On-Campus Student Employment:

Hiring Manager's Guide to Reviewing Applicants

This guide is adapted from Handshake's support documentation to answer questions specific to posting jobs for on-campus student employment at Clark University. If you have technical questions, their FAQ pages cover a range of topics not included in this document.

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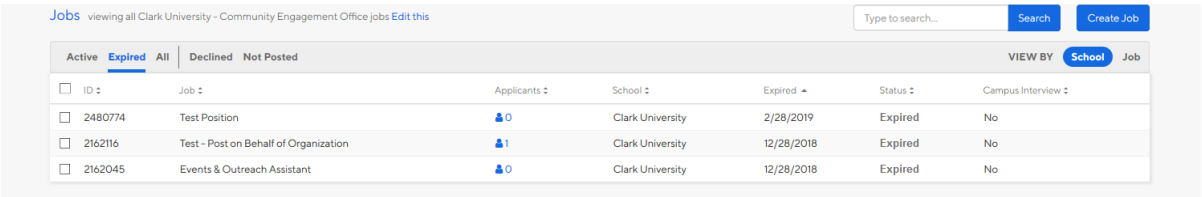
Reviewing Applications

When you post a position on Handshake, you can select your filters and preferences for receiving applications. You can choose to simply review the applications via the emails sent from Handshake. However, some hiring managers find it more helpful to log into Handshake to review/select candidates. Below are specific instructions for helping you utilize Handshake to review student applications for your on-campus employment opportunities.

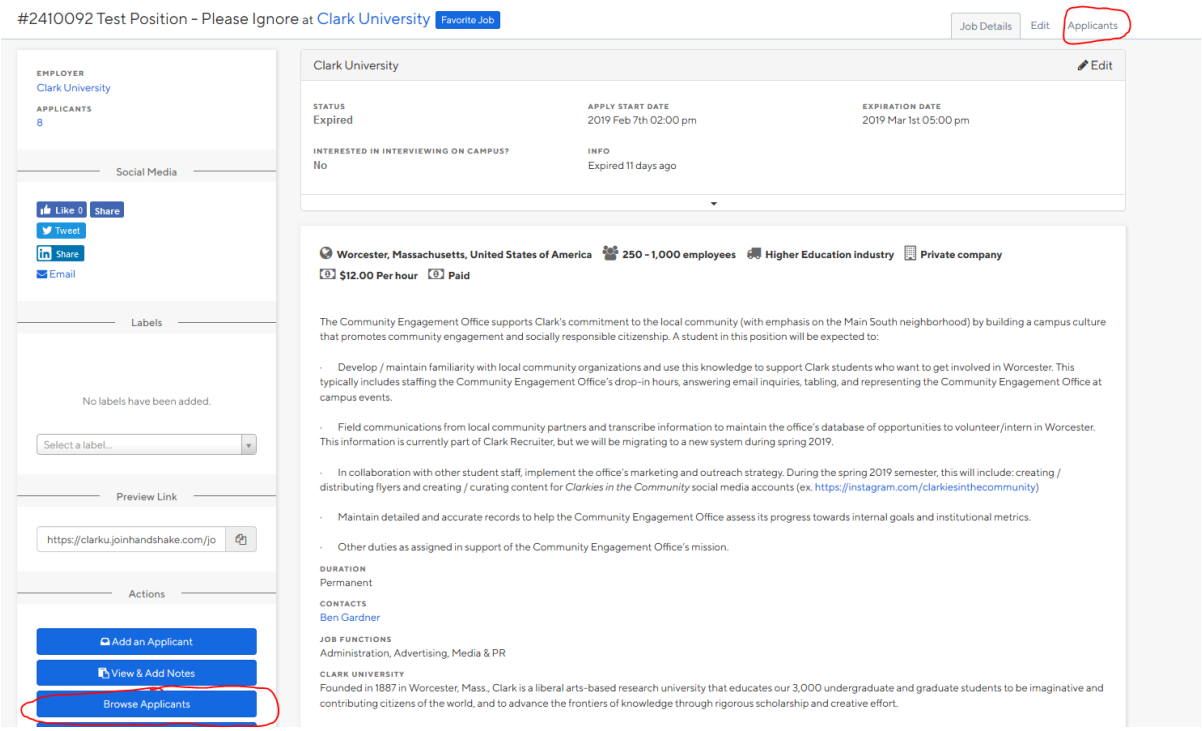
1. **Select a position to review applications**: From your homepage, click on the "Jobs" link on the left-hand side. Alternatively, you can click on the job title in the "Post Jobs" column.

   a. You will see a list of positions for your department. If the position deadline has expired, click the expired tab (underlined in blue below).

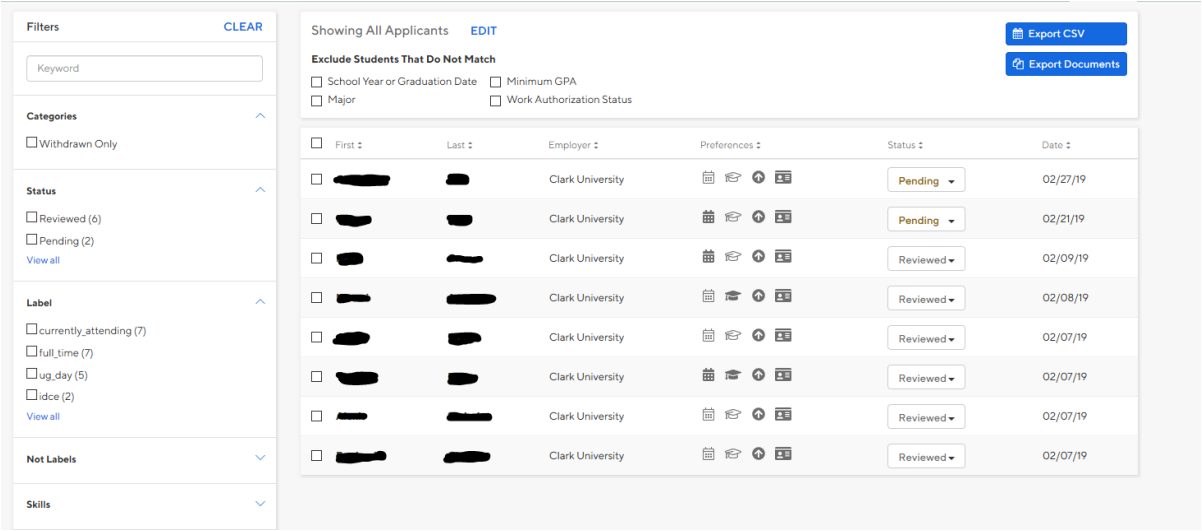
   b. Click on the specific position for which you would like to review applicants.



2. **Accessing applications**: Once you click on the specific job, it will show you the position overview. You can access a list of applicants by selecting the "Applicants" tab in the upper right corner or selecting the "Browse Applicants" button on the bottom left side of the page.

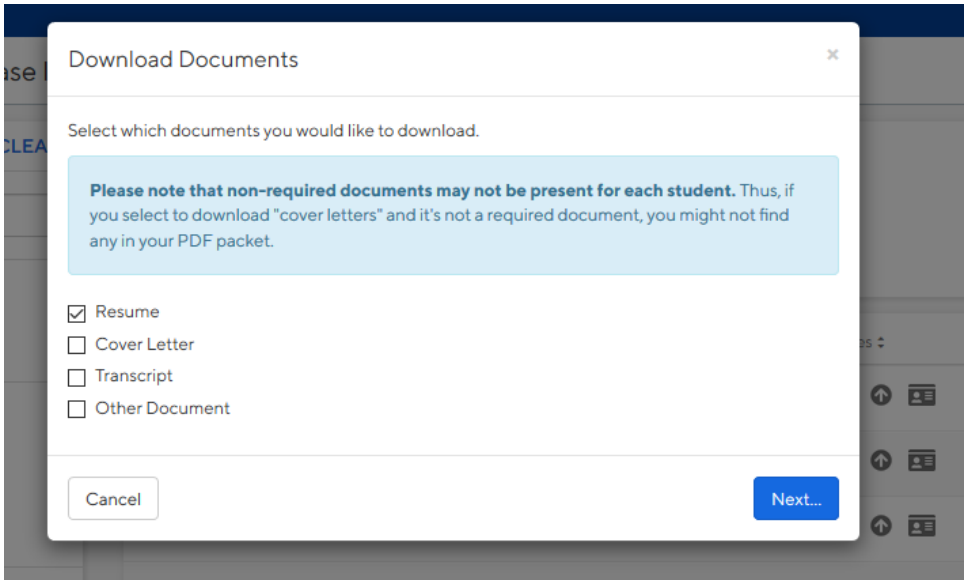


4. **Applicant list**: You will see a list of all applicants (shown below, with names removed for privacy).



5. **Downloading basic applicant information**: You can download application material using "Export CSV" button. This will open an excel sheet with basic applicant information, including email addresses, class year, application date, and so on. It will not download application documents.

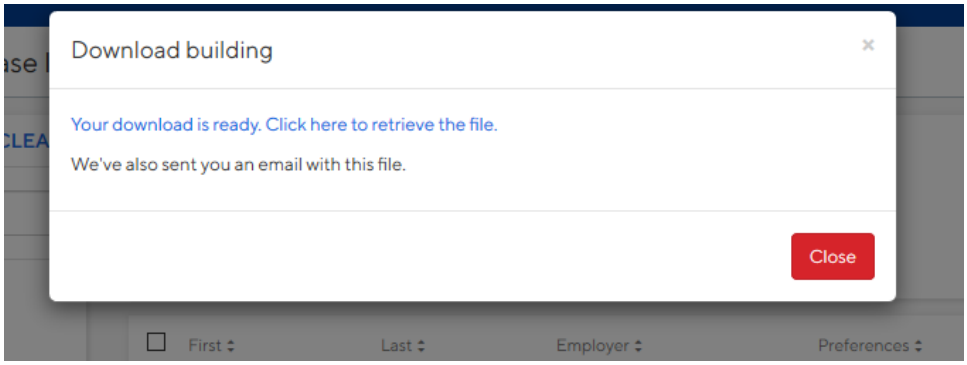
6. **Exporting documents**: There are two options for exporting documents/downloading application packages. The first option is to use the "Export Documents" button on the top right of the page. When you click this link, the following window box will appear.



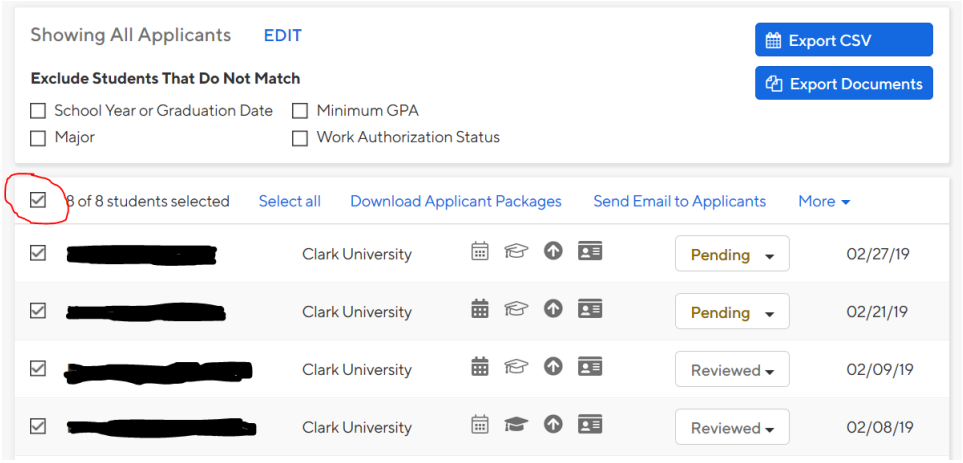
   a. Select the appropriate documents you would like to receive.

   b. Click "Next" and a box will appear and ask if you want to perform this action for the selected students. Click "Confirm".

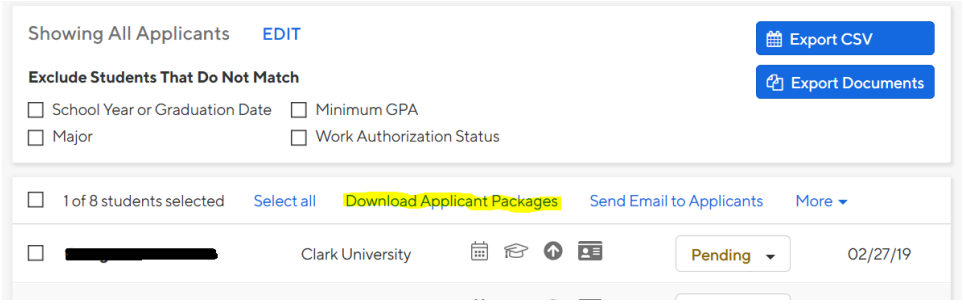
   c. The following message will display. You can either click the link to view the files or check your inbox for the email from Handshake.



d. The second option for downloading documents is to click the box above applicant names (circled in red below). This will select all applicants. If you want to download documents for individually selected students, just click the box next to their name and it will download information only for those selected applicants.



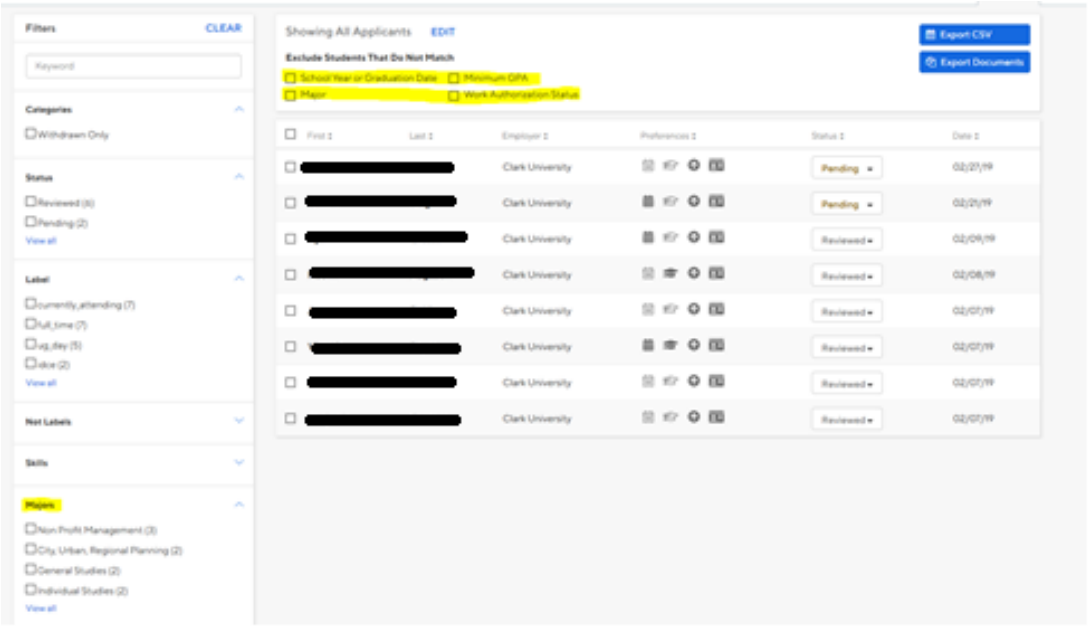
e. A new line will appear on your screen and you can select “Download applicant package” (highlighted below).



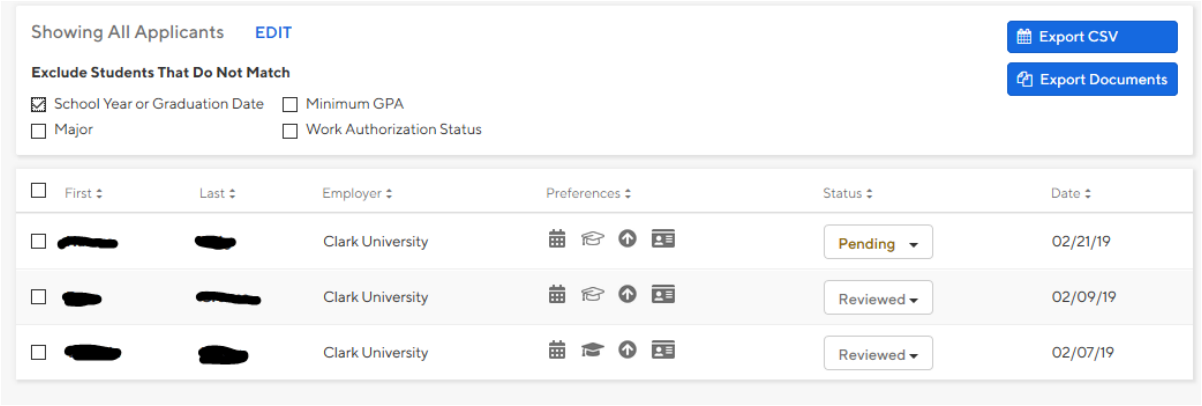
7. **Filtering applicants**: If you listed any preferences when posting your position, Handshake allows you to easily filter applicants that meet your selection criteria. Select the appropriate boxes based on the criteria you entered in the position description.

a. NOTE: if you did NOT select criteria for a specific category, such as minimum GPA, you cannot filter for that information.

b. Please remember that Handshake is populated with information from Banner. Students that enter Clark with AP credits or take extra classes might be listed under a higher class year.



c. Once your filters are set, the list of applicants that meet all criteria will be displayed. You then have the option to download application information and materials for only those students. An example screen for filtered applicants by "School Year or Graduation Date" is below.



Contacting Applicants

1. **Student contact information**: You can find students' contact information in several places, including on their resume/cover letter and by exporting a CSV file with basic candidate information. You can also message students directly through Handshake. You can contact applicants directly to schedule interviews or get follow up information.

2. **Notifying students when the position is filled:**

    a. **Sending a mass email**: Use the "Export CSV" option to download an excel file with applicant information and copy the column with student email addresses. To protect student privacy, please send mass emails using BCC. Remember to remove the contact information for candidates you have interviewed and/or hired.

    b. **Messages via Handshake**: Handshake allows you to send messages directly to applicants within the system; read these instructions to learn how. Each recipient gets a separate email from Handshake and can't see any information about other applicants.