

# On Campus Employment and Using Handshake FAQs

In this FAQ you will find;

- Section 1: Creating a Campus Employer Account and Getting started
- Section 2: If I am a former student/alum how do I create an employer account
- Section 3: How to Post a Job
- Section 4: How to reset your password
- Section 5: How do I access my applicants and review their documents
- Section 6: How do I deactivate, invite, manually add, or transfer ownership to teammates in our employer account

## SECTION 1: HANDSHAKE & Getting Started

**Q: How do I create my on-campus employer account?**

A: There most likely is a Le Moyne-specific department account already established. In this case, you would sign on to

<https://lemyne.joinhandshake.com/> - you would then select the specific department when prompted (see already established Handshake On Campus Employer Accounts below). For example, Career Advising has a specific on-campus employer account called *Le Moyne College: Career Advising and Development*. **\*If you are a former student please refer to How to Create an Employer Account Linked to Your Student Account on the next page as you will have to create a separate account as an employer (not using your SSO).**

List of Departments who have Handshake Accounts:

Le Moyne College: Alumni & Parent Engagement

Le Moyne College: Athletics Department

Le Moyne College: Campus Life and Leadership

Le Moyne College: The Grace Center for Faith and Community

Le Moyne College: Career Advising & Development Office

Le Moyne College: Chemistry Department

Le Moyne College: Dean, College of Arts & Sciences

Le Moyne College: Department of Foreign Languages and Literatures

Le Moyne College: Disability Services

Le Moyne College: ERIE21

Le Moyne College: Financial Aid Office

Le Moyne College: Financial Operations

Le Moyne College: Graduate Admissions

Le Moyne College: Graduate Education

Le Moyne College: HEOP & AHANA  
Le Moyne College: Human Resources  
Le Moyne College: Institutional Research  
Le Moyne College: IT  
Le Moyne College: Keenan Center  
Le Moyne College: Library  
Le Moyne College: Marketing and Communications  
Le Moyne College: Office of Advancement and Innovation  
Le Moyne College: Office of Continuing Education  
Le Moyne College: Office of Cultural & Social Engagement  
Le Moyne College: Physical Plant  
Le Moyne College: Purcell School of Professional Studies  
Le Moyne College: Purchasing Department  
Le Moyne College: Registrar's Office  
Le Moyne College: Religious Studies Department  
Le Moyne College: Security  
Le Moyne College: Sports Information & Multimedia  
Le Moyne College: Student Development  
Le Moyne College: Student Success Center  
Le Moyne College: Upward Bound  
Le Moyne College: Wellness Center for Health and Counseling

## **SECTION 2: How to Create an Employer-Account Linked to Your Student Account**

**Q: I have a student account but need to create an employer account.**

**A: It is possible you may want to create an Employer account using the same email you use for your Student account. Here's how to do that!**

**\*\*This is a two-part process that must be followed exactly to successfully create your employer account. Before following the steps below, make sure you have logged out of your student account. Click your name in the upper-right corner of Handshake, then click Log Out.**

**Part 1:**

### **Set up Handshake Login Credentials**

**To have both your Student account and your Employer account connected to the same email, you'll need to create Handshake Login Credentials. This is because employer accounts do not use SSO to sign into the platform.**

 **Note:** your Handshake credentials are not the same as your school's Single Sign On (SSO) login that you may use to access Handshake. This is a completely different password that is associated with Handshake only.

*If you already have a Handshake password created or do not use SSO to login, you can skip to part two below to create the employer account.*

To create your Handshake Login Credentials, refer to [How to Set Up Handshake Login Credentials \(if you're unable to use Single Sign On\)](#).

To reset your password, check out [Reset the Password for a Student Account in Handshake](#).

## Part Two

### Create an Employer Account

Now that you have Handshake credentials set up with your email, you can register for your employer account!

Before proceeding, you'll need to ensure you are signed out of your student account - Click your name in the top right corner of the screen, then click Sign Out.

**Tip:** we recommend using an incognito window for the following steps to make sure your browser doesn't recognize your student account.

1. Go to [https://app.joinhandshake.com/employer\\_registrations/new](https://app.joinhandshake.com/employer_registrations/new)
2. Enter the email address for your student account, then enter and confirm your Handshake credentials that are associated with your account.

## Sign up for free

Create an account to post your job—and gain access to more than 15 million verified students and alumni.

First name	Last name
<input type="text"/>	<input type="text"/>

Work email

Password

By clicking "Create account", I agree to the Handshake [Terms of Service](#) and have read the [Privacy Policy](#).

Already have an account? [Log in](#)

**Create account**

**3. You'll receive an error message stating the email address is already associated with an existing Handshake account. In order to create another account with this email address, you must enter the password for your existing account with the same email address - Enter the password associated with your student account.**



**Note: This is the same password created in part one.**

Sign up as an Employer:

This email address is already associated with an existing Handshake account. In order to create another account with this email address you must enter the password for your existing account with the same email address.

Please enter the password for the **Student** account with the email address  
**rockyspag@sol.edu**

If you do not remember the password for this account you may [reset it here](#).

Password

Existing account pass 

[Go Back](#) [Sign Up](#) [Log In](#)

Already have an account? [Log In](#)

Rich, Validated Data

Find the right fit across 8.5 million verified student profiles

 210k statistics students

 350k marketing students

 180k cyber security students

 450k sales students

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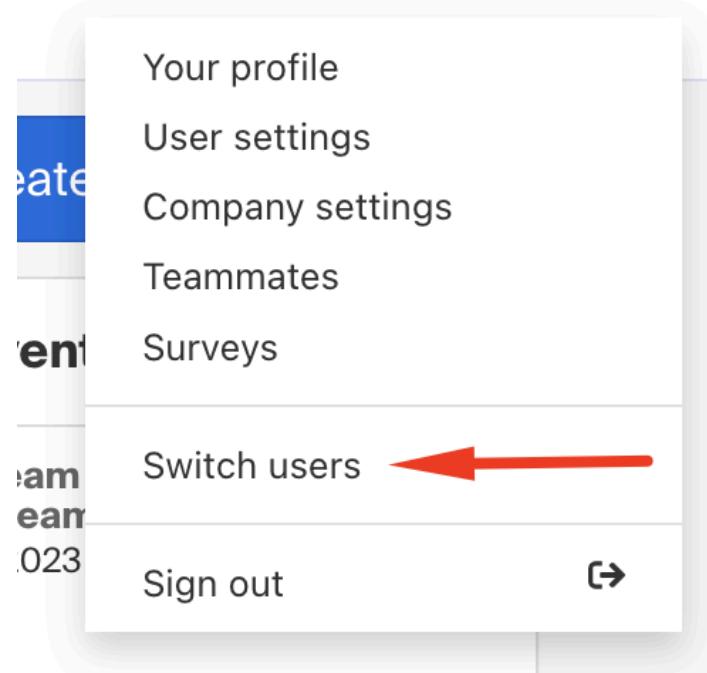
### 3. Click the blue button Sign Up.

After signing up, you'll need to finish creating your employer user account. For outlined steps creating your employer account, refer to [Create an Employer User Account, Join a Company, and Connect with Schools](#).

Once the account is created and confirmed, you'll have an employer account connected to your student account!

**Tip:** once logged in, you can toggle between the accounts by clicking on your name, located in the upper-right corner of the screen, then clicking **Switch Users**.

Help ▾ Tina Reynolds ▾



### SECTION 3: Posting a Job

**Q: How do I post a job?**

**A: For help click [here](#) for “How to Post a Job”**

### SECTION 4: Resetting your Password

**Q: How do I reset my password?**

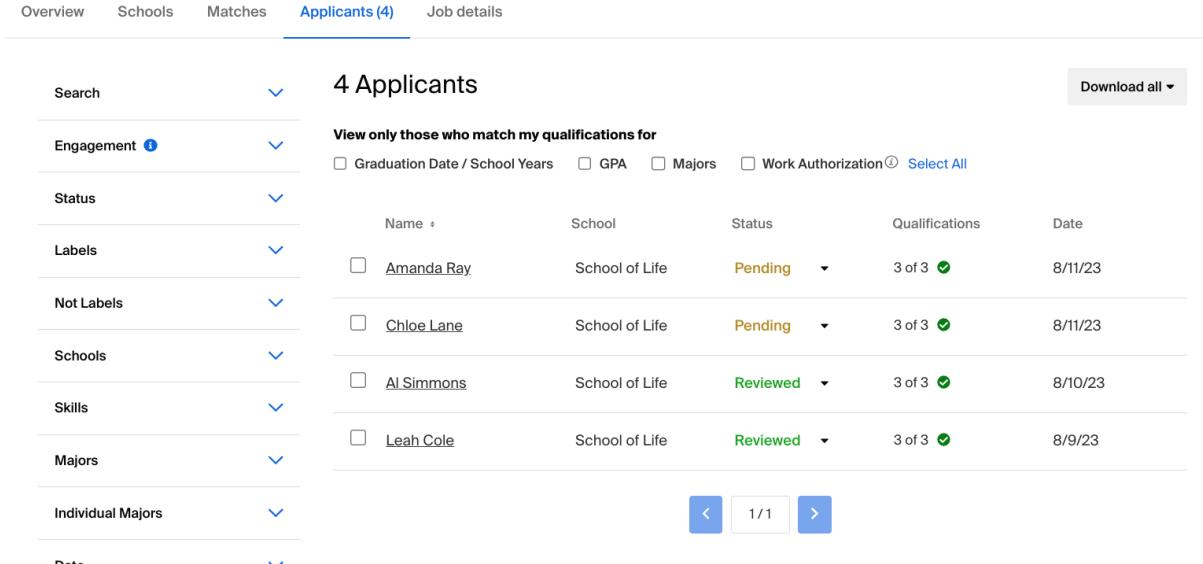
**A: If you have already created Handshake credentials at some point and do not remember your password, you can reset it by clicking [Forgot your password?](#) Check out [Reset the Password for a Student Account in Handshake](#) for more info if needed.**

## SECTION 5: ACCESSING & MANAGING APPLICANTS

**Q. How do I access applicants and review documents?**

**A: Click Jobs from the left navigation, select the job you want to manage applicants for, and then click the Applicants tab.**

**All applicants will be displayed on the page, along with columns for their school name, application status, the number of candidate qualifications they meet, and the date of their application.**



The screenshot shows the 'Applicants (4)' tab selected in a navigation bar. On the left, there is a sidebar with filters for Search, Engagement, Status, Labels, Not Labels, Schools, Skills, Majors, Individual Majors, and Date. The main area displays 4 Applicants with the following data:

Name	School	Status	Qualifications	Date
Amanda Ray	School of Life	Pending	3 of 3 <span>✓</span>	8/11/23
Chloe Lane	School of Life	Pending	3 of 3 <span>✓</span>	8/11/23
Al Simmons	School of Life	Reviewed	3 of 3 <span>✓</span>	8/10/23
Leah Cole	School of Life	Reviewed	3 of 3 <span>✓</span>	8/9/23

At the bottom, there are navigation buttons for <, 1/1, and >.

- \*Premium employers with ATS integrations will have an additional column titled Origin.

Name	School	Origin <small>i</small>	Status	Preferences	Date	Actions
Stephanie Rocco	Franklin State University	Handshake	Hired	3 of 3 <span>✓</span>	11/30/22	 
Bessie Cooper	Monniwale University	ATS	Reviewed	0 of 3	11/30/22	 

### Applicant filters

**Use the filters on the left sidebar to narrow and customize your search results.**

**You can filter applicants by:**

- **Keyword Search**
- **Engagement**
  - This filter returns applicants who applied to this job after being invited to apply in a message sent by you or your employer.
- **Status (Application Status)**
- **Origin\***
  - This filter refers to where the talent's application to your job originated.
    - Applicants who clicked the link to apply through your ATS from within Handshake.
    - Applicants applied directly to your ATS (outside Handshake) and have engaged with your employer in Handshake in the last 12 months.
  - Labels
  - Not Labels
  - Schools
  - Skills
  - Majors
  - Individual Majors
  - Date (*application created date*)

\*The filter Origin includes the following touchpoints in Handshake for candidates who applied directly to your ATS:

- Student viewed your employer
- Student followed your employer
- Student messaged your employer
- Student opened a message sent by your employer
- Student opened a campaign sent by your employer
- Student clicked a campaign sent by your employer
- Student viewed a job posted by your employer
- Student applied to a job posted by your employer
- Student registered for an event or career fair session with your employer

## **Job candidate qualification filters**

Use the filters above the candidate table to identify candidates who meet the job's qualifications.:.

- **Graduation Date / School Years**
- **GPA**
- **Majors**
- **Work Authorization**
  - **Applicants meet work authorization qualifications or choose not to disclose.**

View only those who match my qualifications for				
<input type="checkbox"/> Graduation Date / School Years	<input type="checkbox"/> GPA	<input type="checkbox"/> Majors	<input type="checkbox"/> Work Authorization <small> ⓘ</small>	<a href="#">Select All</a>
Name	School	Status	Qualifications	Date
<input type="checkbox"/> <a href="#">Amanda Ray</a>	School of Life	Reviewed	3 of 3 	8/11/23
<input type="checkbox"/> <a href="#">Chloe Lane</a>	School of Life	Reviewed	3 of 3 	8/11/23

## Applicant bulk actions

Check the box to the left of each student, or click "Select all" to select all candidates.

Once an applicant(s) is selected, the header will be replaced with bulk actions you can take:

- **Message Students**
  - [Learn more about Messaging Applicants.](#)
- Download applicant packages (PDF, Zip, and CSV options)
  - [Discover how to Download Applications / Create a Resume Book.](#)
- Add or remove labels
  - [Check out Best Practice: Use Labels to Manage Applicants.](#)
- Mark applications hired or declined
  - [Read more about Managing Applicant Status.](#)

1 of 4 selected <a href="#">Select all</a>		<a href="#">Message Students</a>	<a href="#">Download applicant packages (PDF)</a>	<a href="#">More</a> ▾
<input checked="" type="checkbox"/>	<a href="#">Amanda Ray</a>	School of Life	Reviewed ▾	3 of 3 
<input type="checkbox"/>	<a href="#">Chloe Lane</a>	School of Life	Reviewed ▾	3 of 3 
<input type="checkbox"/>	<a href="#">Al Simmons</a>	School of Life	Reviewed ▾	3 of 3 
<input type="checkbox"/>	<a href="#">Leah Cole</a>	School of Life	Reviewed ▾	3 of 3  8/9/23

## Manage applicant status

Once applicants are received, you can update their application status and choose to send them custom automated messages according to their status. [Learn more about Managing Applicant Status](#).

- [Learn what each status represents in Definitions: Application Statuses](#).
- [Curious about What happens when I decline applicants?](#)

### View only those who match my qualifications for

Graduation Date / School Years  GPA  Majors  Work Authorization  ⓘ Select All

Name	School	Status	Qualifications	Date
<input type="checkbox"/>	<a href="#">Amanda Ray</a>	School of Life	Declined ▾	3 of 3  8/11/23
<input type="checkbox"/>	<a href="#">Chloe Lane</a>	School of Life	Reviewed ▾	3 of 3  8/11/23
<input type="checkbox"/>	<a href="#">Al Simmons</a>	School of Life	Hired ▾	3 of 3  8/10/23
<input type="checkbox"/>	<a href="#">Leah Cole</a>	School of Life	Reviewed ▾	3 of 3  8/9/23

## **SECTION 6: DEACTIVATING, INVITING, MANUAL ADD OR TRANSFER OWNERSHIP OF EMPLOYER ACCOUNTS**

**Q: *How do I deactivate, invite, manually add, or transfer ownership to teammates in our employer account?***

**A: Depending on your needs see below for the following links to**

- [\*\*Managing Teammate Roles:\*\*](#) for teammates that already have an account and need a role change
- [\*\*How to Deactivate or Reinstate Teammate Accounts:\*\*](#) for guidance on deactivating or reactivating a teammate's Handshake account
- [\*\*How to Invite Staff Members to Join Handshake:\*\*](#) how to use the Invite Link
- [\*\*How to Manually Add Teammates to your Company's Profile:\*\*](#) how to use the Add Teammate Manually option
- [\*\*How to Transfer Ownership:\*\*](#) if you'd like to transfer your Ownership role to another teammate