

# Center for Career & Professional Development

Tom Ward & Karen Autry



# eCampus & Handshake

1

**ADELPHI UNIVERSITY**

**Log in to Adelphi's Secure Services**

Username

Password

**Log In**

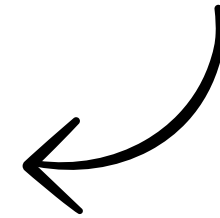
[I need help accessing my account.](#)

[New to Adelphi University? See our Getting Started instructions.](#)

Need help? Get in touch with us.

**Help Desk**  
[Office of Information Technology](#)  
[Swirbul Library, 2nd Floor](#)

**Adelphi eCampus SSO**



2

**MyAULife**  
Provides the tools for managing student organizations and encourages growth and development in students engagement.

**Accommodate**  
Allows students to self-identify as needing accessibility resources from the Student Access Office.

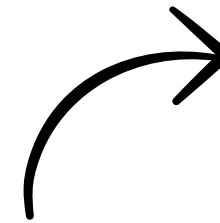
**1098-T Tax Form**  
Get your 1098-T Tax form digitally. This form provides information about educational expenses that may qualify for the tuition-and-fees tax deduction or education-related tax credits.

**Discounts**  
The Panther Partnership Program offers discounts and incentives at local restaurants, businesses and attractions for Adelphi students, faculty, staff and alumni with a valid ID.

**Handshake**  
This job and internship tool empowers Adelphi students to connect with employers —both on- and off-campus.

**Gmail**  
All Adelphi students have a @mail.adelphi.edu account with access to Google apps.

**Handshake on eCampus**



3

**Hello!**  
Click below to sign in to your account

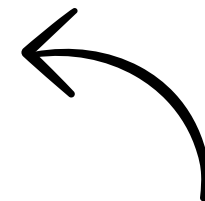
**Adelphi Student Login**

**Adelphi Alumni Login**

[Or log in using your Handshake credentials](#)

**Job hunt on the go with the Handshake app**  
Download the app on iPhone or Android to be the first to know about new jobs.

**Login to Handshake**



4

**H**

Jobs  
Events  
Employers  
Inbox **6**  
Career center

**The best way to get noticed by employers? Reach out.**

**Attend an event**  
Learn more about employers or roles you're interested in, directly from the source.

**Reply to NJ TRANSIT**  
NJ TRANSIT messaged you 10 days ago. Respond to make a good impression.

**AU Adelphi University Career Center** —  
View your school's resources

**Handshake Home Page**



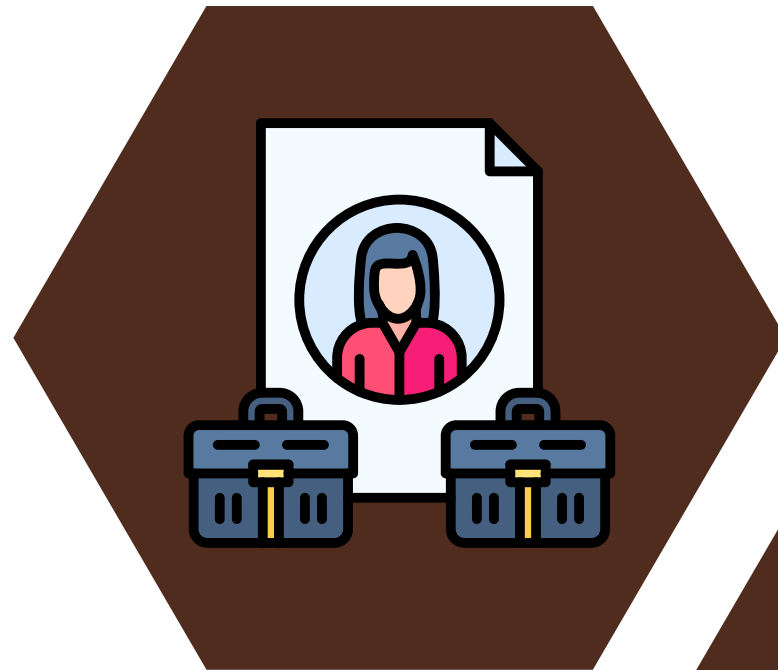
# **Why Handshake?**

- **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**

***Handshake***

# 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**



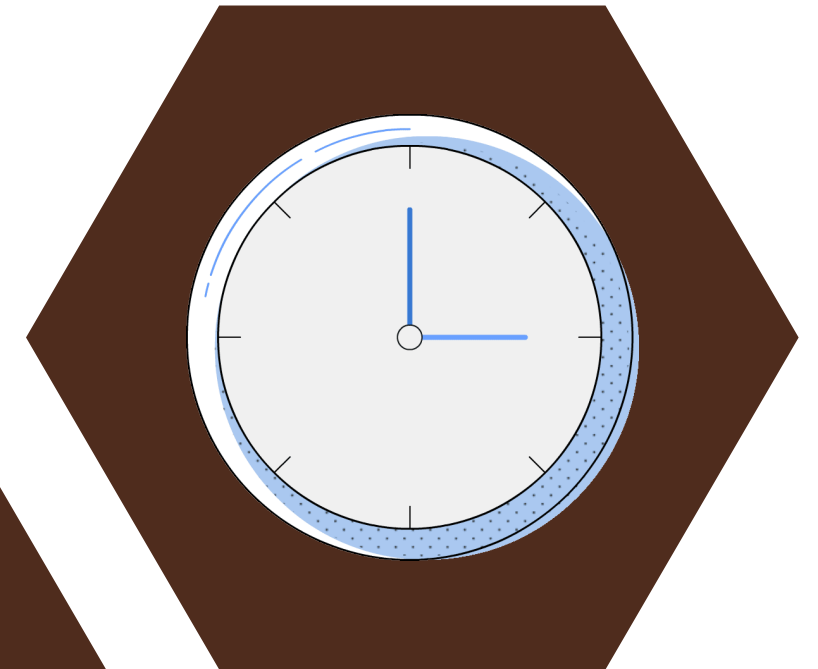
**Department Hiring**



**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**

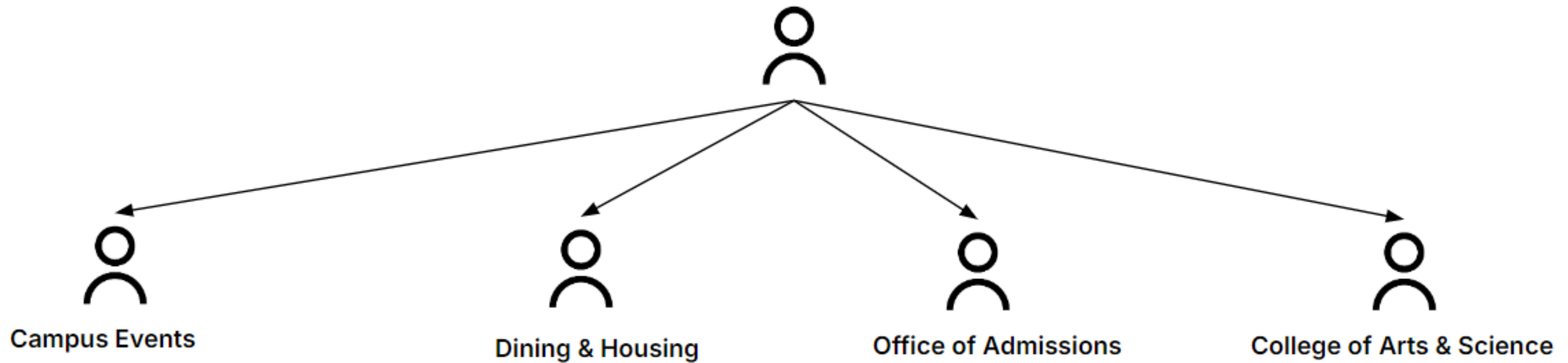


**Include if position is budgeted for  
Student Campus Employment  
(4180) or Federal Work Study  
(4181) Graduate Student  
Employment(4182)**

# Latest Handshake Updates : Division Model

## Overview

Career Services = Owner



# Latest Handshake Updates : Division Model

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**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

**ADELPHI**  
**UNIVERSITY**



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



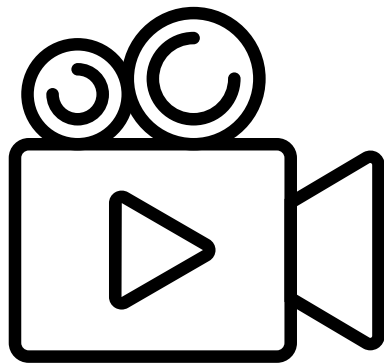
**SOP:** Outline norms for job posting, hiring timelines, candidate selection, and account provisioning to ensure campus-wide consistency and efficiency.



**Training:** Require On-Campus Employers to complete employer training courses via Handshake at [training.joinhandshake.com](https://training.joinhandshake.com).



# Navigating Handshake: Employer View



**Handshake** Search all of Handshake... Help Matthew Ammatuna

### Student Activity Snapshot

Updated 16 hours ago

56%	28%	19%	84%
<b>Web Logins</b>	<b>Mobile Logins</b>	<b>Profile Completion</b>	<b>Campus Profiles</b>
Percent of students (excluding alumni) who have logged into Handshake.	Percent of students (excluding alumni) who have logged into the Handshake mobile app.	Percent of students (excluding alumni) with a complete profile (at least one work experience, organization, and skill).	Percent of students (excluding alumni) that have opted to make their profile public to other students.

Want to increase these numbers or see how they are calculated? Check out our [support article](#).

### News Feed

- Karen Autry created an event: Don Center's Virtual Seminar Getting hired in 2024: A discussion with HR leaders. March 1st 2024 at 8:54 am
- Karen Autry created an event: 2024 Connecticut Sun Sports & Entertainment Career Fair!. February 21st 2024 at 2:54 pm

### Appointments

103 pending appointment requests exist.

- 0 approved appointments are happening today.
- 0 remaining appointment with you today.

### Job Postings

14 pending job postings exist.

370 jobs were posted today.

### Interview Schedules

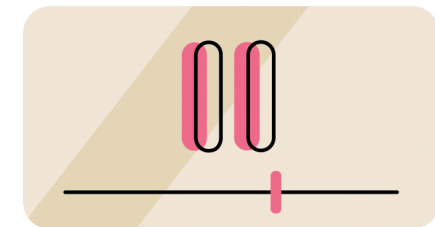
2 interview schedules are pending approval.

- 0 interview schedules were posted today.
- 0 interview schedules are taking place.

### Events

3 events are pending approval.

**Sidebar Navigation:** Home, Profile, Adelphi University, Students (Manage, Applications, First Destination), Communicate (Emails, Resources), Schedule (Events 3, Fairs 4, Appointments 103), Jobs (Job postings 14, Interviews), Relationships.



# 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 and 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

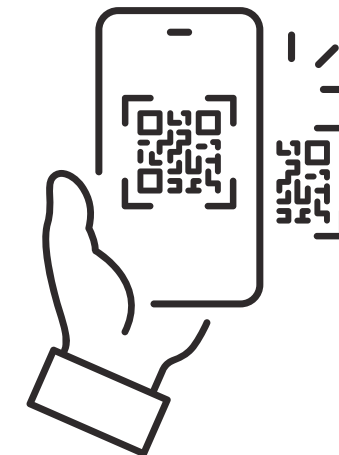
# Next Steps:

Once your job is complete please email Karen Autry at [autry@adelphi.edu](mailto: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 your 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.

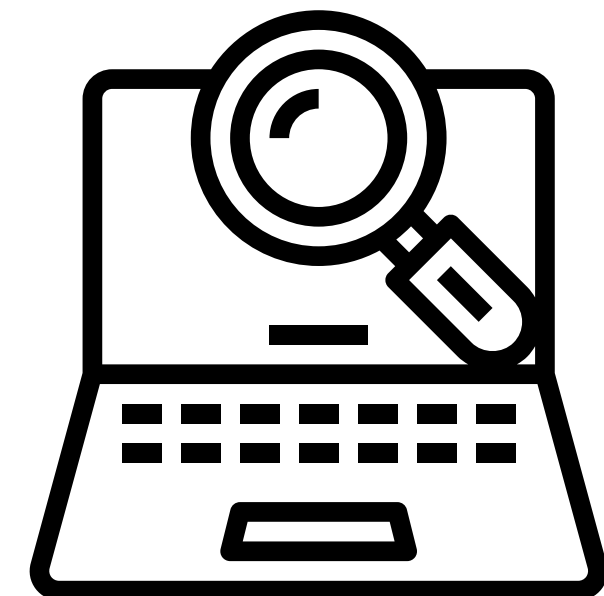
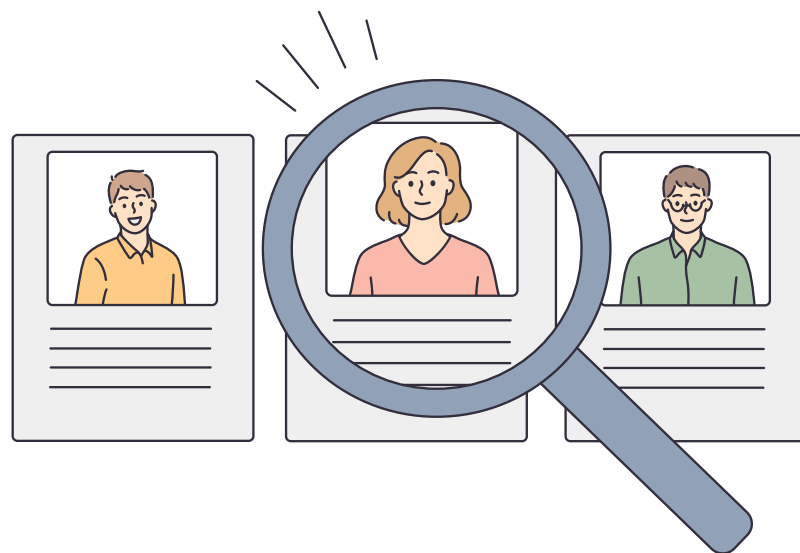
[Getting Started with Handshake: Employers](#)



# 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](mailto:tward@adelphi.edu)  
[autry@adelphi.edu](mailto:autry@adelphi.edu)



# Thank You

Tom Ward & Karen Autry

