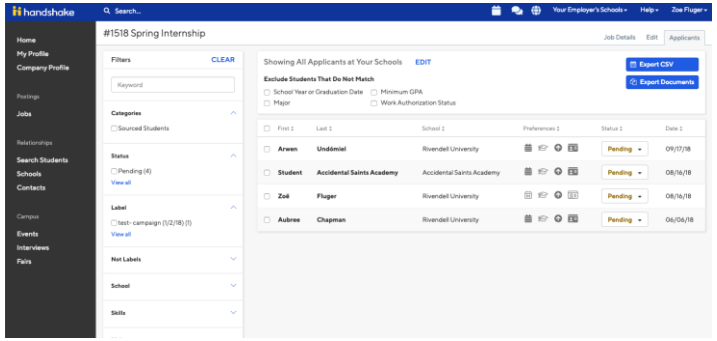
- To log in to your account, go to: app.joinhandshake.com
  - For an employer account, you CANNOT use single sign on
- Once you are logged in, Click “Jobs” in the left hand navigation bar.
- Locate the job you’d like to view applicants for.
  - Helpful hints – you can search job titles or job id’s in the search bar. You can also click on the “Expired” tab at the top of the page if you are trying to locate a job that has expired.
- Click the number and person icon under the Applications column, connected to the job you wish to view the applicants for.

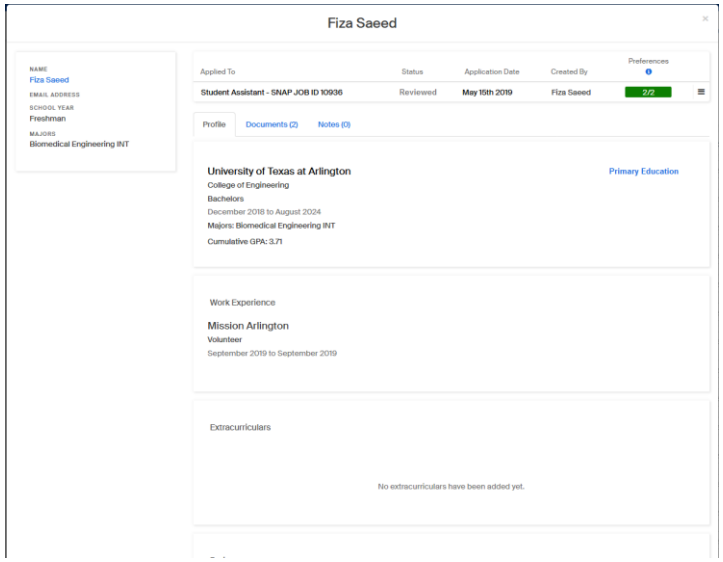


Accessing your Applicants pt. 2

Reviewing Resumes:

- Once the page loads, you will be brought directly to the “Applicants” page for your specific job posting.
- By clicking on the applicants name, you will be able to access their Handshake profile and application documents.
- You can also download an excel sheet or a document packet with all of the applicants resumes or required documents.

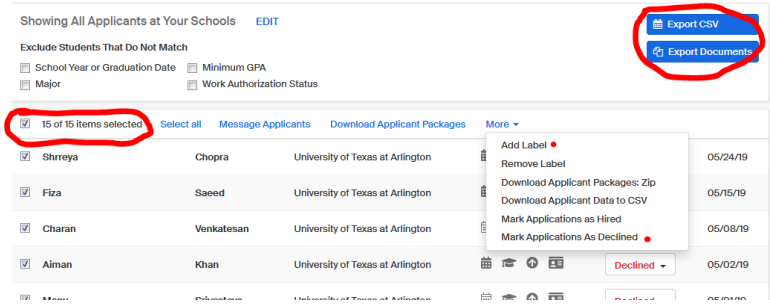


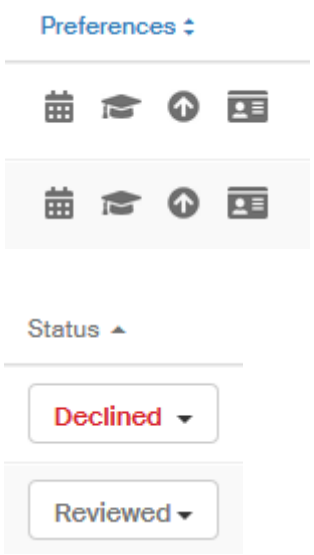


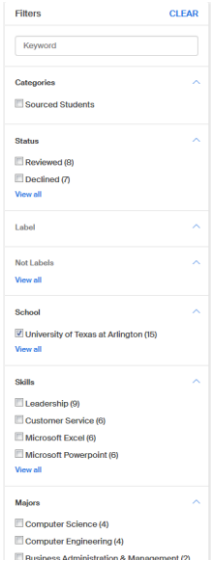
Accessing your Applicants pt. 3

Finding the best candidate:

- By selecting all students, you can message all applicants, or add a label.
- You can use filters to sort by different categories for different skillsets.
- If all four boxes are dark grey as shown in the picture, it means the applicant has all the preferences/skillsets you posted in your job description. If only three of the four are selected, it means they are missing one of the preferences.
- You can decline applicants individually or as a group if you aren't going to hire them. (This lets the student know they aren't moving forward in the hiring process.) If you are hiring a student, please mark them as hired. To do this, change their status.







Any Questions?

How can we help you and what can we clarify?

UNIVERSITY OF TEXAS ARLINGTON