

# 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

- 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.

### Inspired and Confident Students

- **Enabling and preparing** the student community to reach lifelong professional and personal success through career development experiences and discoveries.

### Loyal and Active Alumni

- Creating **lifelong alumni commitment**, loyalty and ongoing professional support through the Career Development Center resources, networks and events.

### United Academic Alliance

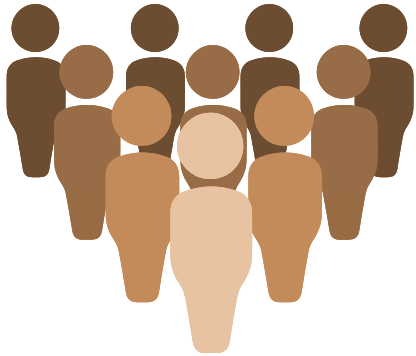
- Creating a **unified and collective alignment** with UTA academic schools/colleges around career development. Ensure collective sharing of **best practices** and leverage knowledge.

# Services Offered

Current services provided by the UTA Lockheed Martin Career Development Center

Students	Employers
<ul style="list-style-type: none"> <li>▪ One-On-One Career Discovery Appointments</li> <li>▪ Workforce Skills Presentations</li> <li>▪ Resume Writing Seminars</li> <li>▪ Job Search Strategy Workshops</li> <li>▪ Career Development Institute Sessions</li> <li>▪ Dining Etiquette</li> <li>▪ Speaker / Presenter Series on Workforce Skills</li> <li>▪ Skills and Values Assessments</li> <li>▪ Experiences for each phase of career development</li> <li>▪ College Partnership Initiatives – Career as part of the curriculum</li> <li>▪ Launch Career Culture Across Campus with the Academic Colleges</li> <li>▪ Launch Career Readiness Professional Skills Academy – Fall 2019</li> <li>▪ Grow Career Spot: “Just in time student career support” program</li> <li>▪ Launch online career development services and grow online student support through Marketplace</li> </ul>	<ul style="list-style-type: none"> <li>▪ 6 Fairs per year - Job Fairs / Internship Job Fairs / Virtual Job Fairs</li> <li>▪ Tailored Internship Programs</li> <li>▪ On Campus Alumni Employer Engagement</li> <li>▪ Virtual and In-Person Mentoring Program</li> <li>▪ Veteran Corporate Dialogue Sessions</li> <li>▪ On Site Employer Visits (Mavs on Site)</li> <li>▪ Chamber Participation and Presence</li> <li>▪ Employer Office Hours</li> <li>▪ Mock Interviews with Employer Feedback</li> <li>▪ Mix and Mingle Networking Sessions</li> <li>▪ Employer Workforce Development Presentations</li> <li>▪ Recruiting Strategies Workshops</li> <li>▪ Employer to Employer Workshops</li> <li>▪ Mentoring Program Events – 8 events for Fall and Spring</li> <li>▪ Mavs on Site program; 5 per semester in Fall and Spring (Students go to Employer Sites for the day)</li> </ul>

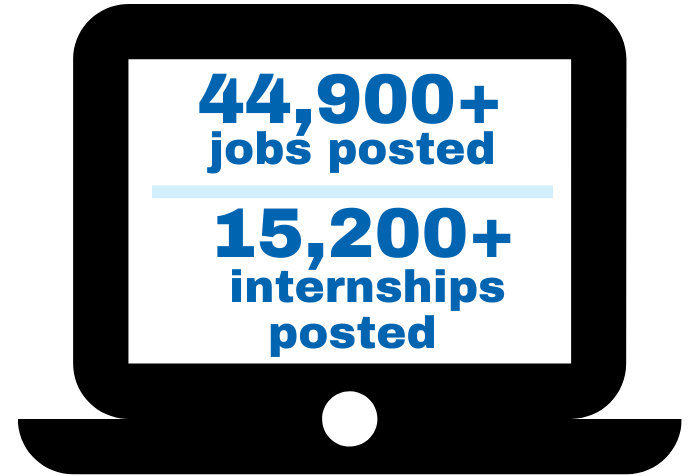
# 2018-2019 Highlights



**24,300+**  
students  
serviced



**886**  
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](http://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

The screenshot shows the SNAP Job website interface. The navigation bar includes 'Home', 'My Profile', 'My Jobs' (circled in red), 'Career Events', and 'Sign Out'. The main content area displays a welcome message for Myra Zimmerman and an 'Announcements' section. Below this, the 'Jobs' section is visible, showing a list of job postings. The first row in the table is circled in red.

Job ID	Job Title	Status	Activity
11249	Student Assistant (Work Study)	Inactive	P R
11119	Student Assistant (Work Study)	Inactive	P R
11069	Student Assistant (Work Study)	Inactive	P R

# 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](https://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!

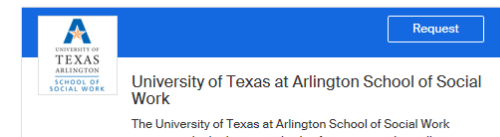
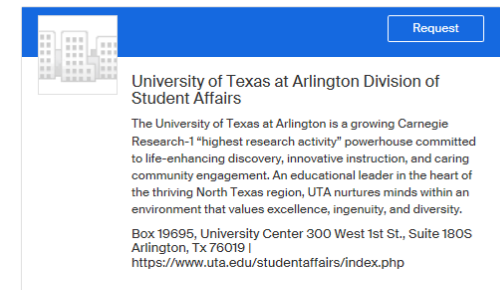
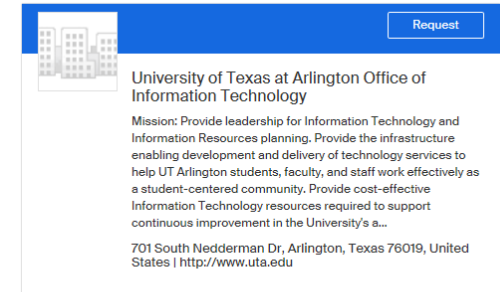
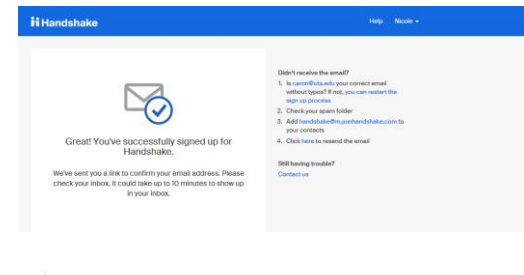
The screenshot shows the Handshake registration page for employers. At the top, there is a blue header with the Handshake logo and a 'Log In' button. Below the header, the page is divided into two main sections. The left section is titled 'Welcome to Handshake' and contains a form with fields for 'First Name', 'Last Name', 'Phone Number', and 'Job Title'. Below these fields is a section titled 'Tell us the types of students you wish to recruit' with a list of checkboxes for various student categories: Agriculture, Food & Horticulture; Arts & Design; Business, Entrepreneurship & Human Resources; Civics & Government; Communications; and Computer Science, Information Systems & Technology. At the bottom of this section is a dropdown for 'School Name' and a 'Year' dropdown set to '2019'. There is also a checkbox for 'My school is not listed, let me type my own' and a link to 'Add another Alma Mater'. A blue button labeled 'Next: Employer Guidelines' is at the bottom of the form. The right section is titled 'Rich, Validated Data' and features a list of student profile statistics: '550k business students', '360k finance students', '245k computer science students', and '435k consulting students'. Each item has a corresponding icon and a blue circular progress indicator.

The screenshot shows the 'Handshake Employer Guidelines' page. At the top, the title 'Handshake Employer Guidelines' is centered. Below it, a paragraph states: '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.' The page features four key guidelines, each with an icon: 1. 'Be Accurate and Trustworthy: Tell the truth about your company, your team and the jobs available.' (checkmark icon). 2. 'Be Fair: Do not discriminate based on ethnicity, national origin, religion\*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.' (scales icon). 3. '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.' (handshake icon). 4. '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.' (lock icon). Below these guidelines, a question asks: 'Are you a 3rd party recruiter working on behalf of another company?' with 'Yes' and 'No' buttons. At the bottom, a paragraph states: '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.' A blue button labeled 'Next: Confirm Email' is at the bottom right.

# Create a Handshake Account pt. 2

## How To Continued:

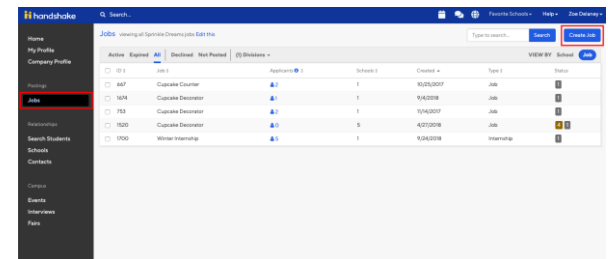
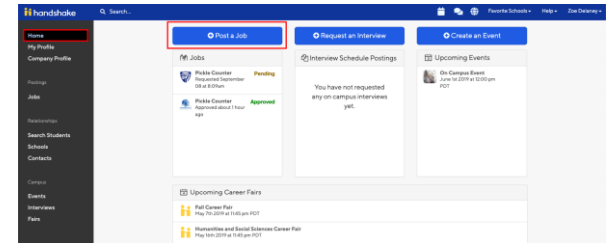
- Once your account is confirmed, request access to your department.
  - Every department is listed as “University of Texas at Arlington ‘Department Name’”
  - The Career Development Center has made a landing page for each department on campus
  - **\*NOTE\*** If your department has previously used Handshake 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](http://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

\* Job title

+ add an ATS / job code to match against your applicant tracking system (this will not sync applications)

Company Division

\* Where should students submit their application?

Apply in Handshake

Apply through external system

Display your contact information to students?

Name only  Don't show my info

\* Job Type

Job

Internship

Cooperative Education

Experiential Learning

On Campus Student Employment

Fellowship

Graduate School

Volunteer

\* Employment Type

Full-Time

Part-Time

Duration

Permanent

Temporary / Seasonal

Is this a work study job?

Yes  No

Work study jobs are for eligible students only.

# 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.

The screenshot displays a job posting form with the following sections:

- \* Description:** A rich text editor with a toolbar (Heading 1, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Image, Video) and a large text area. Below the text area is a note: "You can copy and paste a description directly from your website – we'll retain all the formatting."
- \* Job function:** A dropdown menu with the placeholder text "Choose a job function...". Below it is a note: "This will help students interested in specific functions search for your job."
- \* How many students do you expect to hire for this position?:** A text input field. Below it is a note: "This number can be approximate and will not be displayed to students."
- Approximate salary:** Radio buttons for "Paid" (selected) and "Unpaid". A currency selector set to "\$" and a unit selector set to "Per hour". Below is a note: "Enter a number, not a range."
- \* Job location:** A search input field with the placeholder "Search". Below it is a link "+ add another location" and a checkbox "Allow remote workers".
- Required documents:** A list of checkboxes: "Resume" (checked), "Cover Letter", "Transcript", and "Other Document (e.g. work sample, course schedule, or other misc documents)".

# 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

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

Hiring alumni? You can leave earliest graduation date blank.

School years

- Freshman
- Sophomore
- Junior
- Senior
- Masters
- Doctorate
- Postdoctoral Studies
- Alumni

Minimum GPA

Major categories

- Agriculture, Food & Horticulture - 0 of 9 majors selected
- Arts & Design - 0 of 9 majors selected
- Business, Entrepreneurship & Business Analytics - 0 of 26 majors selected
- Child & Government - 0 of 9 majors selected
- Communications - 0 of 9 majors selected
- Computer Science, Information Systems & Technology - 0 of 10 majors selected
- Education - 0 of 10 majors selected
  - Agriculture Education
  - Early Childhood Education
  - Education Administration
  - Elementary Education
  - Health & Physical Education
  - Higher Education
  - Language Arts Education
  - Mathematics Education
  - Secondary Education
  - Special Education
- Engineering - 0 of 19 majors selected
- General Studies - 0 of 9 majors selected
- Health Professions - 0 of 19 majors selected
- Humanities & Languages - 0 of 12 majors selected
- Life Science - 0 of 18 majors selected
- Math & Physical Sciences - 0 of 4 majors selected

Cancel

Applicant package recipients

Choose a recipient to receive this application package

0 Due Dates

- Email a summary of all applicants, once you get a new applicant
- Email every time a new student applies
- Send all applicants
- Only send applicants who match job preferences

Cancel

# 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!

The screenshot shows the 'Job postings' management interface. At the top, there are filters for 'Global apply start date' and 'Global expiration date'. Below these are buttons for 'Add All Schools', 'Add Favorite Schools', and 'Find More'. A table lists the schools associated with the job posting:

Schools	Status	Interview on campus?	Apply start date	Expiration date
University of Texas at Arlington	Expired	<input type="checkbox"/>	2018-04-02 4:00 pm	2018-05-31 5:00 pm

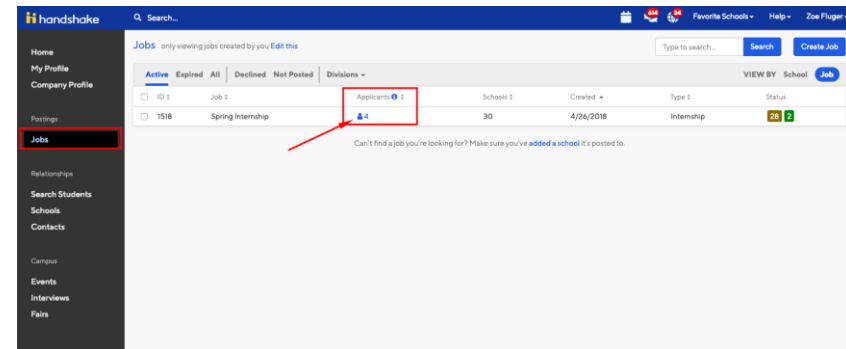
At the bottom, there are navigation buttons: 'Back', 'Details', 'Preferences', 'Settings', 'Profile', and 'New'.

The screenshot shows a job preview page. At the top, it says 'Preview how your job content will look to students before you update it.' The page features the University of Texas at Arlington logo and the Lockheed Martin Career Development Center logo. The job title is 'Student Assistant' at the University of Texas at Arlington Lockheed Martin Career Development Center. The location is 'Arlington, Texas, United States' and 'Higher Education'. The job is 'Part-Time On Campus Student Employment' with '1000 - 5000 employees' and 'No on-campus interviews'. The pay is '\$8.25 per hour'. The application deadline is 'Applications close on May 31st, 2019 at 5:00 pm'. There is an 'Apply Extensively' button. The job description states: 'The UTA Career Development Center works with students and alumni seeking full-time professional positions. This office manages on-campus interviewing, the job fair, and the on-line job listing service. This position works at the front desk and is very customer service'. There are social media sharing options for Facebook, Twitter, LinkedIn, and Email.

# Accessing your Applicants pt. 1

## Accessing Applications and Documents:

- To log in to your account, go to: [app.joinhandshake.com](http://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.

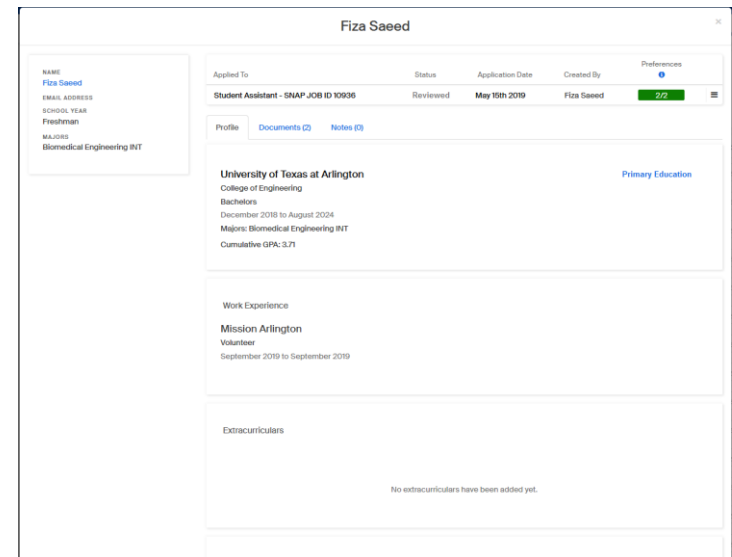
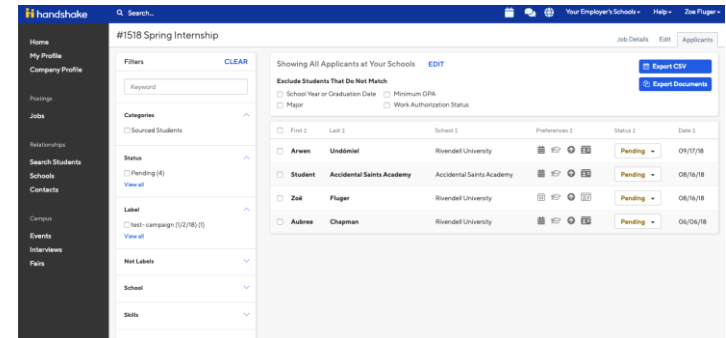




# Accessing your Applicants pt. 2

## Reviewing Resumes:

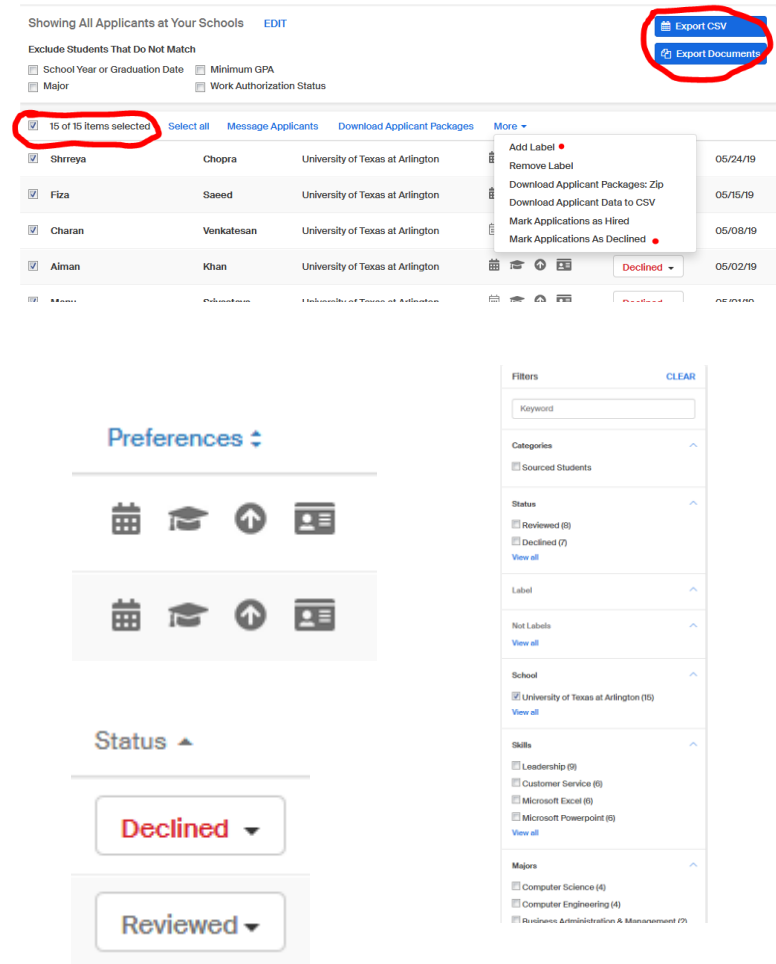
- Once the page loads, you will be brought directly to the “Applicants” page for your specific job posting.
- By clicking on the applicants name, you will be able to access their Handshake profile and application documents.
- You can also download an excel sheet or a document packet with all of the applicants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



Showing All Applicants at Your Schools [EDIT](#)

Exclude Students That Do Not Match

- School Year or Graduation Date
- Minimum GPA
- Major
- Work Authorization Status

15 of 15 items selected [Select all](#) [Message Applicants](#) [Download Applicant Packages](#) [More](#)

Name	Last Name	School	Status
Shrreya	Chopra	University of Texas at Arlington	05/24/19
Fiza	Saeed	University of Texas at Arlington	05/15/19
Charan	Venkatesan	University of Texas at Arlington	05/08/19
Alman	Khan	University of Texas at Arlington	05/02/19

**Preferences**

**Status**

**Declined**

**Reviewed**

**Filters** [CLEAR](#)

Keyword

Categories

Sourced Students

Status

- Reviewed (8)
- Declined (7)

[View all](#)

Label

Not Labels

[View all](#)

School

- University of Texas at Arlington (16)

[View all](#)

Skills

- Leadership (9)
- Customer Service (8)
- Microsoft Excel (8)
- Microsoft Powerpoint (8)

[View all](#)

Majors

- Computer Science (4)
- Computer Engineering (4)
- Business Administration & Management (2)

# Any Questions?

How can we help you and what can we clarify?

UNIVERSITY OF TEXAS  ARLINGTON