# Handshake

A way to recruit student, temporary, and on-call employees

## What is Handshake?

- ► Handshake allows for student internships, summer jobs, on-campus student employment, work study, etc.
  - Part-time
  - Full-time
  - Temporary/ Seasonal

\*\*\*If you're thinking about hiring a summer employee, now would be the time!

- ▶ 1<sup>st</sup> step for hiring a TOCS is the pre-approval form, available on the OD website.
- Handshake can be used to hire an individual if you do not already have someone in mind.

## How can Handshake be used?

- We've created an MSU Extension Human Resources employer profile
  - https://app.joinhandshake.com/login \*create an employer profile using your ANR email address & you can request to join our profile (MSU Extension Human Resources).
  - You'll be added as a staff member
- You'll be able to post: jobs, events, and view upcoming career fairs
  - ▶ We're connected to 16 different Universities across Michigan (allowed to post jobs at all 16 Universities if desired, or may just limit to MSU).

Q Search...

#### Post a Job

#### Request an Interview

#### Create an Event

Help **▼** 

You have not distributed any jobs to a school yet.

Interview Schedule Postings

You have not requested any on campus interviews yet.

Upcoming Events

You have not RSVP'd to any upcoming events.





Baker College 4th Annual Virtual Career Fair Thursday. May 11th 2017 at 09:00 AM Thursday, May 11th 2017 at 09:00 AM



CMU Hyperfair Virtual Career Fair Tuesday, June 6th 2017 at 03:00 PM



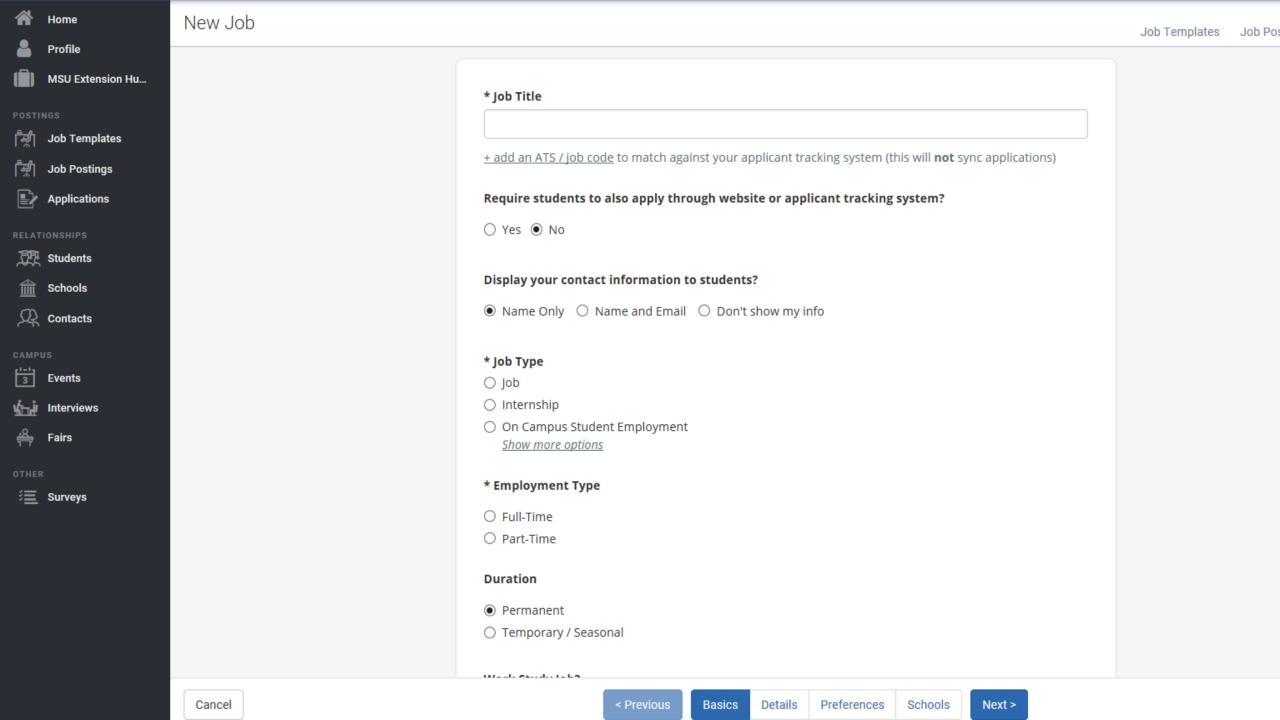
CMU Hyperfair Virtual Career Fair
Tuesday, August 1st 2017 at 03:00 PM

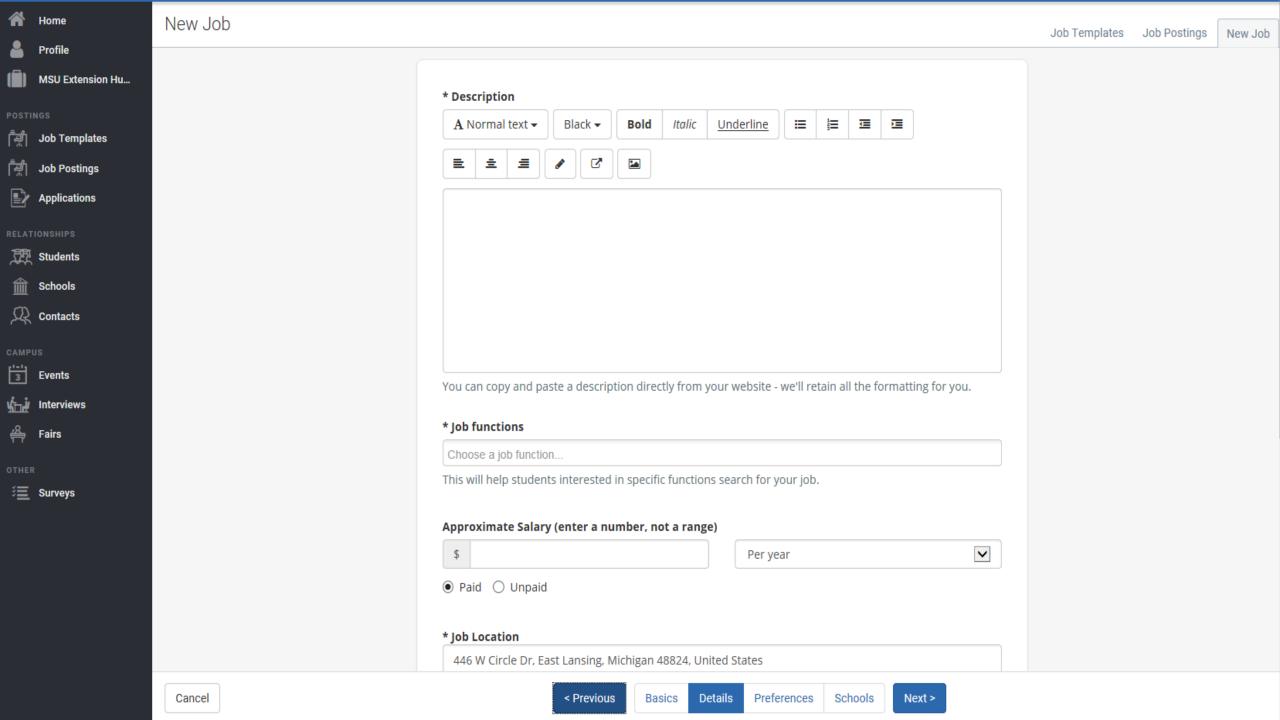


WMU Nurse Networking Day 2017 Tuesday, August 29th 2017 at 11:00 AM

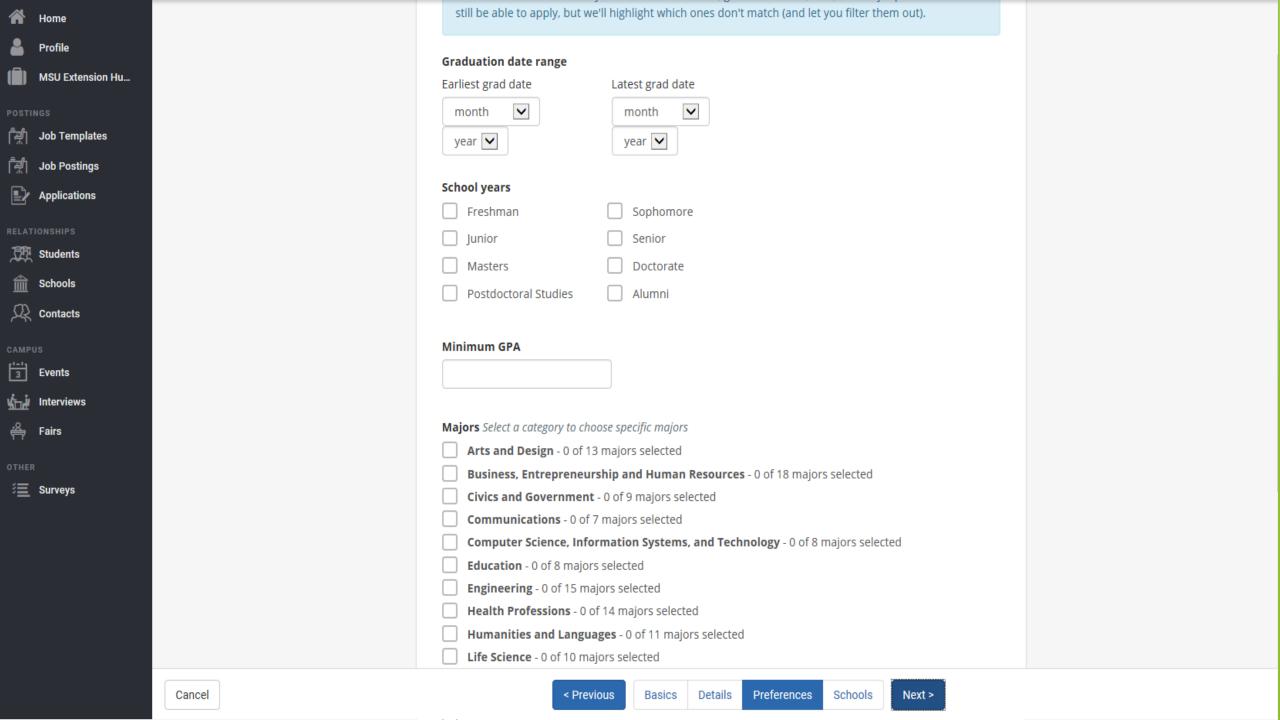


MSU Student Job and Internship Fair 2017 Wednesday, September 6th 2017 at 02:00 PM



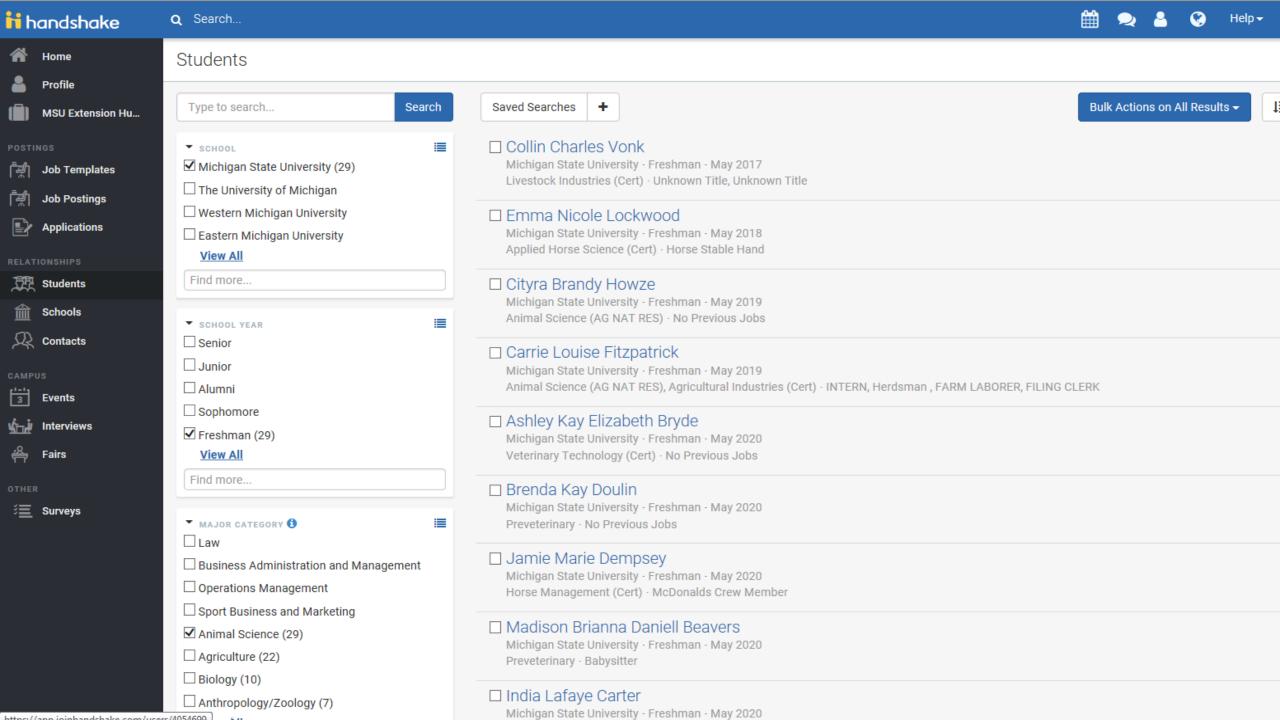


- You can set preferences to ensure qualified students are applying to your posting.
  - ► Filter by: Graduation date range, school years (freshman, sophomore, etc.) minimum GPA, Major
  - Pick which schools you post the job to



# If you choose not to post a job...

- Can also search students
  - ► Can narrow search by:
    - School
    - School Year
    - Major
    - Graduation Date
    - ▶ GPA
- Graduates can be on Handshake up-to 2 years after graduation
- ▶ Please note, only students at MSU campus can be hired as "students" in the system, if supervisor wishes to hire a student from another University (ex. University of Michigan), the student can be hired as temporary/ on-call employee.
- Ability to directly message students to see if they'd be interested in working.



## If Interested...

- Create an account and connect to MSU Extension Human Resources
  - ► You'll be added as a staff member and you'll be able to post positions
- It is our intent for you to have this account as a free way to recruit new temporary, on-call, and student employees.
- If you need assistance creating an account and/or posting a position, please let us know!

# Questions?

\*\*\*If you've used Handshake before, feedback is welcome!