Thank you for your support of student employment by hosting a student employee in your office/department.

If you are hiring a student employee in any capacity (Federal Work Study-FWS, Learn & Earn Advantage Program-LEAP1/LEAP2, Campus Student Hourly, or Graduate Assistantships), please review the University’s policies governing student employee hiring at: https://www.odu.edu/facultystaff/employeeservices/compensation/payroll/hiring-student-workers#https%3A//www.odu.edu/facultystaff/employeeservices/compensation/payroll/hiring-student-workers%23 and https://www.odu.edu/content/dam/odu/offices/finance-office/docs/employing-students.pdf.

Training on employing students is offered by the Office of Finance under the Certificate in University Financial Management (CUFM) in course ZUFM 1040 Employing Students & Payroll. A schedule of these courses can be found at: https://odu.edu/facultystaff/training-development/university-financial-management/schedules.html.html

Career Development Services can assist your department with Student Employees under FWS or LEAP. We provide assistance with the following: recruitment, job description development, and student personnel changes (new hires, resignation/termination, pay rate changes or supervisor changes). In addition, Career Development Services can provide assistance with mentorship best practices for student employees, student employee intervention and professional skills/career competency development for student employees.

Requests for personnel changes for FWS and LEAP Student Employees (new hires, rehires and pay rate changes) can be completed through an online form. Please reach out studentjobs@odu.edu for the most up-to-date form.

Let us know how Career Development Services can partner with your department. Email us at studentjobs@odu.edu or call 757-683-4388.

Detailed Information Provided in this Document:

- Creating an Employer Account – Page 2
- Job Postings for Student Employment in Handshake – Page 8
  - A Step-by-Step Guide for Posting a Job in Handshake – Page 8
  - A Step-by-Step Guide for Reviewing Applicants in Handshake – Page 18
  - Frequently Asked Questions – Page 21
Creating an Employer Account in Handshake

How to Create an Employer Account in Handshake

1. Visit https://app.joinhandshake.com/employer_registrations/new and enter in your ODU email address and desired password, then click Sign Up.

![Handshake sign-up page]

2. Enter the following information, then click on Next: Employer Guidelines.

   **Note:** None of this information will be public to students unless you determine to make your profile public.

   - **First Name**
   - **Last Name**
   - **Phone Number:** this is a free text field, format as desired
   - **Job Title:** This is your personal 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, and the selections you make here do not hinder your ability to recruit students in any way, it’s simply used for data purposes.
   - **Alma Mater & Graduation Year:** If your Alma Mater is partnered with Handshake, this will create a contact entry for you at your Alma Mater, listed as an Alumni contact.

   **Note:** Do not select which schools you are interested in recruiting from here.
3. A popup will load with the Employer Guidelines, [Terms of Service](#), and [Privacy Policy](#).
Click on either Yes or No after the question "Are you a 3rd party recruiter working on behalf of another company?", then, click Next: Confirm Email.

- If you are a third-party recruiter select answer Yes, then review and check the box to agree to Handshake’s third party recruiter policy to move forward.

- If you are not a third-party recruiter, select No.

4. The next page contains instructions on how to verify your account via the email address you provided. The email should arrive within 10 minutes and will contain a link enabling you to confirm your account. You must click this link before you can proceed with the registration process.

Note: If you don’t receive a confirmation email, please see our Confirmation Email Troubleshooting Guide.
5. When the email arrives, click the Confirm Email button to verify your account.

Confirm your email address on Handshake

Hi Alexei,

Welcome to Handshake! Please confirm your email address to get started:

Confirm Email

If this is a mistake, you can cancel the registration at any time.

If you'd no longer like to receive emails like this you can sign in to manage your notification preferences or unsubscribe.

Handshake

P.O. Box 40770, San Francisco, CA 94140
6. When you click **Confirm Email** in your confirmation email, you will be brought back to Handshake. At this point, you’ll need to either connect with an existing company profile or create a new company profile if yours doesn’t exist in our system. The determination is based on the email you signed up with.

- If your company already exists in our system, the screen will display a list of company profiles associated with your email domain. If there is more than one, review the details for each profile. Click **Request** to connect with that company profile and then select **Next: Connect to Schools**.

- If the Search box appears, the you can search for your company profile. All ODU on-campus employment profiles will begin with “**ODU – insert name of department**”
• If you cannot find the correct company profile to connect with, email studentjobs@odu.edu for assistance. If needed we can assist with creating a new company profile for your department.

7. Once you have requested to connect with a company profile, you will be prompted to choose schools to connect to. Select the schools by clicking the + button to the right of the school. Then click **Next: Finish**.

• If you are only recruiting on-campus student employment (FWS, LEAP, Student Hourly, & Graduate Assistantships), then you will only connect with Old Dominion University.

• If you will be posting positions within your office that are for other employment opportunities, we recommend only 10-15 to start, and you can always request more schools later — for steps on how to do this, refer to **School Network Management**.

8. You can now move forward with posting a job in Handshake.

Job Postings for Student Employment in Handshake

**A Step-by-Step Guide for Posting a Job in Handshake**

*Items with a * next to them ensure we are compliant with federal guidelines required for Federal Work Study.*

1. From your Employer Home Page, select ‘Post a Job’

2. Complete ‘Basic information’ section

   a. **Job Title**

      Include one of the following classifications* if applicable:
      - FWS
      - LEAP
      - Student Hourly
      - Graduate Assistant

      *Each position classification needs to be a separate posting.*
      - Example: FWS Program Assistant Outdoor Adventure Center

   b. **Position Type**

      Select ‘On Campus Student Employment’ and check ‘Federal Work-Study program’ if applicable.
      - Check box if FWS
      - DO NOT check box if LEAP, Regular Student Hourly, or any other position
c. **Job Description**

Utilize the template below to ensure that all necessary items are included in your posting:

- **Position Location***: *(physical location on campus)*
- **Position Classification***: 4025 (Student Hourly), 4028 (FWS), 4021 (LEAP)
- **Role**: (think about the necessary Knowledge, Skills and Abilities or KSAs needed for the role)
- **Duties/Responsibilities***:
- **Wage Rate Determination***: *(reference student wage chart - [https://www.odu.edu/content/dam/odu/offices/finance-office/docs/student-wage-scale.pdf](https://www.odu.edu/content/dam/odu/offices/finance-office/docs/student-wage-scale.pdf))*.
- **Length of Employment***:
  - Students are evaluated on a semesterly basis.*
- **Contact Information**:

![Job Description Template](image)

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*Note, the ‘Copy description from existing job.’ This is a great feature if you’re duplicating a job posting!*

3. **Complete ‘Location requirements’ section**

a. **Select the ‘Onsite’ box.**

![Onsite, Remote, Hybrid Options](image)

b. **Then provide the address in the search box:**
   - Use the university’s physical address*: 5115 Hampton Boulevard, Norfolk, VA 23529
4. Complete ‘Time requirements’ section
   
   a. Select the ‘Part time’ box.

   b. Optional: **Hours**

   c. **Employment duration**
      
      Select ‘Permanent.’
5. Complete ‘Compensation and benefits’ section

a. **Expected Pay**

Select an option of pay (Range, Custom range, Exact amount, or Unpaid) and complete the following Rate, Amount, or Min./Max. fields:

*As of January 1, 2023, LEAP positions are $12.00/hour for LEAP1 and $13.00/hour for LEAP2, and FWS positions are $12.00/hour. Virginia Minimum Wage Act: [https://law.lis.virginia.gov/vacodefull/title40.1/chapter3/article1.1/](https://law.lis.virginia.gov/vacodefull/title40.1/chapter3/article1.1/).

b. Optional: **Additional compensation**

c. Optional: **Benefits**

d. Optional: **Perks**
6. Complete the ‘Categorize your job’ section

a. **Job roles**

Select the best option that pertains to the work the student will be doing. Here are some suggestions for student employment positions:

- For office assistants, data entry, and other clerical type positions:
  - Office and Administrative Support Workers
  - Customer Service Representatives
- For fundraising and event management positions:
  - Fundraisers
  - Meeting, Convention, and Event Planners
- For research related roles:
  - University Student Researchers

Handshake utilizes this to help provide relevant job suggestions for students based on their career interest profiles.

7. Complete ‘Candidate qualifications’ section

Add any must-have qualifications:

a. Optional: **School year**

b. Optional: **Latest graduation date**

c. Optional: **Major groups**

d. Optional: **Minimum GPA**

Note the following:

Students who do not meet label requirements your career center specifies here will not be able to apply. Students who do not meet work authorization, graduation date, GPA, and major preferences will still be able to apply, but employers will be able to clearly see, and filter between, the applicants who match all of their preferences and those who don’t.
8. Complete ‘Choose schools’ section

a. Select Old Dominion University

Post to specific schools
Choose from schools where you are approved. See approvals and posting permissions.

Search by school name or location

Old Dominion University
9. Complete ‘Application process’ section

a. Application Open Date/Close Date

To ensure Equal Employment Opportunity (EEO) compliance, please post positions for a MINIMUM of 3 days and a MAXIMUM of 60 days.

<table>
<thead>
<tr>
<th>Application open date</th>
<th>Application close date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023-09-06</td>
<td>2023-10-31</td>
</tr>
</tbody>
</table>

Reminder to close the position if it’s filled prior to the set close date.

b. Number of hires

<table>
<thead>
<tr>
<th>Number of hires</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

This will not show up to job seekers.

c. How will candidates submit applications?

On Handshake is preferred method for student employment.

Additional required documents appears with options of Resume, Cover Letter, Transcript, and Other.

*Strong suggestion to utilize “Other Document” for proof of their FWS or LEAP award to verify if the student applicants are eligible for that specific position.*

*Sample text:*

Proof of FWS/LEAP Award - Financial Aid awards can be printed from LEOonline. Ensure that the attached document includes your name and the award.
10. Complete ‘Your hiring team’ section

a. Job owner

This auto-populates with the person’s information who’s creating this posting. As a core user, you can add 1 hiring team member and this is that person that’s listed as the ‘job owner’.

Strong suggestion to check the box for ‘Feature [insert name] as available for candidate messages.’

Suggestion to select an email setting that works best for you. Options include:

- Send summary email once application period closes
- Send email when a candidate who meets qualifications applies
- Send email when a candidate applies
11. Next, a summary page of the job posting appears. Review and if accurate, select the ‘Post job’ button.

Note, there’s an option to ‘Save as draft’ in the top right banner on the screen.

To navigate back to drafts later, click the ‘View drafts’ button in the top right corner of the Jobs page:

The job posting will be pending a review by CDS staff to ensure that all items specified above are completed correctly. The posting should be reviewed and either approved or responded to with corrections needed within 3 business days.
12. If edits are needed:
   a. Navigate to your Jobs page on Handshake

   ![Postings Jobs](image)

   b. Click into the job posting you would like to edit
   c. Click the ‘Job details’ tab and ‘Edit’ button in the upper right corner below

   ![Basic information](image)

   d. Review your changes and click ‘Save’.

A Step-by-Step Guide for Reviewing Applicants in Handshake

1. Navigate to your Jobs page on Handshake

2. Click on the job posting that you would like to review. Note, there are tabs based on the status of the job posting: Active, Closed, and All.

3. The posting you selected loads to the Applicants tab. You can filter your results using the options in the left panel and/or utilizing the qualifications you added the job posting.
4. View the applicants individually by clicking their name to view their Handshake profile and/or clicking the document image to view application documents.

If you prefer to look at all candidates at once, you can utilize the ‘Download all’ button where you are presented with options of CSV or PDF.

5. Update the status of each applicant once reviewed. Options include Pending, Declined, and Hired.

Alternatively, you can update the status in bulk, by selecting the applicants you wish to change to one status, clicking ‘More’, then selectin the appropriate status of ‘Mark Applications Hired’ or ‘Mark Applications Declined.’

Continue to update the status as the search progresses.
6. Once you determine who you wish to hire, please utilize the appropriate procedures for hiring.
   a. Contacts:
      Work Study Student Employment Hiring
      - General: studentjobs@odu.edu
      - Federal Work Study (FWS): fws@ou.edu
      - Learn & Earn Advantage Program (LEAP): leap@odu.edu
      - VA Work Study (VAWS): vetemploy@odu.edu
      Departmental Student Hourly/Graduate Assistant Hiring
      - Work with your designated contact within your department
      - ODU Payroll website for Hiring Student Employees: https://ww1.odu.edu/finance/payroll/hiring-student-workers
**Frequently Asked Questions:**

**What if I have someone already selected?**

If your student is returning to their previous position, you do not need to post the job.

If you are hiring for an empty position, to ensure Equal Employment Opportunity (EEO) compliance, please post your position for at least 3 days. Make every possible attempt to screen and interview applicants based off qualifications. You may find a diamond in the rough.

**When do I close the position?**

Please plan on closing your posting once the position is filled. Previously, you could leave the position open indefinitely, but this is confusing students as they never know if the position is still available when the original posting date is months or years ago.

Additional resources on posting and managing jobs in Handshake can be found here: [https://support.joinhandshake.com/hc/en-us/sections/204202038-Post-Manage-Jobs](https://support.joinhandshake.com/hc/en-us/sections/204202038-Post-Manage-Jobs)