Center for Career & Professional Development

Tom Ward & Karen Autry

eCampus & Handshake

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Adelphi eCampus SSO

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Handshake on eCampus

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Login to Handshake

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Handshake Home Page

Why Handshake?

- **Handshake is an interactive platform where Students meet Employers through events, feature their Resumes, find jobs, internships and more**

- **Handshake is one way to make the job search process more efficient, effective, and transparent by assisting campus hiring departments with their communication with students applying for campus jobs. Also, this makes the job search process more equitable for our students**

- **Handshake positions Center for Career & Professional Development as the hub for all campus jobs. It promotes equity by making all job opportunities accessible in one place. Moreover, it streamlines the hiring process, making it more efficient for both students and departments**

Advertising Steps:

If you would like to advertise an on campus job for students the first step is to compose a job description. It should include the following information:
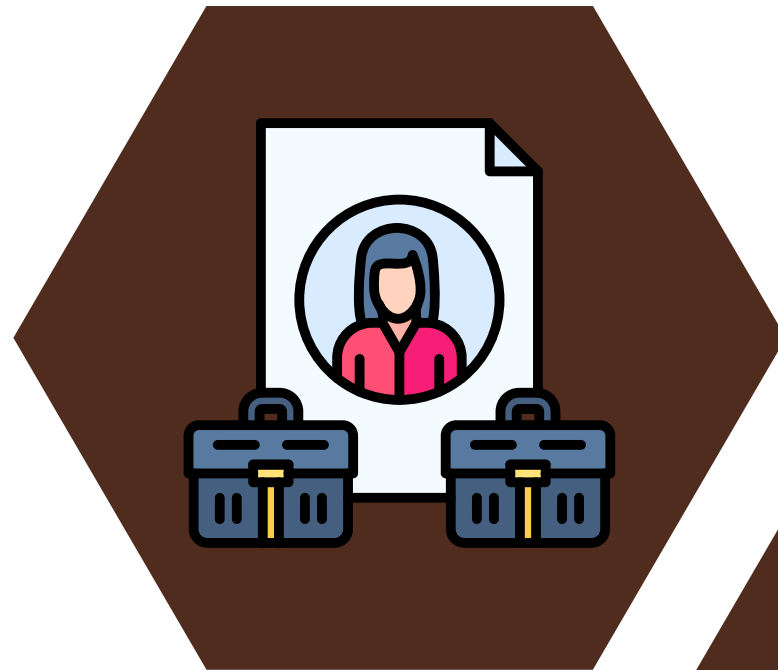
Job Title

Department Hiring

Title Position Reports To

Job Summary: Provide student with as much information as possible
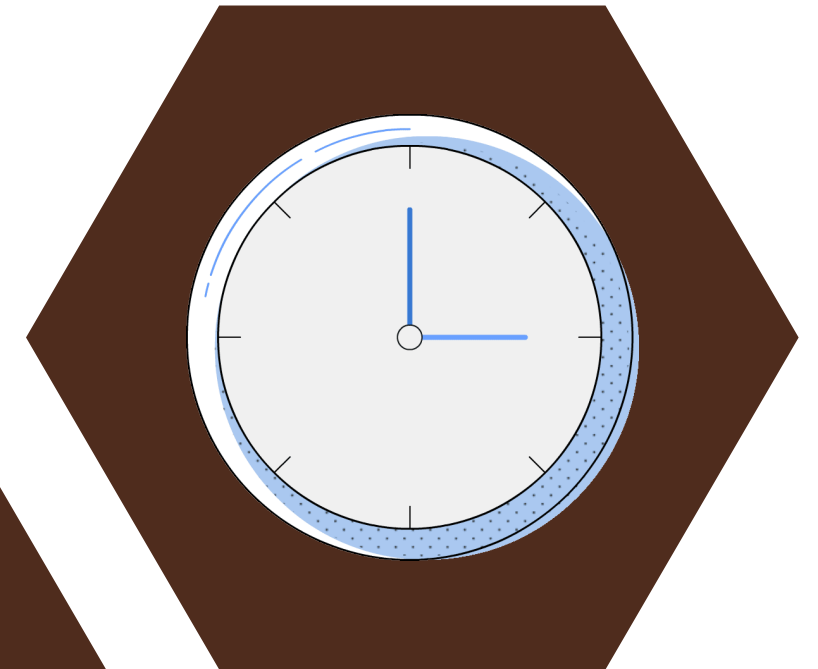
Hours of Employment

Advertising Steps:

If you would like to advertise an on campus job for students the first step is to compose a job description. It should include the following information:

Responsibilities & Duties

Requirements: (Knowledge, skills and abilities)

Pay Rate

Include if position is budgeted for Student Campus Employment (4180) or Federal Work Study (4181) Graduate Student Employment(4182)

Latest Handshake Updates : Division Model

Overview

Career Services = Owner

Campus Events

Dining & Housing

Office of Admissions

College of Arts & Science

Latest Handshake Updates : Division Model

BENEFITS
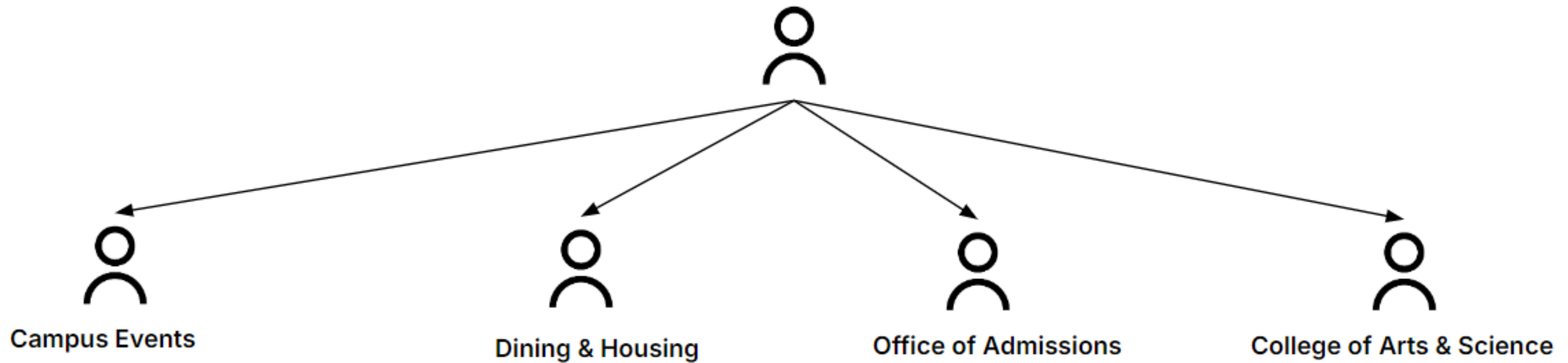
Centralized Management: Central oversight ensures cohesive employment strategy. A designated owner controls staff access permissions.

Standardization: Enforces consistent job postings, titles, and processes across departments.

Visibility and Access: All staff can view and edit jobs company-wide, aiding collaboration.

Create a Shared Understanding

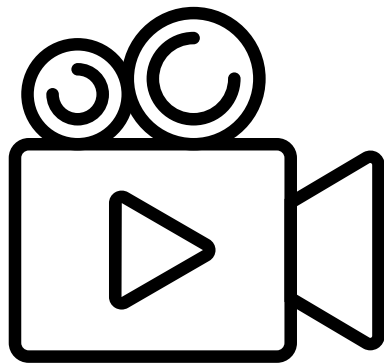**Job Description Template:** Standardize naming format for consistency and easy recognition of on-campus jobs.

SOP: Outline norms for job posting, hiring timelines, candidate selection, and account provisioning to ensure campus-wide consistency and efficiency.

Training: Require On-Campus Employers to complete employer training courses via Handshake at training.joinhandshake.com.

ADELPHI
UNIVERSITY

Navigating Handshake: Employer View

Sample Job Descriptions

Student Employee

Department: Auxiliary & Event Services

Title Position Reports To: Student Manger, Event Services Manager

JOB SUMMARY

Auxiliary &Event Services seeks Undergraduate students to assist with daily tasks of the department. The position will work closely with other staff members to ensure events across campus are successful. Student should have an interest in higher education, special events, customer service, and information technology.

RESPONSIBILITIES & DUTIES

1. Set up and break down table an chair setups for events across campus
2. Greet and assist clients (internal & external) with their events
3. Troubleshoot audio and visual equipment in event spaces
4. Serve as a front desk attendant to the main office
5. Answer phones and provide information regarding the departments roles on campus

REQUIREMENTS

1. A commitment to excellent customer service.
2. Ability to effectively manage multiple priorities and solve problems.
3. Strong interpersonal and verbal communications skills.
5. Ability to work in coordination with other University employees and students.
6. Preferred skills:
   - Proficiency in all MS Office programs.
   - Experience in a customer service setting

PHYSICAL REQUIREMENTS

1. Ability to stand for long periods of time at events.
2. Ability to lift and transport equipment weighing up to 50 lbs.
   - If interested in this position, please submit resume to: abc@xyz.edu

EXAMPLE

Next Steps:

Once your job is complete please email Karen Autry at autry@adelphi.edu to make sure you are registered in Handshake as a staff member. Once confirmed you can post your job into Handshake for students to view.

If you are not registered in Handshake you will be unable to post you current opportunity. After the Career Center inputs your information in Handshake you will receive an email directly from Handshake asking you to complete your registration process. Once this is complete, you will be able to input your current opportunity directly on Handshake. The link below will help you navigate Handshake.

Getting Started with Handshake: Employers
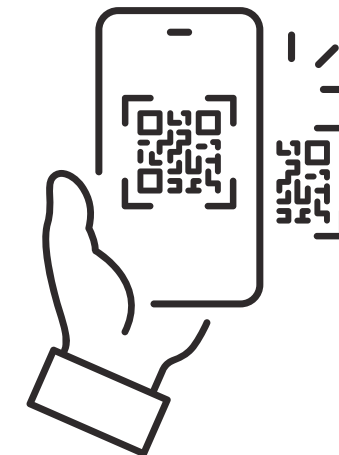
View Job Posting & Applicants

Here are the steps to follow to find the applicants to your posting on Handshake. When you open the Handshake site:

- On the left hand side you will see the menu, scroll down to Relationship, directly under that you will see Employers (click on)
- Across the right top of the screen you will Find Employer (click)
- On the next screen in the first blank field type in Adelphi University (then click)
- On the next screen select Adelphi University
- When the next screen appears, scroll down to Jobs (towards the bottom of the screen), then select See All (right side of the screen)
- The next screen will have all of the current jobs posted for Adelphi (make sure the top menu bar is in "Approved")
- Once your job appears, click on it
- The next screen will show you the posting and towards the left you will see Employer under that it will say Adelphi
- Right below that you will see Applicants, click on the number. You will now see all of the students that have applied for your position
- Now you can click on the name of the candidate and you should be able to see their resume
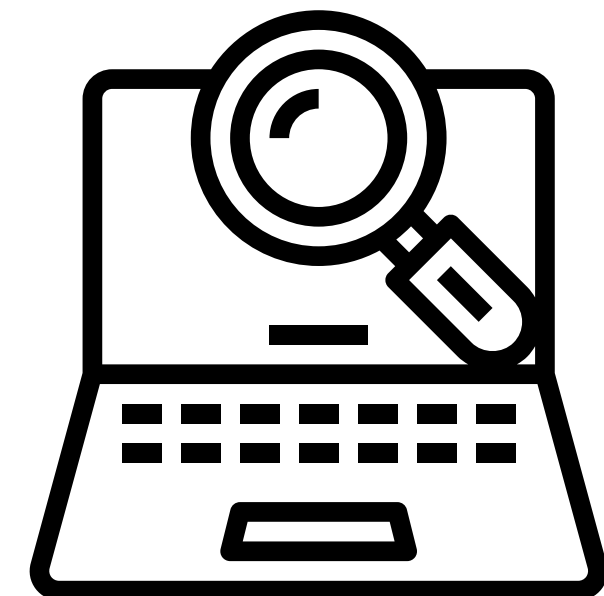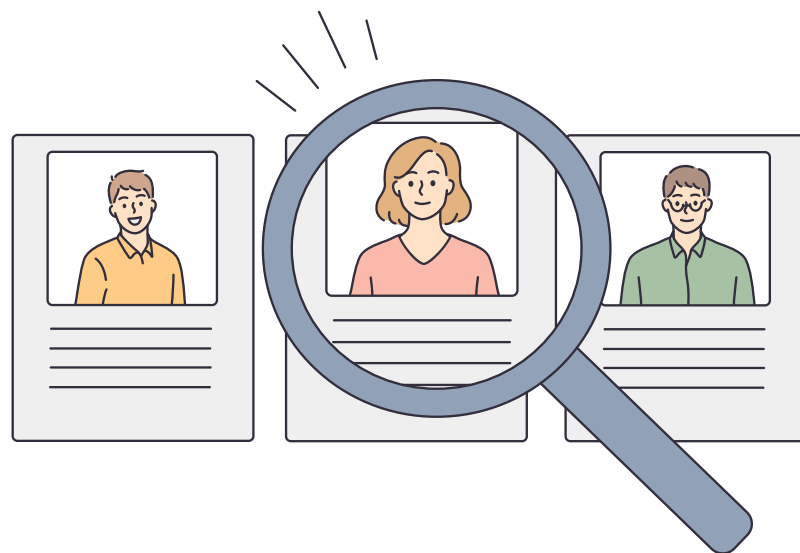
tward@adelphi.edu
autry@adelphi.edu

Thank You

Tom Ward & Karen Autry