

DEPARTMENT GUIDE TO HANDSHAKE

SDSU

Division of Student Affairs and Campus Diversity
Career Services

2023-2024

sacd.sdsu.edu/career

Departments needing student workers are strongly encouraged to utilize Handshake to post and promote their positions. Handshake (sdsu.joinhandshake.com) is the online career management platform for SDSU students and alumni. This platform, managed by Career Services, is a one-stop shop for all things related to careers: job postings (full-time, part-time, internships, student work opportunities), hundreds of career-related events, virtual career fairs, and much, much, more.

CREATING AN ACCOUNT

Departments wishing to post student positions to Handshake first need to have an employer account (multiple people in the same department may have an employer account):

- **Step 1:** Request an Employer Login on Handshake or add San Diego State University if you already have an account.
- **Step 2:** Within one to two business days, our Employer Services staff will respond to your registration and you will receive a notice of approval.
- **Step 3:** You can then begin posting opportunities. Similar to the employer login review process, all postings are reviewed by our office and subject to approval.

Please note: An employer account might have already been created for your "school" by another department (Admissions office, Grad office, etc) if they used Handshake in the past to register for a fair or to recruit students for an on-campus opportunity. This can potentially prevent you from connecting to or creating a profile. We usually recommend reaching out to the office who created or "owns" that existing account to determine if they should either:

- Merge with the new account you are creating OR
- (most common) Remain as a completely separate company + add a descriptive title - SDSU "your department" (i.e. SDSU Office of Housing Administration) Tip: Do not join the company "San Diego State University"

POSTING STUDENT-WORKER POSITIONS ON HANDSHAKE

Once your personal account has been created and synced with your SDSU's Department Employer account on Handshake, you are ready to post positions. Log in at sdsu.joinhandshake.com. NOTE: Click on 'Log in using your Handshake credentials' in lieu of utilizing the SDSU Students option.

- **Step 1:** On the “Home” page, you will see a large blue button labeled “Post a Job”. Select this button to start.

- **Step 2:** The following will need to be completed in the “Basics” section:
 - Select “Apply in Handshake”
 - Enter the Job Title (please include your department or office name in the job title, this makes things easier for students)
 - Select your Company Division - if your division isn’t listed, please contact Career Services to get it added.
 - For Job Type, please select “On Campus Student Employment”
 - Select Full-Time or Part-Time
 - Choose the duration of the position (permanent or temporary)
 - If posting a Federal Work Study position, please toggle “NO” under the Federal Work Study section. The system is not currently set up to recognize FWS approved student accounts and will prevent students from seeing your position if marked “YES”.

- **Step 3:** The following will need to be completed in the “Details” section:
 - Put in a description of the position, we recommend being as detailed as possible.
 - Select how many students you are expecting to hire. If you aren’t sure, just put “1”
 - Select “Paid or Unpaid” and list the pay rate
 - Specify “San Diego State University, California” for the job location
 - Select the required documentation (Resume, Cover Letter, Class Schedule, FWS award, etc)

- **Step 4:** In the “Preferences” section, you do have the option to select which school years and majors you prefer. You can also select a minimum GPA. While you can do this, it is highly recommended to leave these restrictions off, as it will limit the number of students who see the position.
 - You can also select who should receive application packets and when (Example: Emailing a summary of all applicants once the position expires OR emailing each time a new student applies). You can also check applicants at any time by logging back into the system.

- **Step 5:** Hit the “Next” button and move onto the “Schools” section:
 - In this section, in the drop-down menu labeled “Search your schools to add job postings”, click and select “San Diego State University”. It should be the first option; if not, type it in and then select it
 - You will need to then set your apply start date and expiration date next to “San Diego State University” in the “Schools” tab

- **Step 6:** Hit “Next” to view a preview of your job posting. Check everything over and then hit “Save” in the bottom right corner. Your job posting will post to the system and will be visible to students.

Please utilize realistic application deadlines and make every effort to communicate with applicants. Postings with the intention of creating ‘student pools’ over the length of the academic or calendar year may be subject to removal.

**FOR QUESTIONS OR
MORE INFORMATION**

**PLEASE CONTACT
CAREERSERVICES@SDSU.EDU**