Badger Handshake
On-Campus Employer Guide

Welcome to Badger Handshake, your online system for posting jobs, internships, and career positions. Badger Handshake offers many great features such as:

- Managing all your posting positions in one place.
- Managing all of your applications and even job interviews in one place.
- Easy communication with applicants or potential applicants

***If you are a new supervisor, you will need to create an account. Reach out to the Career Center and we can send you an invitation message from Handshake for you to join your department's page.**

Contact the Career Center at 435-283-7648 or career.services@snow.edu for help.
Use https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer for further Employer Resources on Handshake.

## Posting a job on Handshake

1. Log into your Handshake account at https://app.joinhandshake.com/login using your snow.edu email address and your chosen password.
   **If you can't remember your password, please use the forgot password option.**

You don't need to type in Snow College. If you do, Handshake will try to log you in as a student. You will only use the **<Employers & Career Centers>** box.

Next page >>>

2. Now you can begin posting your job.
   - To post a <mark>new job</mark>, click the **<Create job>** button in the top right corner.
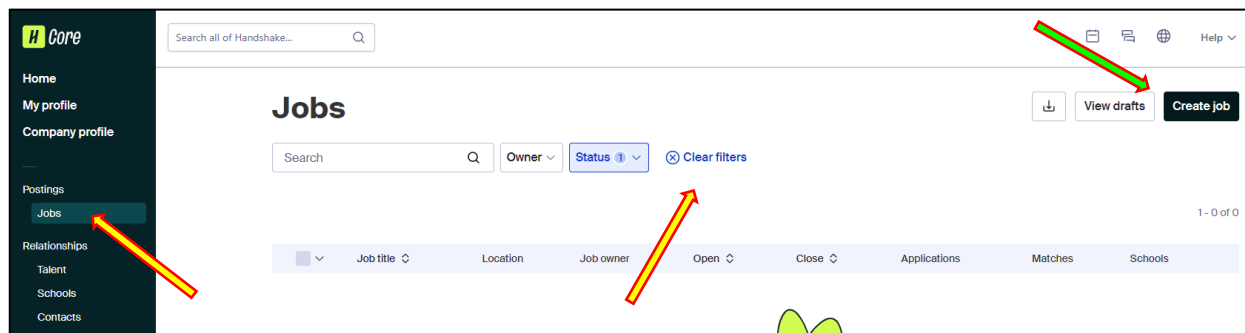
   - <mark>**Reposting a previously posted job:**</mark> Click the word **<Jobs>** on the left-hand menu.
     i. Click **<Clear filters>** to bring up the jobs you have previously posted.
     ii. Click the **<3 dots>** on the right side of the job that you would like to repost.
     iii. Select **<Duplicate>.**
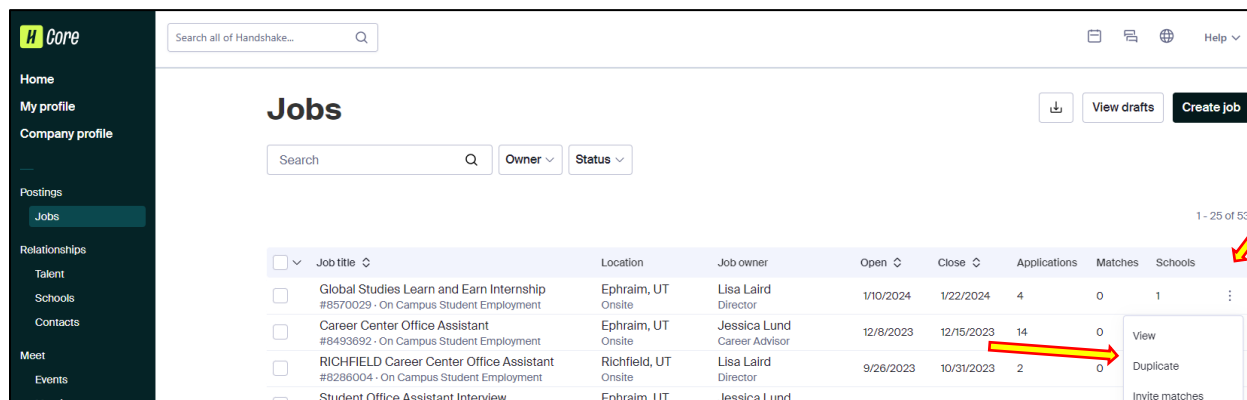
3. Update your **job description**. **<Continue>**
   - <mark>Your description should include 2 or more of the NACE skills-based competencies listed on the last page of this guide.</mark>

4. Update the job title if necessary. Tip: If it is a Richfield job, include it in the title.

5. Mark the job as **On Campus Student Employment.** If your job is a work study job, check this box. **<Continue>**
   - Remember work study is federally funded and different from Work-to-Learn jobs.

6. Mark the job **Onsite.** Add the campus location. **<Continue>**

7. Mark part time, and add hours per week (generally 10), temporary, and working dates (generally the school year or semester). **<Continue>**

8. Add the wage amount under **Exact amount** (students start at $10.00). **<Continue>**

9. Include a job role that matches the position, e.g. Office and Administrative Support Workers **<Continue>**

Please call if you have questions! 435-283-7648

10. Use the candidate qualification page to narrow your candidate pool if wanted. **<Continue>**
    - The more fields you complete, the more well-defined your job posting will be (and the more likely you'll be to attract well-qualified candidates).
    - None of the preferences you add to this page will block students from applying for your job, but it will allow Handshake to show you candidates who meet all of your preferences <u>and</u> those who don't. All these preferences are completely optional.

11. Choose Snow College. **<Continue>**

12. Add the application open and close dates.
    - On-campus positions are ==required to be posted for 3 days OR until 3 applications are received==, whichever is longer.
    - **All fall jobs begin posting on August 1.**

13. Include number of hires, check **Handshake**, and add the required documents you would like students to include with their application. **<Continue>**
    - Most jobs include a resume, cover letter, and a picture of their class schedule.
    - Some include a question for the student to provide an answer to.

14. Add additional colleagues who will be helping you hire your student employees. **<Continue>**

15. Review your job posting and click the **<Post job>** button in the top right corner.

Viewing Your Applicants

1. Once your job expires, you can click on the **listing** from the **<Jobs>** page to **<View applicants>.**

2. Your applicant list will show each student as **Pending.** As you review applications, make sure to change the status to **<Reviewed>.**

3. When you pick an applicant(s) to hire, mark them **<Hired>.** Change the status of each student that you are NOT hiring to **<Declined>.**

- When marking an applicant **Declined,** a box should pop up so that you can automatically send the student an email thanking them for their time and declining their application.

- Once you have marked your student **Hired,** you will complete a student ePAF Kuali form and visit the HR office on the 2nd floor (East side) of the Noyes building with their **original identification documentation** to complete their I9 Form.

HR Office Info
- o Phone: 435-283-7044
- o Email: hr@snow.edu
- o https://snow.edu/offices/hr/index.html

Please call if you have questions! 435-283-7648

NACE Skills Based Competencies:

CAREER READINESS

Competencies for a Career-Ready Workforce

Career & Self Development
Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

Communication
Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Critical Thinking
Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Equity & Inclusion
Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.

Leadership
Recognize and capitalize on personal and team strengths to achieve organizational goals.

Professionalism
Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Teamwork
Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Technology
Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

What Is Career Readiness?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

naceweb.org/career-readiness-competencies

NACE
NATIONAL ASSOCIATION OF COLLEGES AND EMPLOYERS

Please call if you have questions! 435-283-7648

Example Behaviors:

Career & Self-Development:
- Display curiosity; seek out opportunities to learn.
- Assume duties or positions that will help one progress professionally.
- Establish, maintain, and leverage relationships with people who can help.

Communication:
- Employ active listening, persuasion, and influencing skills.
- Communicate in a clear and organized manner so that others can understand.
- Ask appropriate questions for specific information from others.

Critical Thinking:
- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Proactively anticipate needs and prioritize action steps.
- Multi-task well in a fast-paced environment.

Equity & Inclusion:
- Keep an open mind to diverse ideas and new ways of thinking.
- Identify resources and eliminate barriers resulting from inequities and biases.
- Solicit and use feedback from multiple perspectives to make inclusive decisions.

Leadership:
- Seek out and use diverse resources and feedback from others to inform direction.
- Use innovative thinking to go beyond traditional methods.
- Serve as a role model to others by approaching tasks with confidence positivity.

Professionalism:
- Maintain a positive personal brand in alignment with career values.
- Be present and prepared.
- Demonstrate dependability (e.g., report consistently for work or meetings).
- Prioritize and complete tasks to accomplish organizational goals.

Teamwork:
- Listen carefully, taking time to understand and ask questions without interrupting.
- Be accountable for individual and team responsibilities and deliverables.
- Employ personal strengths, knowledge, and talents to complement those of others.

Technology:
- Navigate change and be open to learning new technologies.
- Use technology to improve efficiency and productivity of their work.
- Identify appropriate technology for completing specific tasks.
- Manage technology to integrate information to support effective and timely decision-making.