Handshake

Employer User Guide

Rollins School of Public Health
Office of Career Development

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HEALTH

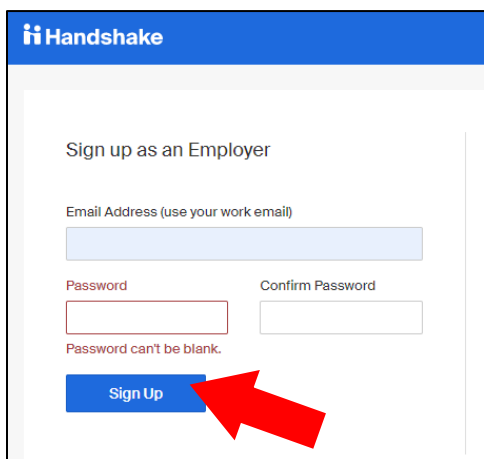# Contents

Troubleshooting Tip:

We strongly recommend using **Google Chrome** or **Mozilla Firefox**, *not Internet Explorer*, as your web browser, if able. If you are already using Chrome or Firefox, kindly try clearing your web browser's cache prior to logging back in to Handshake and try downloading again.

▶ HOW TO CREATE AN **EMPLOYER USER** ACCOUNT

1. Go to: https://rsph.joinhandshake.com/employer_registrations/new

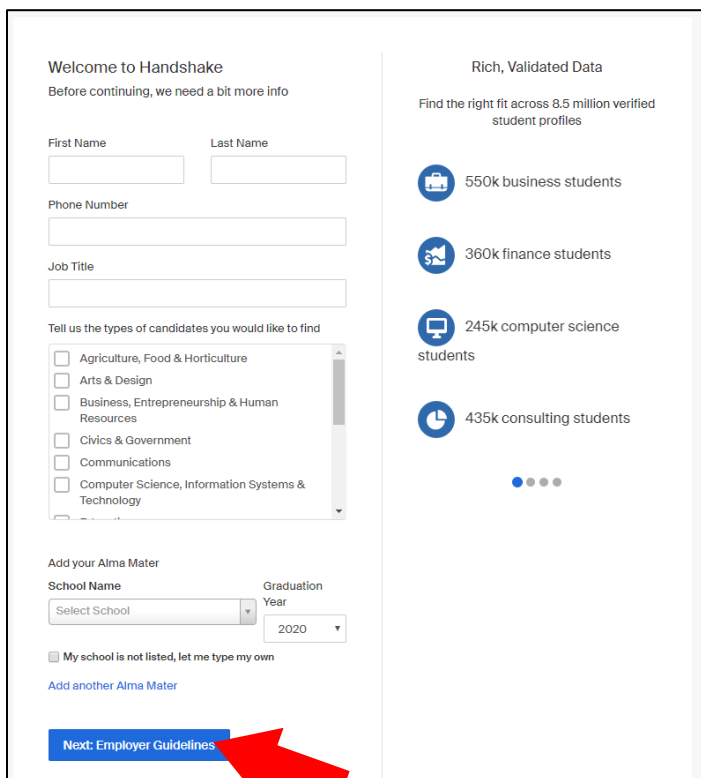2. Enter your work email address and create a password and click "Sign Up"

3. Enter your information and recruiting interests and click "Next: Employer Guidelines"

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4. Read the Employer Guidelines and select "Yes" or "No" to "Are you a 3rd party recruiter…".

5. Confirm your email address. Check your inbox or junk/spam folder for a confirmation email to verify your account.

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6. Connect with your company (i.e. place of employment). A company profile may be shown and pre-populated based on your email address.
   - 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 may click the "**Create New Company**" button to create a new company profile.
   - Please refrain from creating duplicate company profiles, if possible.

7. Connect with schools.
   - If your company is already an approved Handshake employer at Rollins School of Public Health, no additional steps are necessary.
   - If your company is not yet an approved Handshake employer at Rollins School of Public Health, please type **Rollins School of Public Health** in the search box and click the ✚ button to connect with our school.
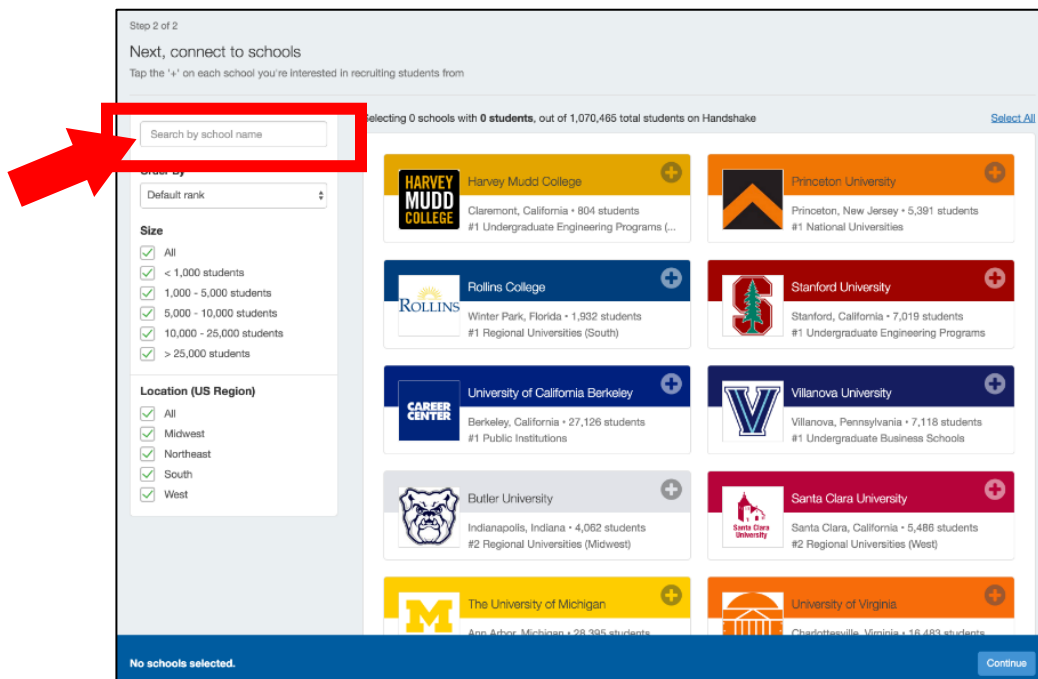
Still waiting to get your account or company approved? Please email us: rsphcareerdev@emory.edu

For more tutorials and FAQs, please visit the Handshake Help Center.

Account Setup & Settings

Understanding School Approvals

▶ HOW TO POST A JOB

1. Log in to Handshake: https://rsph.joinhandshake.com/login
2. Click "Jobs" on the left side navigation panel or the "Post a Job" button on the homepage.
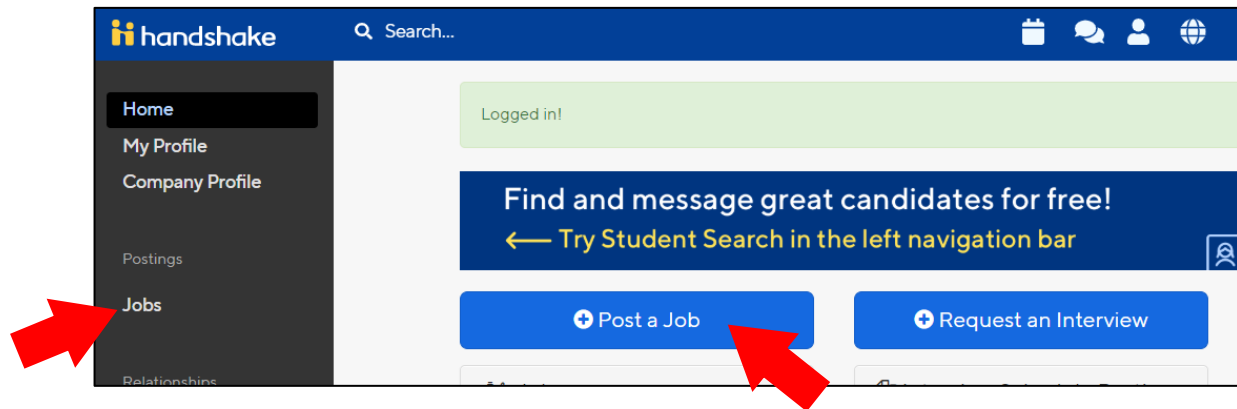
3. Click the "Create Job" button at the top right.

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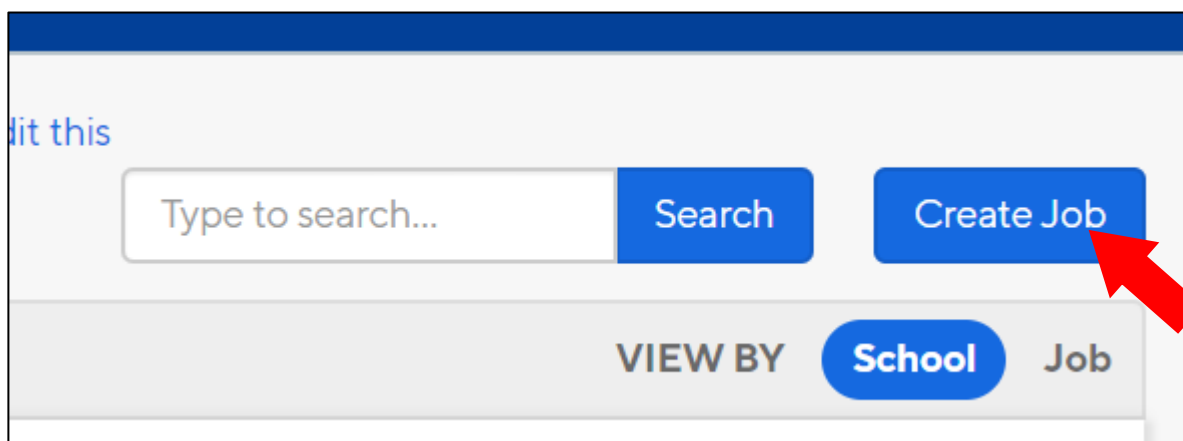
4. Fill in the *required* fields on the first page of the job posting form:
   - Where/how students should apply
   - Job title
   - Job Type
   - Employment Type

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5. Fill in the required fields on the Details page:
    - Description
    - Job function
    - How many students do you expect to hire?
    - Job location (City, State or City, Country will suffice. Street address not required)

* Description

Heading 1 ◆ | B | I | U | A | 🖌 | ⋮≣ | ≣ | ≡ | ⋲ | ⋺ | 🔗 | 🖼 | *I*ₓ

You can copy and paste a description directly from your website — we'll retain all the formatting.

* Job function

Choose a job function... ▼

This will help students interested in specific functions search for your job.

* How many students do you expect to hire for this position?

This number can be approximate and will not be displayed to students.

Approximate salary
◉ Paid ○ Unpaid

$ | Per hour ▼

Enter a number, not a range.

* Job location

Search

+ add another location

☐ Allow remote workers

Required documents
☑ Resume
☐ Cover Letter
☐ Transcript
☐ Other Document (e.g. work sample, course schedule, or other...)

< | Basics | **Details** | Preferences

*If **Job Location** is in the USA, please answer 2 additional questions regarding international students:*

* Job location

Atlanta, Georgia, United States

+ add another location

☐ Allow remote workers

Eligibility for international students (non-US citizens or permanent residents)
* Would you sponsor a work visa for the right candidate?
○ Yes ○ No

* Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for an internship under OPT/CPT)
○ Yes ○ No

6. The next Preferences page is <u>optional</u>.

ⓘ 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
- ☐ Alumni
- ☐ Postdoctoral Studies

Minimum GPA

[   ]

Major categories
- ☐ Agriculture, Food & Horticulture - 0 of 9 majors selected
- ☐ Arts & Design - 0 of 17 majors selected
- ☐ Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- ☐ Civics & Government - 0 of 9 majors selected
- ☐ Communications - 0 of 7 majors selected
- ☐ Computer Science, Information Systems & Technology - 0 of 10 majors selected
- ☐ Education - 0 of 10 majors selected
- ☐ Engineering - 0 of 19 majors selected
- ☐ General Studies - 0 of 3 majors selected
- ☐ Health Professions - 0 of 17 majors selected
- ☐ Humanities & Languages - 0 of 12 majors selected
- ☐ Life Science - 0 of 14 majors selected
- ☐ Math & Physical Sciences - 0 of 4 majors selected
- ☐ Natural Resources, Sustainability & Environmental Science - 0 of majors selected
- ☐ Social Sciences - 0 of 9 majors selected

These consolidate individual majors across every school on Handshake. Choose a

Applicant package recipients

[Choose recipient]

Not seeing the recipient you're looking for? Create a new contact

✕ **John Doe**
- ☑ Email a summary of all applicants once my job expires
- ☐ Email every time a new student applies
  - ○ Send all applicants
  - ○ Only send applicants who match all preferences

[‹] [Basics] [Details] [**Preferences**] [Schools]

To add colleagues who should receive student applications, search the recipient here.

Can't find them? Click "Create a new contact" to create their contact and them add them.

New Contact

Contacts | New Contact

* Email address	
* First name	
Last name	
Title	
* Location	Enter your address
Phone	
Cell phone	
Fax	
Description	
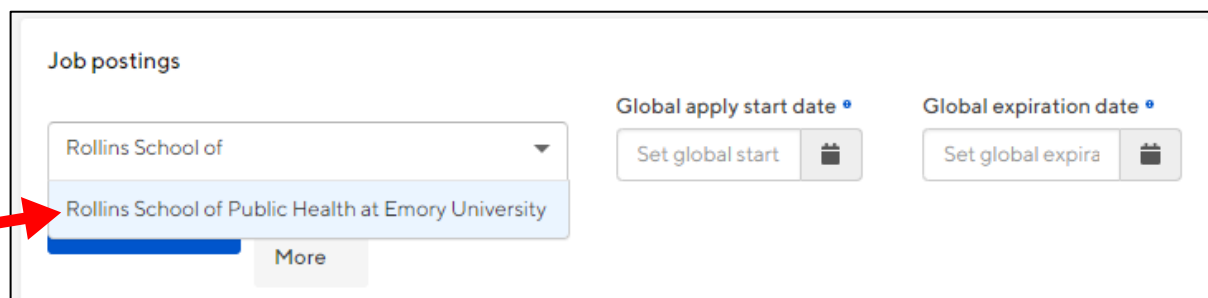
[Cancel]   [**Create Contact**]

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7. Search and select **Rollins School of Public Health** in the search field.
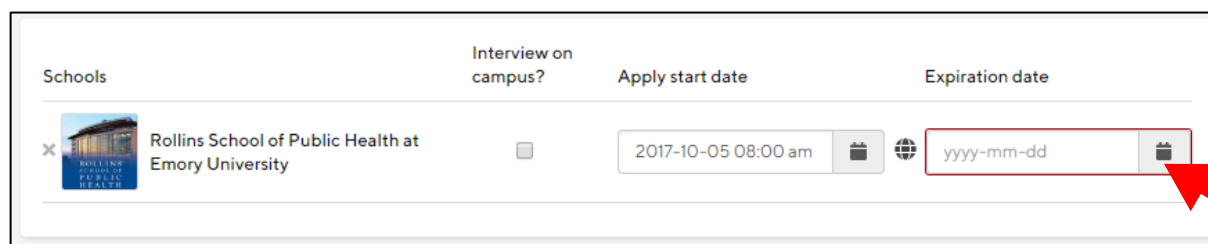


8. Enter an expiration date for your job posting.
   - Note: There is no field to enter a limit on the number of applicants. If at any point you feel you have received enough applications, you may close the job posting early at your discretion. See instructions on next page.

▶ HOW TO EDIT A CURRENT JOB POSTING

1. Log in to Handshake: https://rsph.joinhandshake.com/login
2. Click "Jobs" on the left-side navigation panel.
3. Find and select your job posting.
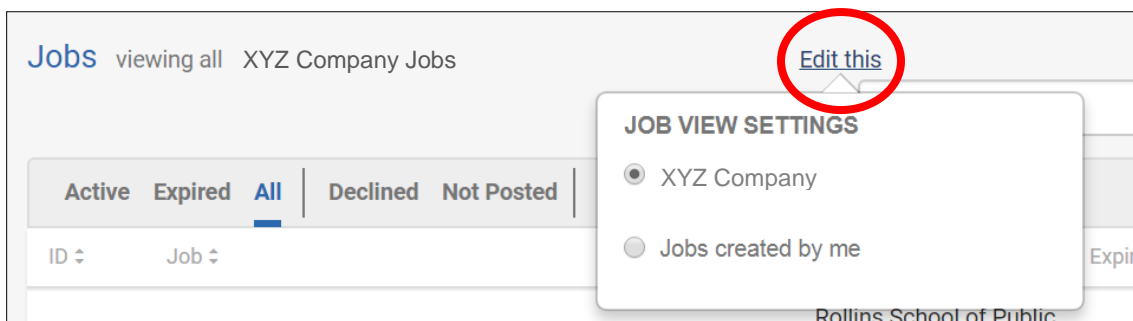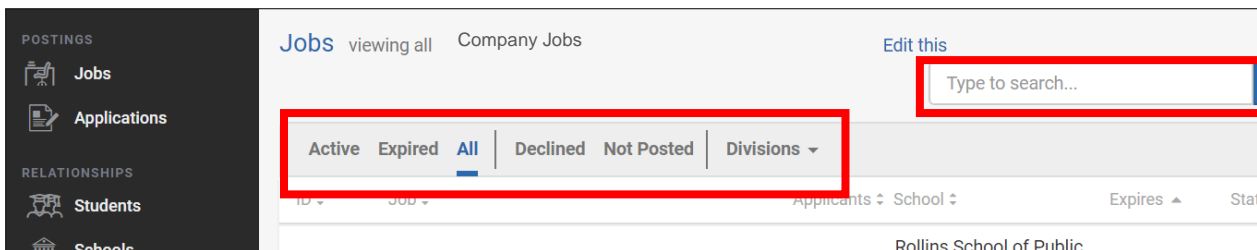
4. Select/click on your job posting.
5. See options to review applicants, edit jobs, expire job, and duplicate job.
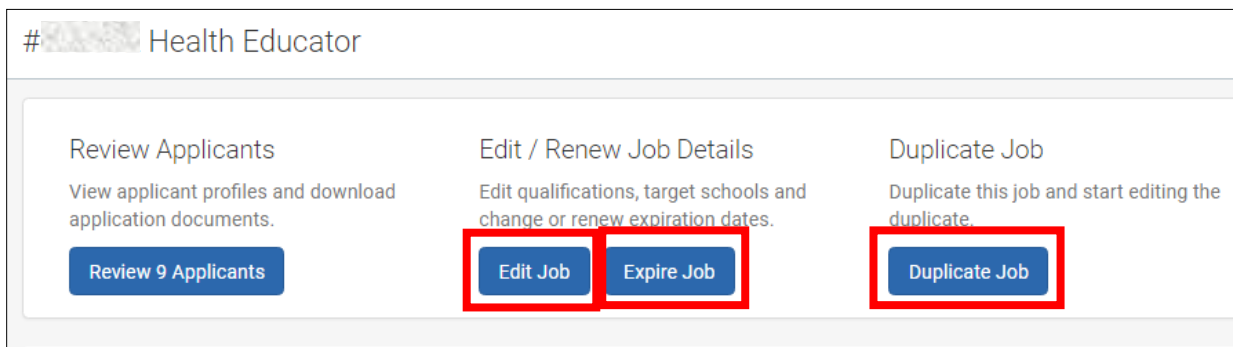
Note: Duplicating a job post will generate a *new job number* for the duplicate posting.

HOW TO REPOST AN EXPIRED JOB POSTING

1. Log in to Handshake: https://rsph.joinhandshake.com/login
2. Click "Jobs" on the left-side navigation panel.
3. Click the "Expired" filter shown on the top row

4. Select the expired job posting.
5. Click the "Edit Details" button.
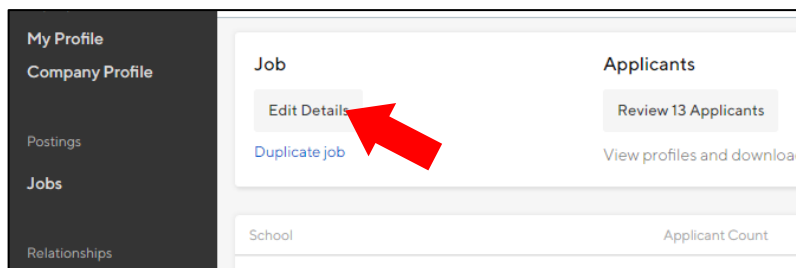
6. Click on the "Schools" tab at the bottom of the form.
7. Select a new Expiration Date and click Save.
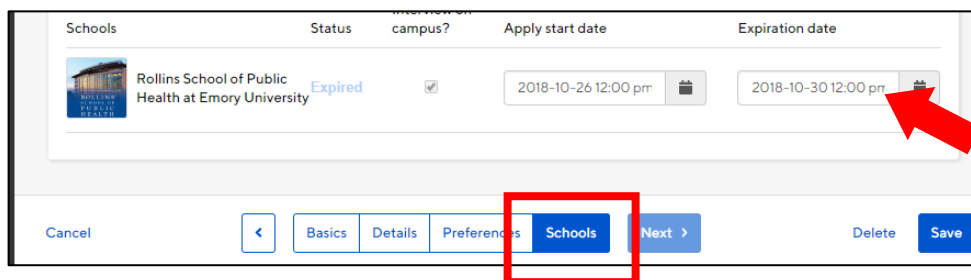
To view only a list of jobs that you created, go to the Jobs tab and click "Edit This" and select "Jobs created by me":

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► HOW TO MANAGE APPLICANTS ON A JOB POSTING

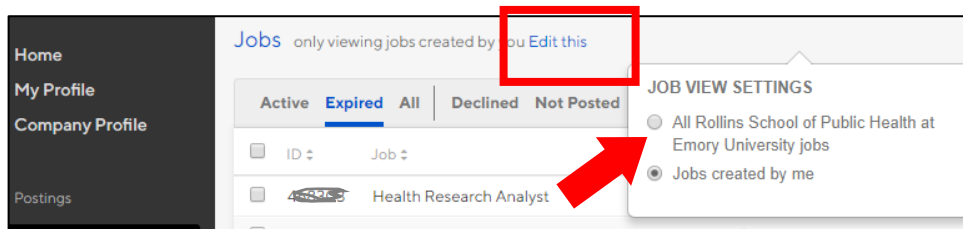1. Log in to Handshake: https://rsph.joinhandshake.com/login
2. Click "Jobs" on the left-side navigation panel.
3. Search for your job posting.
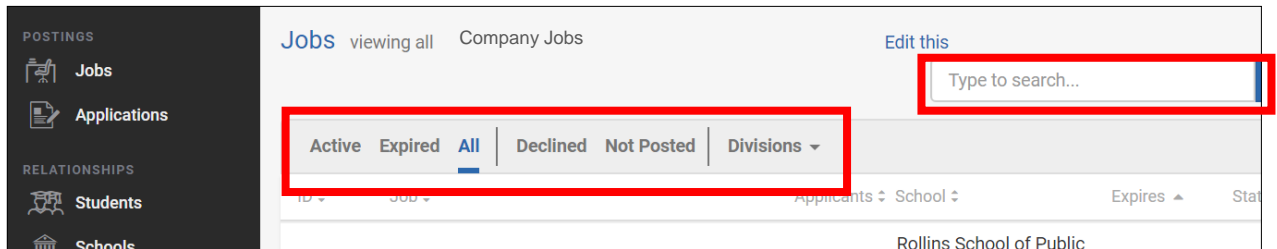
4. Select the applicant icon to view all applicants for the job posting.
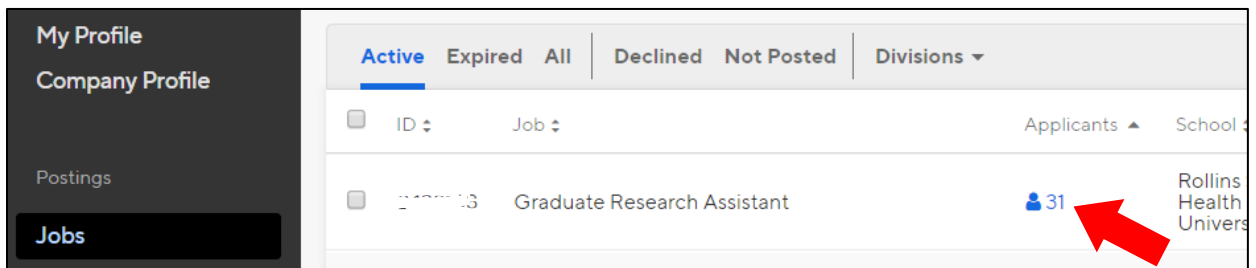
5. You may filter your candidates in a variety of ways, and you may also use the checkboxes at the top of the page to exclude students that do not match your job preferences.
6. You may also change students' application status from *Pending* to: Reviewed, Declined, or Hired, if you choose.
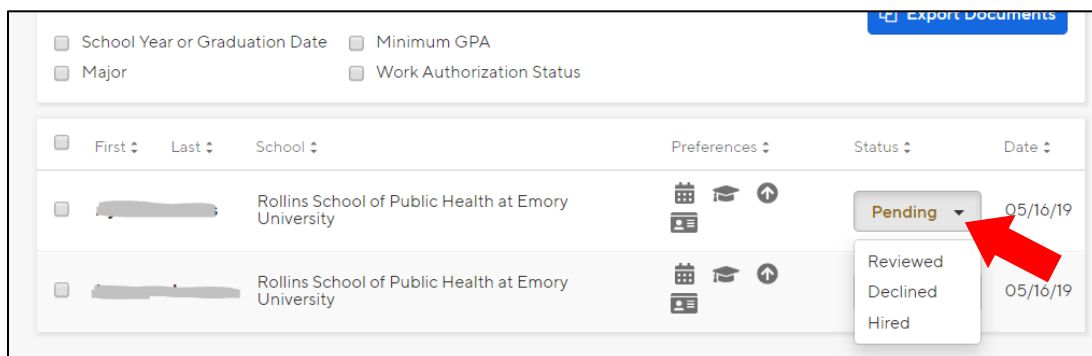
▶ HOW TO DOWNLOAD APPLICATIONS

1. Log in to Handshake: https://rsph.joinhandshake.com/login
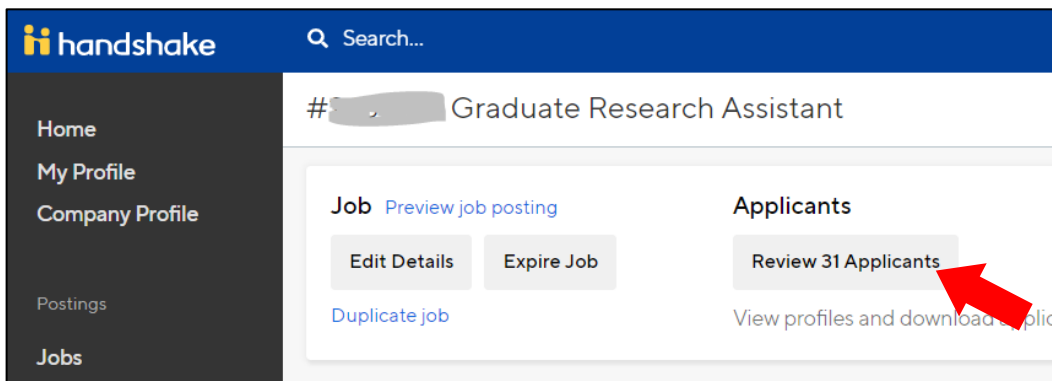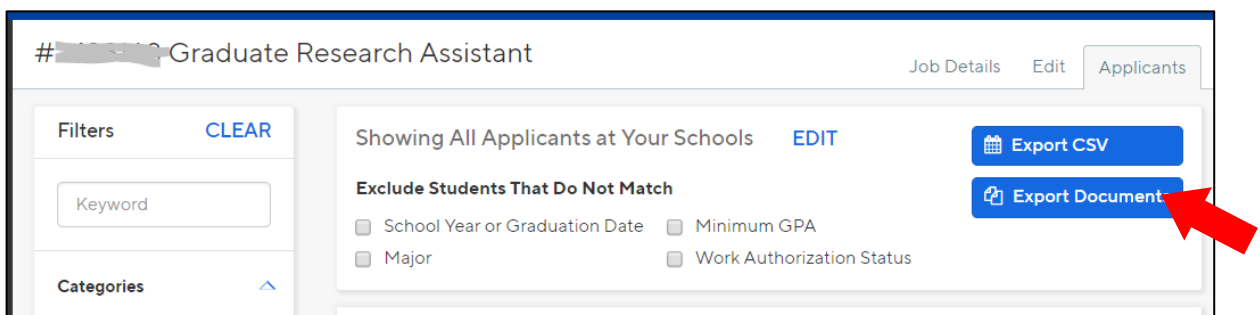2. Click "Jobs" on the left-side navigation panel.
3. Search for and select your job posting.

4. Click the "Review [#] Applicants" button

5. Click the "Export Documents" button

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6. Select the documents you want to download and click Next.

Download Documents ✕

Select which documents you would like to download.

Please note that non-required documents may not be present for each student. Thus, if you select to download "cover letters" and it's not a required document, you might not find any in your PDF packet.

☑ Resume
☑ Cover Letter
☑ Transcript
☑ Other Document

Cancel   Next...

7. Confirm your download.

Download Applicant Packages ✕

Are you sure you want to perform this action on the selected results?

Cancel   Confirm

8. Click on the hyperlink to retrieve the file.

Download building ✕

Your download is ready. Click here to retrieve the file.

We've also sent you an email with this file.

Close

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▶ HOW TO LEAVE CURRENT EMPLOYER/COMPANY

You can follow the steps below to disconnect yourself from the company profile you're currently connected to by following the steps here.

1. Log in to Handshake: https://rsph.joinhandshake.com/login
2. Click your name at the top right corner of the page.
3. Select "User Settings" from the drop-down.
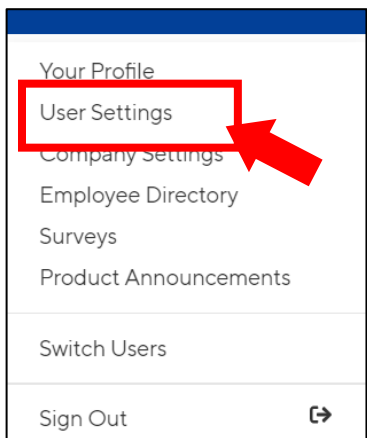
4. Scroll down to the bottom of the page, where it says "Leave Employer".
5. Click directly on "*leave them and connect with a different employer account*".
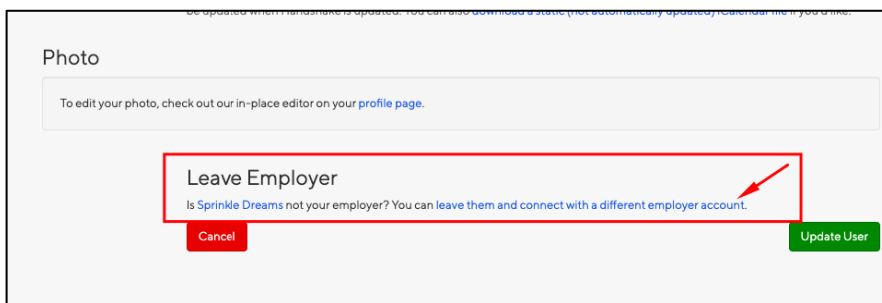
6. You will then be redirected to search a company profile and join another company in Handshake.

Note: Some company profiles may automatically approve you as a user, and some may not. Please email us if you have any issues with your approval or to request a manual approval from us.

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For more information and other tutorials, please check out the
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Questions?

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for reference, if possible.

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