

Handshake: Jobs Management

Career Centers Entering Jobs

Approved employers can enter jobs through their Handshake account. While JHU best practice is to have job postings entered by employers, at times, a Career Center will need to enter a job on their behalf.

This job aid will walk you through the process of the jobs should appear in Handshake.

- Steps to Add a Job into Handshake at the Career Centers
 - Searching for an Employer
 - Vetting an Employer
 - Third Party Vendor
 - Vetting a Job
- Entering and Approving a Job
 - Job Preferences
 - Job Labels
 - Job Overview Page: Career Center Labels



Steps to Add a Job into Handshake at the Career Centers

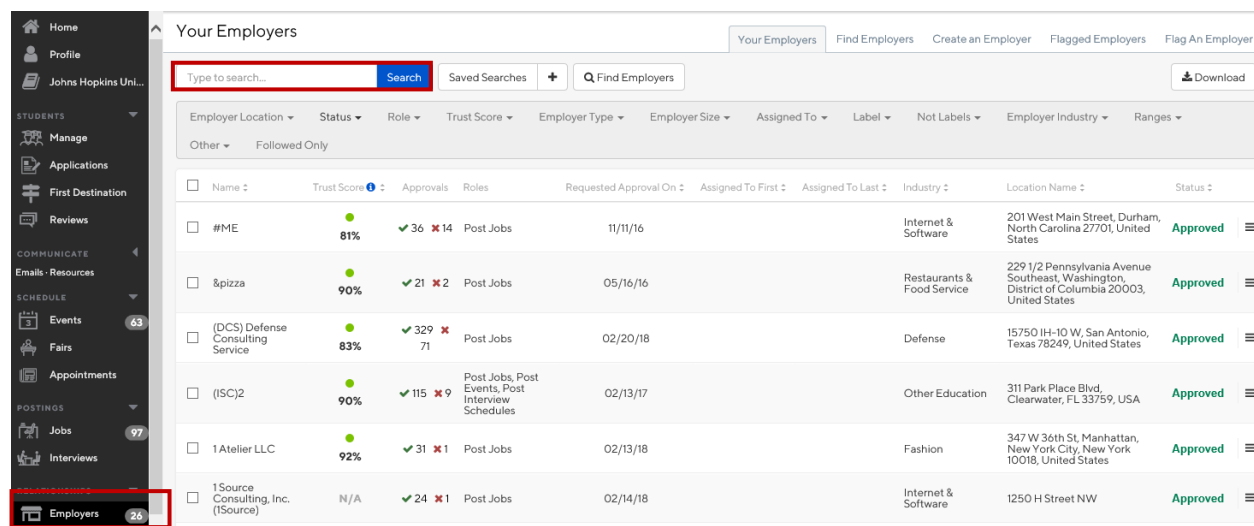
1. [Search Handshake to see if the employer exists](#). **Note:** For student workers to enter a job, the employer must exist within Handshake.
 - a. If the employer does not exist, the Employer Relations (ER) team member must create the employer within Handshake. Note: Please vet employers according to the Handshake Support Team's approved [best practices](#)
2. Search Handshake to see if the job exists.
 - a. If not, the job should be vetted according to the [Handshake Support Team approved best practices](#)
3. [Follow the instructions for adding job](#). **Note:** Depending upon the school's policies, the job can be "approved" or remain in "pending status" to be reviewed by internal staff.
4. [Add the career center labels](#). **Note:** If the career center labels are not attached to a job and the job remains in pending status, the job will be reviewed and processed by the Handshake support team.



Jobs with the career center labels and in "**pending**" status will not be reviewed by the Handshake Support Team.

Searching for an Employer

Search Handshake to determine if the employer has an existing account within Handshake. Select Employers from the left navigation bar. The Employers listing will appear with the **search box** located at the top of the **Employers** page.



Your Employers

Type to search... **Search** Saved Searches + Find Employers Download

Employer Location	Status	Role	Trust Score	Employer Type	Employer Size	Assigned To	Label	Not Labels	Employer Industry	Ranges
Other	Followed Only									
Name	Trust Score	Approvals	Roles	Requested Approval On	Assigned To First	Assigned To Last	Industry	Location Name	Status	
#ME	81%	✓ 36 ✗ 14	Post Jobs	11/11/16			Internet & Software	201 West Main Street, Durham, North Carolina 27701, United States	Approved	
&pizza	90%	✓ 21 ✗ 2	Post Jobs	05/16/16			Restaurants & Food Service	229 1/2 Pennsylvania Avenue Southeast, Washington, District of Columbia 20003, United States	Approved	
(DCS) Defense Consulting Service	83%	✓ 329 ✗ 71	Post Jobs	02/20/18			Defense	15750 IH-10 W, San Antonio, Texas 78249, United States	Approved	
(ISC)2	90%	✓ 115 ✗ 9	Post Jobs, Post Events, Post Interview Schedules	02/13/17			Other Education	311 Park Place Blvd, Clearwater, FL 33759, USA	Approved	
1 Atelier LLC	92%	✓ 31 ✗ 1	Post Jobs	02/13/18			Fashion	347 W 36th St, Manhattan, New York City, New York 10018, United States	Approved	
1 Source Consulting, Inc. (1Source)	N/A	✓ 24 ✗ 1	Post Jobs	02/14/18			Internet & Software	1250 H Street NW	Approved	



If an employer comes to a career center for assistance, Employer Relations staff (not student workers) should vet the employer.



Tip - It is a JHU best practice for employers to enter the job from their Employer Profile page.

If the employer and the contact exist in Handshake - Encourage them to log in and post the position.

If the employer and contact do not exist in Handshake – Encourage them to create an employer profile by visiting https://app.joinhandshake.com/employer_registrations/new.

When the user account and employer profile are created, the employer should request a connection with Johns Hopkins University. The employer will then be vetted and approved by the Handshake Support Team, and they can post jobs.

Vetting Employers

To ensure an employer is a valid entity, it is important to vet the employer before approving it in Handshake. For detailed information on the below steps and how to approve or decline an employer, [click here](#).

1. Review the Trust Score
2. Is the employer flagged?
3. Search the organizations website, email address, and address
4. Search LinkedIn
5. Search the registered business database within the employer's state
6. Search Crunchbase for tech startups / organizations / app developers
7. Determine if this is a third party vendor

Third Party Vendor

To be approved the employer must sign the [JHU Statement of Understanding](#).

- **Request received by email**

1. [Search for the employer in Handshake](#) to make sure you are not duplicating a third party review in process by another school or the Handshake Support Team.
2. Send the below email response to the employer and include recruit@jhu.edu on the cc field:

Third-party email template: Thank you for your interest in recruiting at Johns Hopkins University. Attached is the new Statement of Understanding for third party employers. If you agree to these policies, please sign and date and return to recruit@jhu.edu. Failure to respond within 15 days will result in the rejection of your Handshake request.

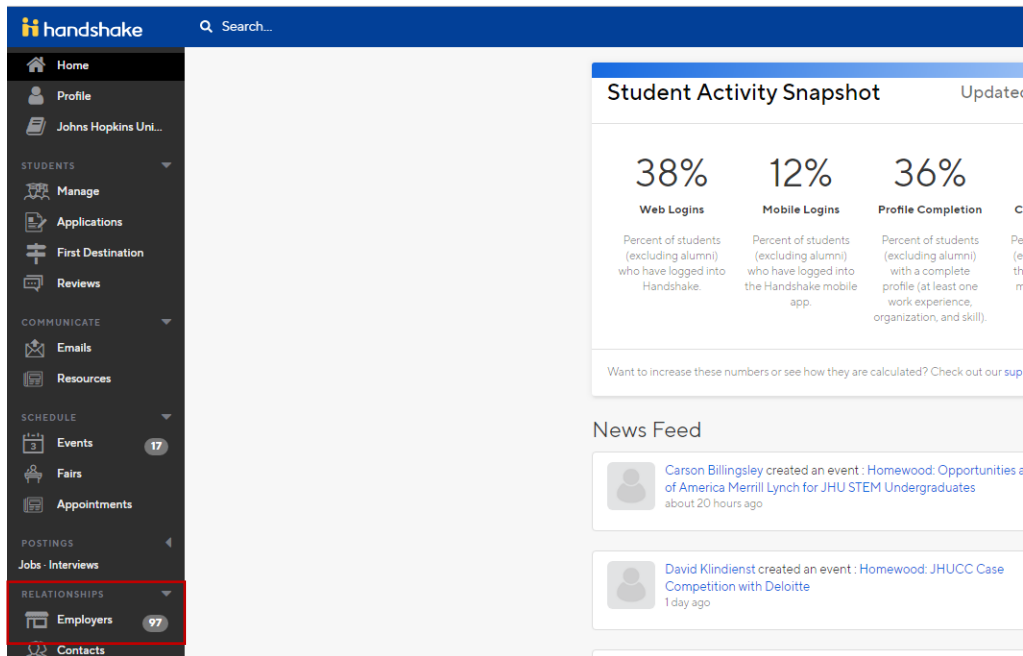
3. Attach the [JHU Statement of Understanding](#).



If the signed Johns Hopkins University Statement of Understanding is not received within 15 days of sending the request, the Employer Approval status must be updated to "Declined."

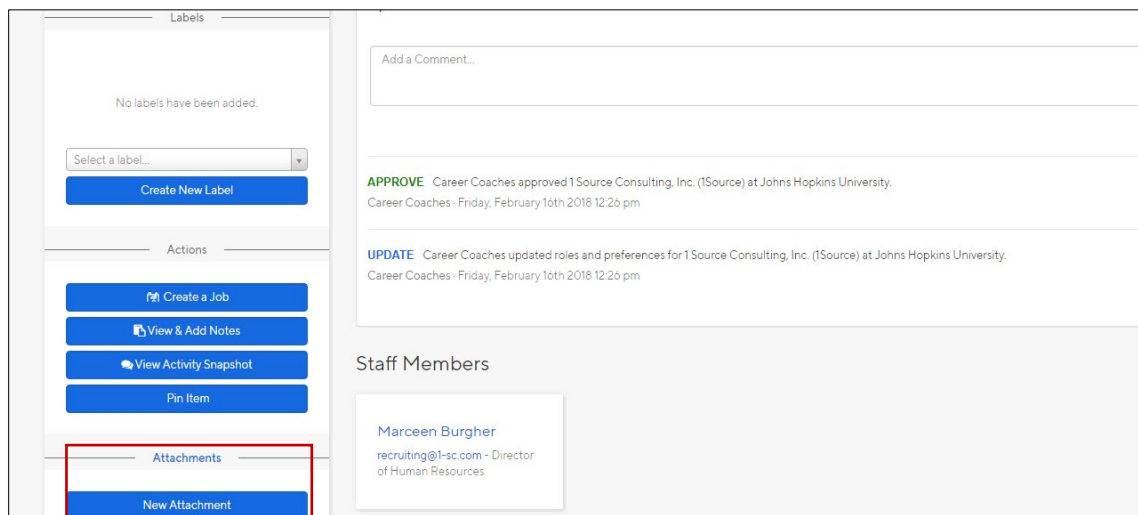
- **Request received within Handshake**

1. Search for the employer in Handshake.



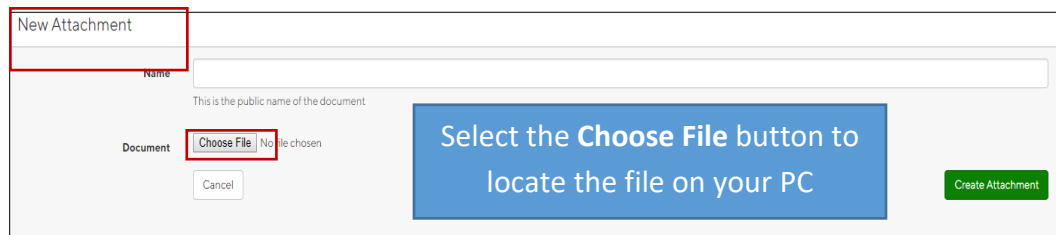
2. Once you select the employer's name, on the employer's **Overview** page **attach** the [Johns Hopkins University Statement of Understanding agreement](#).

Select the **New Attachment** button, located on the left navigation bar of the employer's Overview page

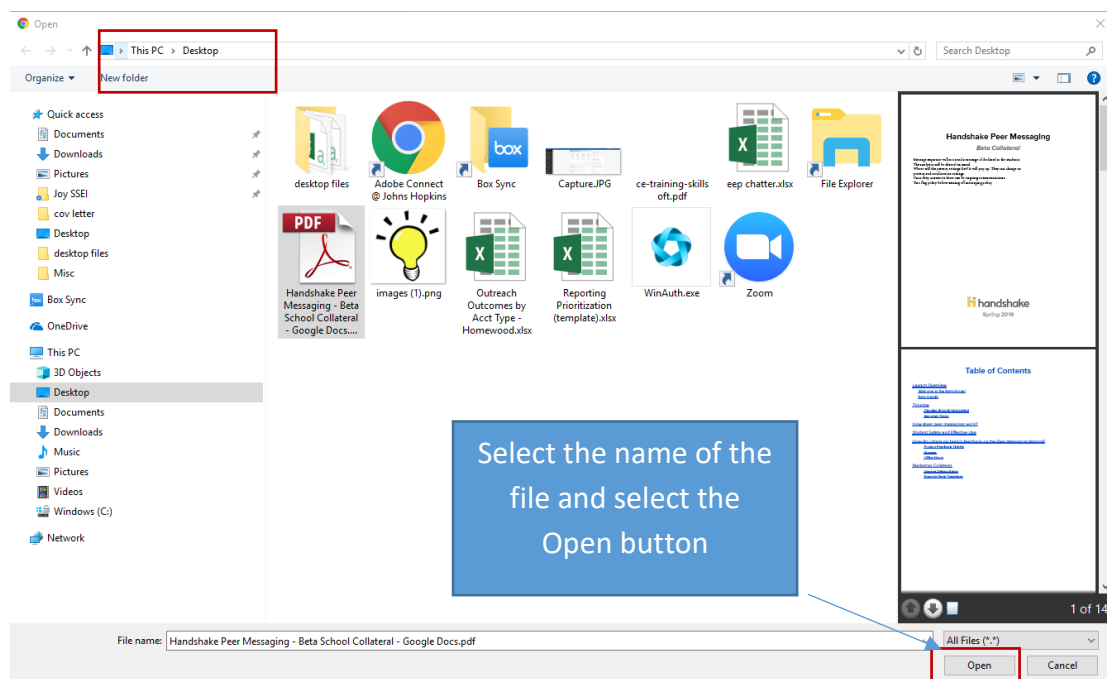


The New Attachment box will pop up and allow you to add the agreement and type the name of the attachment. Click this link to save the document to your PC: [JHU Statement of Understanding](#).

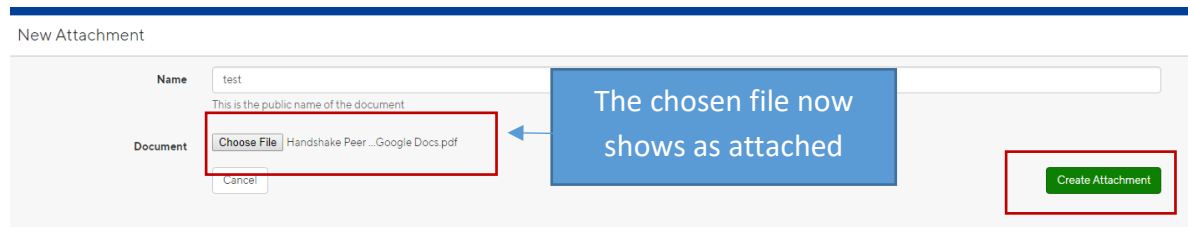
- Attachment Name: [JHU Statement of Understanding](#)
- File Name: Johns Hopkins University Statement of Understanding



The Open box will pop up to allow you to choose the location of the file on your PC

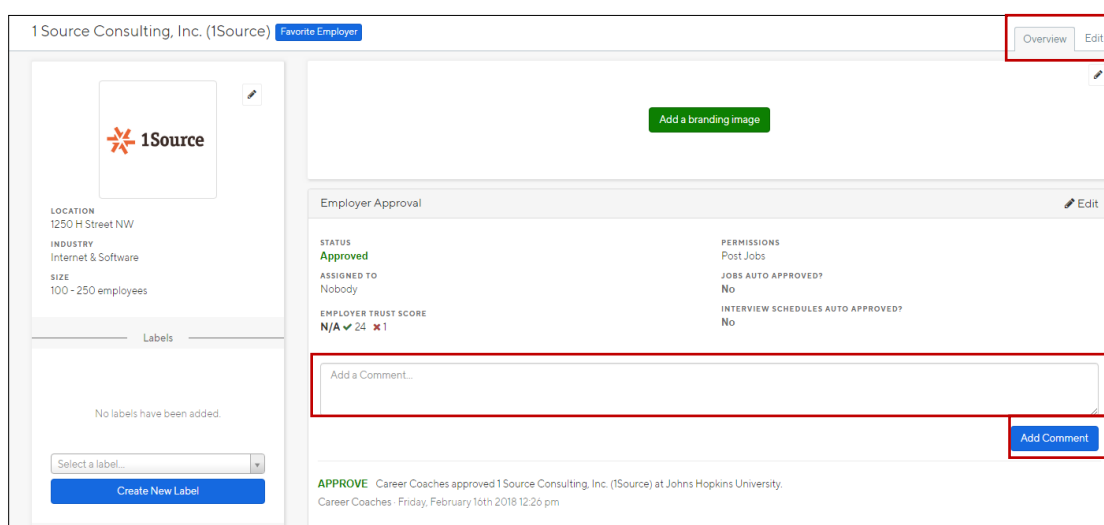


Select the **Create Attachment** button.



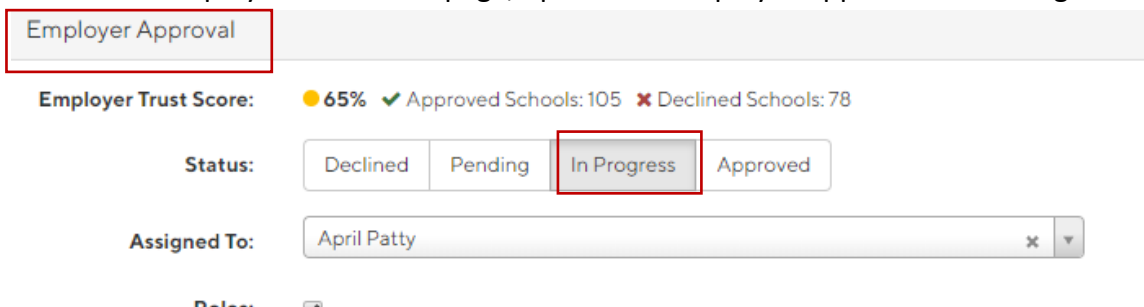
- On the employer's **Overview** page, cut and paste the below comment in the **Comment section** and select the **Add Comment button**:

Third-party comment template: Thank you for your interest in recruiting at Johns Hopkins University. We have a new Statement of Understanding for third party employers (attached- find in Company Profile section). If you agree to these policies, please sign and date and return to recruit@jhu.edu. Failure to respond within 15 days will result in the rejection of your Handshake request.




Tip: The comment field will automatically send a notification/email to the employer

On the employer's Overview page, update the Employer Approval to "In Progress":




If the signed Johns Hopkins University Statement of Understanding is not received within 15 days of sending the request, the Employer Approval status must be updated to "Declined".

Additional Questions - Employer Vetting

1. What do I do if additional vetting is needed? Select the **In Progress** radio button (e.g. Third party recruiter) and [Add a note](#) about what you have researched and what is still outstanding that we need considered/found.
2. How do identify whether the employer is a contact or a user? To identify Handshake's Contact vs Users read this article - <https://support.joinhandshake.com/hc/en-us/articles/218692748-Contacts-vs-Users>
 - For an employer, staff members = Users = means they have access to Handshake—we cannot do anything on behalf of the company (“Could you add staff for me...?” NO!)
 - Contact = people associated with company who have not signed up for a Handshake account.
3. How do I invite a contact to become a user? To learn more about the employer invite process, read this article- <https://support.joinhandshake.com/hc/en-us/articles/218692768-How-to-Invite-Contacts-to-Become-Users-Employer-Invite-Process->
4. How do I manually add an employer to Handshake? Read [this article](#) to learn more about the employer invite process.
5. How do I view the owner of an employer account?
 - a. Select the Employers' link on the left navigation bar
 - b. Type the employer name in the Search Box
 - c. Click the blue Search Button
 - d. Once the company is displayed, click the 3 dashes (hamburgers) on the right side of the web page
 - e. Select Edit Employer from the listing
 - f. Select Staff Management located on the left side of the webpage
 - g. Under the Contact without User Accounts section, select the "Send Invitation Email" button. Note: this will trigger an invitation email to the contact to Join Handshake with the associated employer link
 - h. Once the employer has registered using the invitation link, they will receive a notice they are in a pending status
 - i. Request that they send you a follow up email with the email address they used for registration. Note the employer must use the same address to register as listed in the contact

- j. On the Staff Management page (see instructions above), paste the email address used for registration in the Add existing user by email box
- k. Click the Add user button
- 6. What is the process if you locate a fraudulent employer in Handshake?
 - Select the option that aligns best with your school's business practices:
 - **Option 1.** Send an email to the Handshake Support Team (HST) at Handshake@jhu.edu with the following information: Employer's name, Handshake external ID number, "Do not engage" reason, Name of ER professional requesting the update
 - **Option 2.** divisional career services staff will update the employer record in Handshake:
 - Add "shared: do not engage" and shared:[school name] labels on the employer's overview page
 - create a note on the employer's overview page with the reason provided you determined the employer is fraudulent



Tips: About Fraudulent Employers: <https://support.joinhandshake.com/hc/en-us/articles/115008792387>



Fraudulent Employer Quick Tips: <https://support.joinhandshake.com/hc/en-us/articles/115008792627>

Vetting Jobs

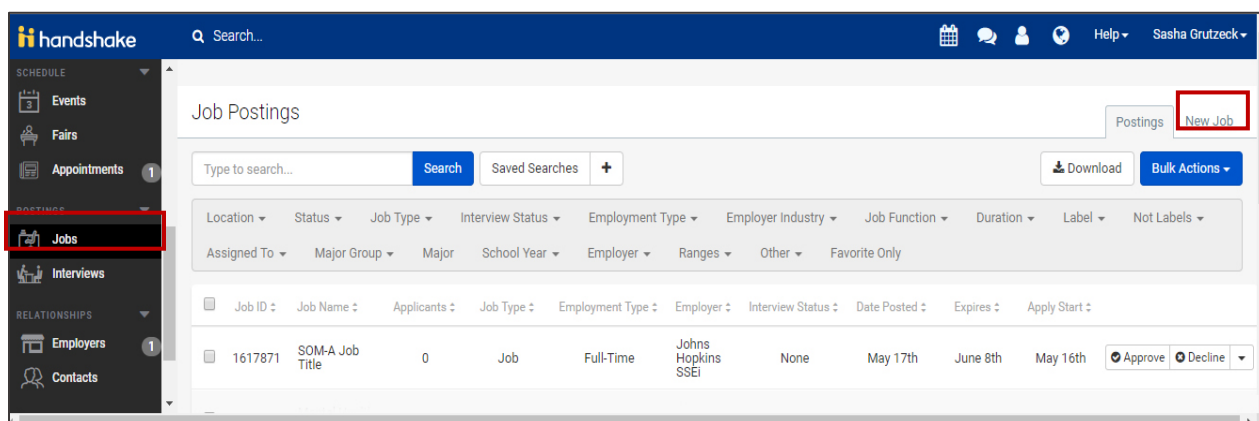
To ensure jobs align with JHU talent, it is important to vet jobs before approving them in Handshake. For detailed information on the below steps and how to approve or decline a job, [click here](#).

1. Review the employer website to see if the career/job opening is listed on their site.
2. Review the job description to ensure it is legitimate:
 - a. Is the job description complete? Example: duration, qualifications, job objective, job functions, etc.
 - b. No fees are being charged
 - c. The job aligns with the skills that JHU students/alumni would want to apply for.
 - d. The job includes a degree preference

If the job needs to be posted immediately, or if the employer requests Career Center assistance in posting it (and staff have vetted the opportunity and decided the opportunity is beneficial to students and/or alumni), Career Center staff can enter and approve jobs.

Entering and Approving Jobs

Start a new job posting by clicking **Jobs** on the left side menu, then clicking **New Job** in the upper right corner.



There are many required pieces of information needed to complete a job listing. These include the following items marked with asterisks:

BASICS:

*** Job title**

*** Employer**

Not seeing the company or organization you're looking for? Try [searching for them](#) or [creating their account](#). This list will automatically be updated to include them once they're approved at your school.

*** Where should students submit their application?**

☒ Apply in Handshake

☐ Apply through external system

*** Job Type**

- ☒ Internship
- ☐ Cooperative Education
- ☐ Experiential Learning
- ☐ On Campus Student Employment
- ☐ Fellowship
- ☐ Graduate School
- ☐ Job
- ☐ Volunteer

*** Employment Type**

- ☐ Full-Time
- ☒ Part-Time

*** Expiration date**

When would you like the current active posting at your school to expire?

DETAILS:*** Description**

Heading 1 **B** *I* U A        

test

You can copy and paste a description directly from your website – we'll retain all the formatting.

*** Job function**

☒ Administration

This will help students interested in specific functions search for your job.

*** How many students do you expect to hire for this position?**

This number can be approximate and will not be displayed to students. If you aren't sure, put 1.

* Job location

Baltimore, Maryland, United States

+ add another location

☐ Allow remote workers

Eligibility for international students (non-US citizens or permanent residents)

* Would you sponsor a [work visa](#) for the right candidate?

☐ Yes ☒ No


* Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for an internship under [OPT/CPT](#))

☐ Yes ☒ No

Note: Ensuring the work authorization questions are answered correctly is important given that

Job Preferences

Optional fields: Employers may indicate a school year, a graduation date range, majors and more on this page. The inclusion of this information *does not* restrict students from applying.

 **Tip:** Handshake is an open model, which allows students to apply for all positions. The employer's **Preferences** will allow the student to apply; but the employer will be able to view and filter applications based upon employer preferences.

Students who do not meet label requirements your career center specifies here will not be able to apply. Students who do not meet work authorization, graduation date, GPA, and major preferences will still be able to apply, but employers will be able to clearly see, and filter between, the applicants who match all of their preferences and those who don't.

Graduation date range

Earliest grad date

month▼

year▼

Latest grad date

month▼

year▼

Hiring alumni? You can leave earliest graduation date blank.

School years

☐ Freshman

☐ Sophomore

☐ Junior

☐ Senior

☐ Masters

☐ Doctorate

☐ Alumni

☐ Postdoctoral Studies

Minimum GPA

<

Basics

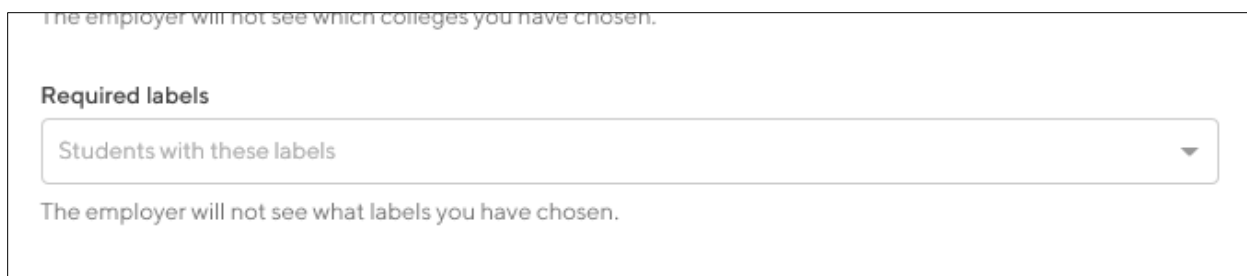
Details


Preferences


Next >

Job Required Labels

Job labels can be used to restrict student access (required label in preferences), for staff filtering and reporting (normal label on the job overview page), and to help students identify opportunities posted by their school(s) (i.e. public label on the job overview page).

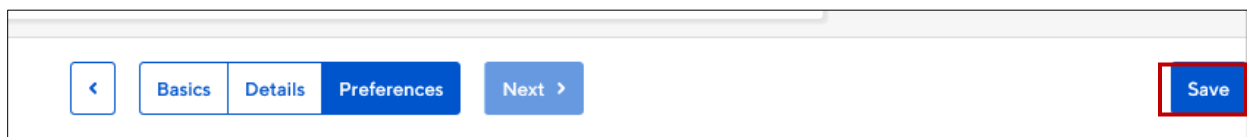


 **Tip:** As a best practice, labels *should not* be used in the Preferences section. If labels are entered here, students will not be allowed to apply unless they have that label on their profile. **For example:** If the “Shared: Career Center” label is entered here, no students will be qualified to apply to the job because that is not a label on any student profile.

 **Tip:** Labels should only be used in this section when there is a business reason for restricting access such as a career trek, resume book, etc. that is only open to certain schools or majors.

- To restrict a job for a specific school, you must use the [system gen: labels](#). For more information on labels, [click here](#).

Click **Save** in the bottom right corner

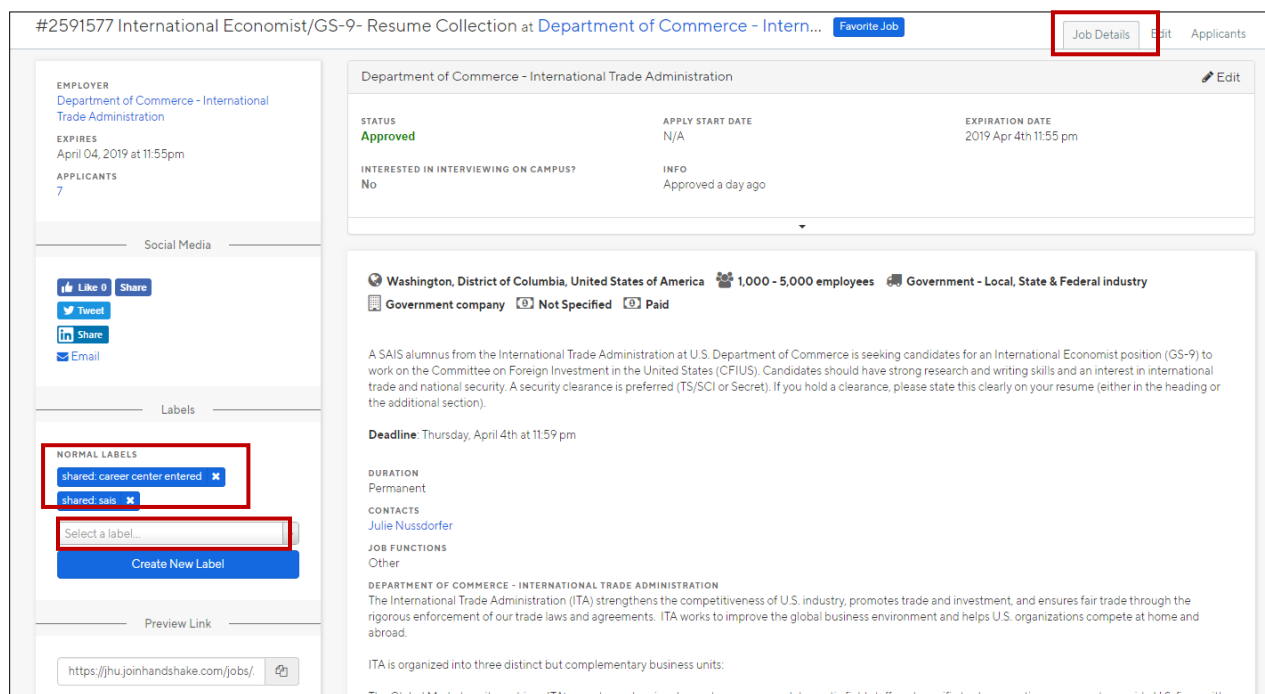


Career Center Labels

Labels **DO** need to be added to the **Jobs Detail** page to indicate that the job posting was entered and approved by a Career Center.

Once job is saved, the **Job Details** tab will be displayed. On the left job navigation bar (about midway down the page), select the label drop down menu and add the below labels (see image below):

- shared: career center entered
- shared: Your Career Center name (begin to type it in and it will appear)



#2591577 International Economist/GS-9- Resume Collection at Department of Commerce - Intern... Favorite Job Job Details Edit Applicants

EMPLOYER
 Department of Commerce - International Trade Administration

EXPIRES
 April 04, 2019 at 11:55pm

APPLICANTS
 7

Social Media

Like 0 Share
 Tweet
 LinkedIn Share
 Email

Labels

NORMAL LABELS

shared: career center entered ✕
 shared: sais ✕
 Select a label...
 Create New Label

Preview Link

https://jhu.joinhandshake.com/jobs/

Department of Commerce - International Trade Administration Edit

STATUS
 Approved

APPLY START DATE
 N/A

EXPIRATION DATE
 2019 Apr 4th 11:55 pm

INTERESTED IN INTERVIEWING ON CAMPUS?
 No

INFO
 Approved a day ago

Washington, District of Columbia, United States of America **1,000 - 5,000 employees** **Government - Local, State & Federal industry**

Government company **Not Specified** **Paid**

A SAIS alumnus from the International Trade Administration at U.S. Department of Commerce is seeking candidates for an International Economist position (GS-9) to work on the Committee on Foreign Investment in the United States (CFIUS). Candidates should have strong research and writing skills and an interest in international trade and national security. A security clearance is preferred (TS/SCI or Secret). If you hold a clearance, please state this clearly on your resume (either in the heading or the additional section).

Deadline: Thursday, April 4th at 11:59 pm

DURATION
 Permanent

CONTACTS
 Julie Nussdorfer

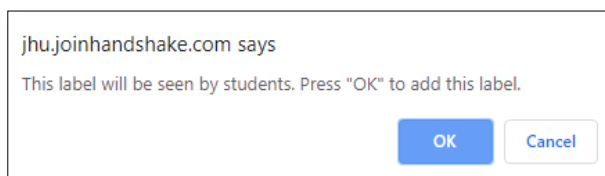
JOB FUNCTIONS
 Other

DEPARTMENT OF COMMERCE - INTERNATIONAL TRADE ADMINISTRATION
 The International Trade Administration (ITA) strengthens the competitiveness of U.S. industry, promotes trade and investment, and ensures fair trade through the rigorous enforcement of our trade laws and agreements. ITA works to improve the global business environment and helps U.S. organizations compete at home and abroad.

ITA is organized into three distinct but complementary business units:
 The Global Markets unit combines ITA's country and regional experts, overseas and domestic field staff, and specific trade promotion programs to provide U.S. firms with



Tip: To make a job viewable on the student's job-filtering page, select the **public label** (for more information on labels, [click here](#)) that aligns with your school. **Example:** SAIS approved job.



jhu.joinhandshake.com says

This label will be seen by students. Press "OK" to add this label.

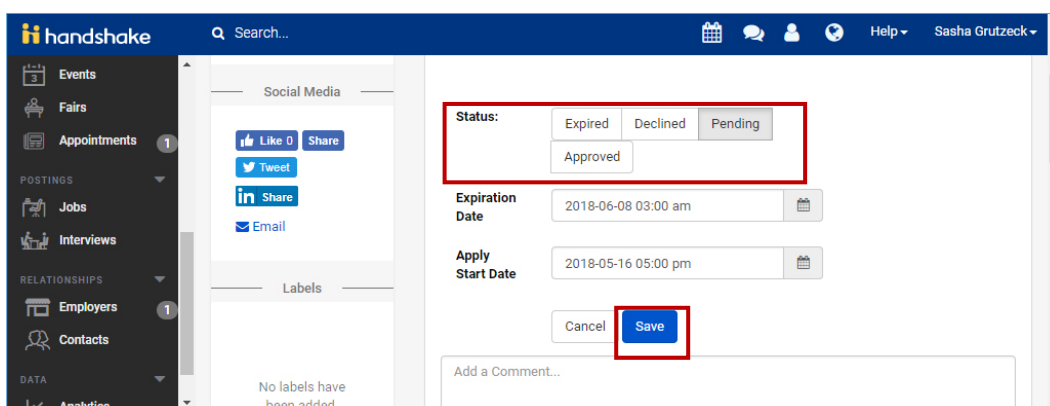
OK Cancel

Approve

A notice will pop up to alert you that the label being chosen will be seen by students. You must select **"OK"** to add the label to the job listing.

For more information on approving jobs, [click here](#).


1. Select Jobs on the left navigation bar > click on the name of the job (**Note:** Before approving the job, it is best practice to complete the steps in the employer vetting process again).
2. Select the “Approved” radio button > Click the “Save Approved” button.
3. Add the below [Career Center labels](#) to the Jobs Detail page
 - shared: career center entered
 - shared: Your Career Center name (begin to type it in and it will appear)

The screenshot shows the Handshake web application interface. On the left is a dark navigation sidebar with icons for Events, Fairs, Appointments, POSTINGS (Jobs, Interviews), RELATIONSHIPS (Employers, Contacts), and DATA (Analytics). The main content area has a top bar with a search field and user profile. Below this, there's a 'Social Media' section with Like, Share, Tweet, and Email buttons. A 'Labels' section shows 'No labels have been added.' The right side of the interface is a form for job management. It features a 'Status' dropdown menu with options: Expired, Declined, Pending, and Approved (which is selected). Below this are fields for 'Expiration Date' (2018-06-08 03:00 am) and 'Apply Start Date' (2018-05-16 05:00 pm). At the bottom of the form are 'Cancel' and 'Save' buttons. A red box highlights the 'Status' dropdown and the 'Save' button.

Declining Jobs

For more information on declining jobs, [click here](#).

1. Select Jobs on the left navigation bar > click on the name of the job (**Note:** Before declining the job, it is best practice to complete the steps in the employer vetting process again).
2. Select the “Declined” radio button > Click the “Save Declined” button. If the job is declined after vetting, create a note explaining the reason for the declined decision (e.g. Unable to verify the employers address).

 Do not approve or decline jobs in the queue that you/your Career Center did not enter. The Handshake Support Team will vet each posting and approve or decline within three (3) business days.