

Handshake Training & Best Practices



handshake

- Understanding Student Employment Hiring Process
- Understanding Student Employment Responsibilities
- Introduction to Handshake
- How to Create an Employer Account
- How to Write a Job Description
- How to Post a Job
- Interviewing & Hiring Candidate(s)
- Best Practices/NACE Competencies
- Dates to Remember

STEP 1 planning

QUESTIONS?
Contact Career
Services

- DE determines position type and payroll.
- DE develops job responsibilities and description.
- CS assists Department in creation of Handshake account and in Handshake use.

STEP 2 recruiting

Contact Career
Services

- DE posts position on Handshake.
- CS approves and promotes position.
- DE views applicants in Handshake.
- DE chooses candidates to interview and conducts interviews.
- DE selects new student employee.

STEP 3 hiring

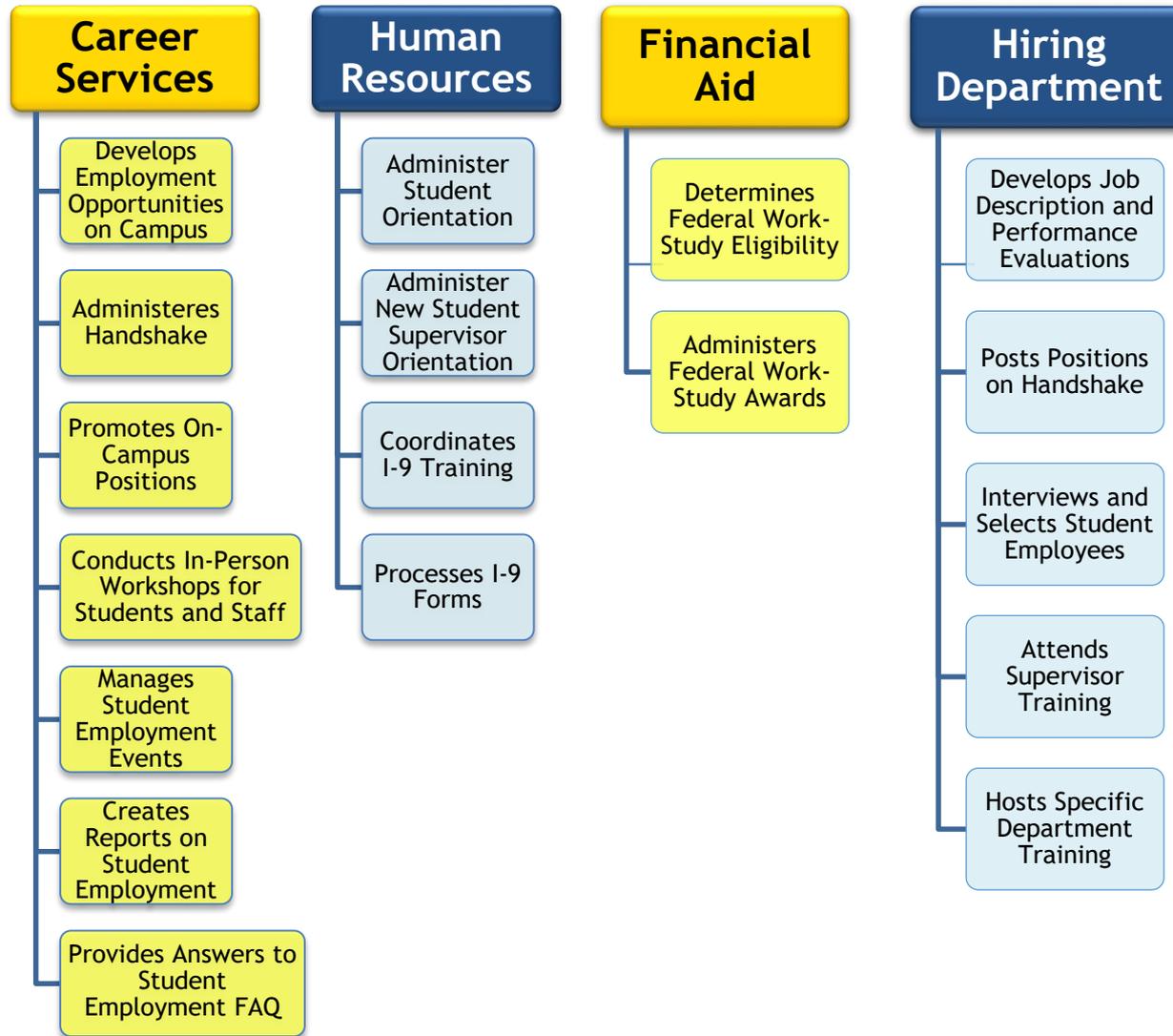
QUESTIONS?
Contact Human
Resources

- DE communicates to HR the student they are hiring.
- Student goes to HR to complete I-9 documentation.
- HR processes I-9 and activates student assignment.
- DE supervisor can now approve time sheets in time & attendance.

STEP 4 training

Contact Career
Services

- HR & CC hold Student Employee Orientation for new student employees.
- DE hosts specific departmental training for new employees.
- CS provides additional resources and training connected to student employment.





14 million+

Students & Young Alumni

Accounting to Zoology

700+

University Career Centers

Big State to Liberal Arts

300,000+

Employers

Fortune 500 to Mom & Pop

<https://joinhandshake.com/>

How to Create an Employer Account

- 1) Go to <https://sunypoly.joinhandshake.com/register>. Select "Employer" and fill out the form using your SUNY Poly email account. You will be sent a confirmation email (if you do not see it, check your spam folder).
- 2) Click the link in the email, then log in at sunypoly.joinhandshake.com. You will be asked to join your company or **create a new company**. Please click create a new one.
- 3) If you don't yet see a name for your department (aka employer), please click the "Create Employer" button! **Very Important:** Please use the name convention [School Name, Department Name]. Example: **SUNY Polytechnic Institute, Office of Career Services**.
- 4) Once you are granted approval, you will be able to use the system and post jobs. Your next step would be to develop a job description and post the position.

HOW TO WRITE A PROPER JOB DESCRIPTION

- Strong job descriptions are essential for both students and their supervisors as a written record of job expectations. This will let the student know if they are qualified, whether the position is of interest to them, and what will be expected of them if hired. This will help supervisors recruit the strongest candidates and it will serve as a reference when providing the worker with performance evaluations.

Job Responsibilities

- When writing the job responsibilities for the position, consider these questions.
- What will the student be doing on a daily basis?
- Are there any bigger projects the student will be working on? Who will the student be interacting with?
- What is the student responsible for?

Skill Development

- Skill development is important for the recruitment of students. Student employment can serve as a meaningful and experiential activity for workers. Therefore, these students should be aware of what they can learn by working for your department.
- What are some transferable skills the student may gain? How can this job help them in their future endeavors?
- How will this job serve as a talking point on their resume?

Qualifications/Requirements

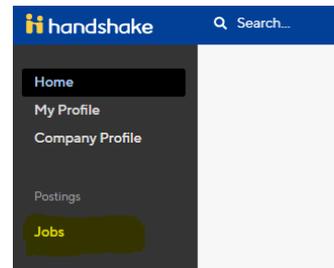
- When deciding on the skills and qualifications for the position, consider these questions in the following areas.
- Job Type: What kind of position(s) are you hiring for? Student Assistants? Federal Work Study positions?
- Education: Are you looking for students of a certain major? Certain G.P.A? Will you hire an undergraduate or a graduate student?
- Experience: Should the student have previous experience in the field? Are there any programs the worker must be proficient in to complete his/her duties? What are some of the skills necessary to succeed in this position?
- Physical: Will the student be lifting or performing any manual tasks? Will the student be spending long periods of time standing?

Application Instructions

- This will explain to the student how to properly apply for the position.
- Would you like a resume and cover letter?
- Do you prefer references or letters of recommendation? Should the student submit their materials through Handshake?

How to Post a Job

1. After logging into Handshake you will see a black Tool Bar on your left hand side
Select > Jobs



2. On Top Right Corner there will be a Tab titled “Create Job”



3. If you have an outside Google Form or application form select “Apply through external system”, otherwise, select Apply in Handshake.

Where should students submit their application?

- Apply in Handshake
- Apply through external system

4. Continue on by answering the rest of the questions associated with the job.

How to Post a Job

a) Select your contact information, job type, employment type and duration

* Job Type
 Job
 Internship
 On Campus Student Employment

* Employment Type
 Full-Time
 Part-Time

Duration
 Permanent
 Temporary / Seasonal

b) If this is a work study job, be sure FWS or “work study” is in your job title.

Work Study Job?
 Yes No

Work study jobs are for eligible students only

5. Continue clicking Next and fill out all of the fields

- A Job Description, Job Functions, Job Location and Location are REQUIRED.
- Responsibilities, [Pay Rate](#), and Duration are HIGHLY RECOMMENDED
- Please be sure to mention **what kind of position you are hiring** for somewhere in the JOB TITLE (i.e. Student Assistant, Research Assistant, Graduate Assistant, Work Study).
- Please create a new job post for each kind of position you are hiring for. This will target your screening pool with the specific requirements you are looking for.

20 Possible Interview Questions for Student Employees

- What are some of your strengths?
 - What are some of your weaknesses?
 - Why are you interested in working for [*insert department name here*]?
 - What challenges may you face in this position?
 - Where do you see yourself in five years?
 - Tell me about an accomplishment you are most proud of.
 - Tell me about a time you made a mistake.
 - What is your dream job?
 - What do you know about our department?
 - What would you look to accomplish in the first 30 days/60 days/90 days on the job?
 - Tell me how you handled a difficult situation.
 - Who is your role model and why?
 - Do you prefer working alone or with a group?
 - What are some of your leadership experiences?
 - Describe your favorite professor.
 - What was your best/worst class at SUNY Poly and why?
 - What do you hope for from a supervisor?
 - Why did you choose your major?
 - What kind of people do you feel you get along best with and why?
 - Why should we hire you?
- Note: Based on the job description and required qualifications, you may add/modify questions to meet your needs.

COMPETENCIES

- **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.
- **Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.
- **Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.
- **Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.
- **Leadership:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.
- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.
- **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.
- **Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

Dates to Remember



August

Thursday, August 1

Deadline to post On Campus Jobs (Handshake)

Wednesday, August 14

Students will receive communication about On Campus Jobs and where to begin applying (Handshake)

Tuesday, August 27 & Thursday, August 29

New & Returning Student Assistant & Work Study Orientation (Human Resources)
12:00 pm – 2:00 pm, Room C002, Kunsela Hall

Wednesday, August 28

Deadline to Register for Involvement & On Campus Job Fair: Tuesday, September 3, Noon – 2:00 pm, Student Center Walkway (Handshake)

September

Tuesday, September 3

Involvement & On Campus Job Fair: Noon to 2:00 pm
Campus Center Walkway (Student Activities & Career Services)

Tuesday, September 3 & Thursday, September 5

New & Returning Student Assistant & Work Study Orientation (Human Resources)
12:00 pm to 2:00 pm, Room C002, Kunsela Hall

****TBD, Student Supervisor Training: Coming Soon!**