Handshake Resource Guide for Supervisors and Staff

How to post a job

How to edit a job:
https://support.joinhandshake.com/hc/en-us/articles/115002790408

How to add an attachment to job:

How to delete an attachment on a job:
https://support.joinhandshake.com/hc/en-us/articles/115008414048-About-Deleting-an-Attachment-on-a-Job

To close a job posting:

I selected the wrong employer:
https://support.joinhandshake.com/hc/en-us/articles/218693308

On campus employer listed as a student:

How to send "Decline" emails to applicant:
https://support.joinhandshake.com/hc/en-us/articles/360004424894

How to change an applicant or applicants' status:

How to duplicate a job posting:

How to hide declined applicants:

How to share a job posting via social media:
How to view comments on a job posting:

How will I know when someone applies to the job:

How to access applications:

How to contact applicants on a job:
https://support.joinhandshake.com/hc/en-us/articles/226294668-How-to-Contact-Email-Message-Applicants-on-a-Job

Managing applicants:

Understanding job and applicant preferences:
https://support.joinhandshake.com/hc/en-us/articles/218693208-Understanding-Job-and-Applicant-Preferences

How to set us Automatic Applicant Status Messaging:
https://support.joinhandshake.com/hc/en-us/articles/360004424894

How to view only jobs that you created
- Go to your Employer account
- Go to Jobs
- Above the Jobs list, it says “Jobs – viewing all University of Texas at Dallas– Student Employment jobs.” Click on Edit this, (which is to the right in blue).
- Change to “Jobs Creating by Me.”
- From your account, click on Jobs. Click on the “Edit this” button under the blue bar next to Jobs. Under Job View Settings, click on the circle for “Jobs created by Me.”