

1. *What is Handshake?*

Handshake is an employer platform tool and Career Services database. Employers can post jobs and view applicant information, schedule events, and even reach out directly to students who fit their criteria. Students are able to schedule appointments with Career Services, view jobs and apply, create a profile, and register for events.

2. *What does it mean to be the owner of an employer account?*

There can only be one owner or point person to each employer account. All departments and colleges on campus have been created as their own employer. The owner can post jobs and view applicants and invite other staff members to do the same.

3. *What if I am the owner but I no longer work at Lander or I'm transferring to a different department?*

At any point you can transfer your ownership to another staff member. It is important to do this step because Career Services cannot do this on your behalf.

4. *Can't my co-workers just create an account and start posting jobs?*

No. They will need to respond to your invite in Handshake. That way they will be connected with the correct employer account.

5. *What website do I use to login to Handshake?*

<https://lander.joinhandshake.com/login>

6. *When can I start posting my open positions on Handshake?*

Positions can be posted now. Over the summer term you will continue to work with financial aid on all paperwork. Career Services will be handling the process starting in the fall. For now we will keep a lot of the same processes.

7. *How do applicants apply for my jobs?*

They can send their resume, cover letter, transcript or "other" document. Other documents can include applications and class schedule. All of these documents can be e-mailed to you, a staff member who has a Handshake account or a contact that you have added into Handshake. You can view the applicant packages in Handshake as well.

8. *Do all jobs have to be posted in Handshake even if I already know who I want to hire or re-hire?*

Yes. For those you want to rehire you will need to have them apply for the job on Handshake. We want to be fair and equitable across campus providing the same opportunities to all of our students. We also need to be accurate in our reporting. For those students that you want to re-hire just ask them to apply for the job on Handshake.

9. *I have chosen whom I would like to hire. Now what?*

You will fill out the [Supervisor Request Form for 2020-2021](#). You can either bring it to our office or email it to [ccarpenter1@lander.edu](mailto:ccarpenter1@lander.edu). **THIS IS THE ONLY PAPERWORK YOU NEED TO COMPLETE.** We will process this information and email you a work authorization form. Just print for the student and have them sign. Keep a copy for yourself and forward a copy to our office. Email is fine. **This is required before the student can start working.**

**10. What if I need to re-post the position?**

You can edit, expire, extend expiration date, or duplicate the position at any point in Handshake.

**11. Once I hire a student should I mark their status as Hired?**

Yes. This will be a very helpful tool for the Career Services department.