Employer Guide to ii Handshake

Welcome to Handshake

Thank you for your interest in recruiting at Nicholls State University. We can't wait for you to get connected with our students and alumni who are looking to work for organizations like yours.

We are excited to be able to provide you and your organization with free access to Handshake, our online career management platform. Handshake allows you to easily interact with our students and alumni, post your open positions, and register to attend our Career and Internship Fairs and recruiting events.

If you don't already have a user account and company profile in Handshake, you'll need to do this first. If you already have a Handshake account with another school, you'll want to use it to connect with Nicholls. Let's get started!

In this guide

Need Help?

We created this guide to provide you with the information you need to get started with Handshake. If other questions should come up, please don't hesitate to contact our office; we're here to help!

CAMPUS ADDRESS (STUDENT UNION)
Student Engagement Suite- 13

MAILING ADDRESS
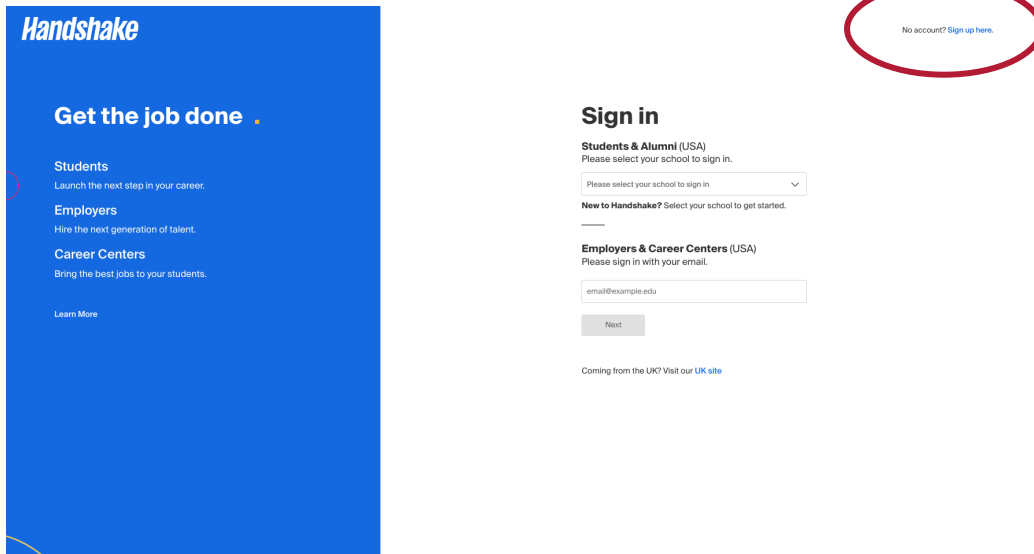PO Box 2006 Thibodaux, LA 70310

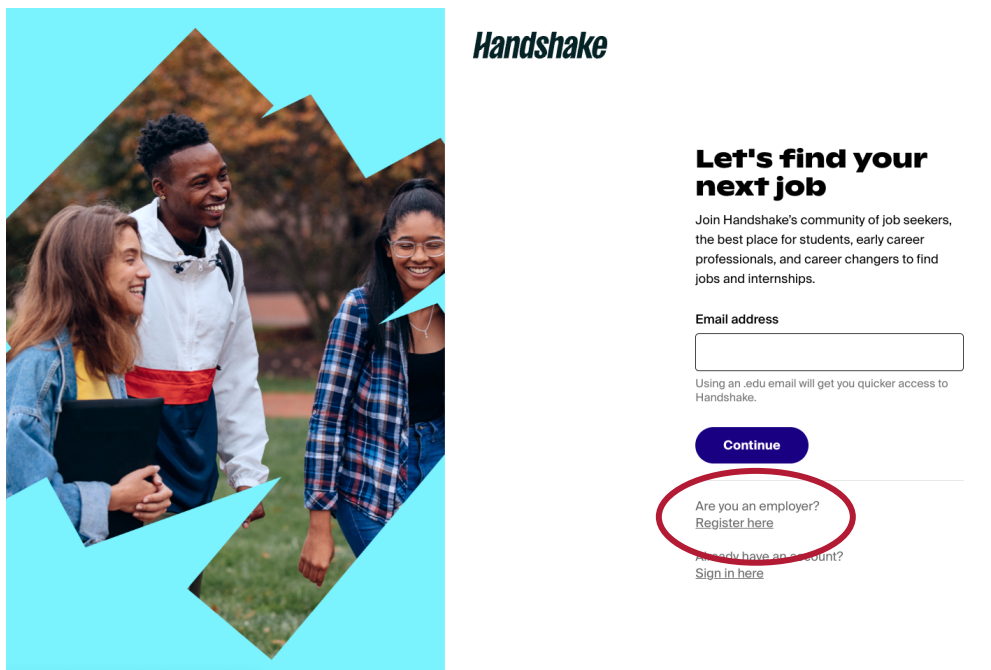**PHONE**
(985) 448-4509

MAIL
careers@nicholls.edu

Create Your User Account

Visit nicholls.joinhandshake.com/login and Click No Account? Sign up here.

Select: Are you an employer? Register here.

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Fill out the information requested and then click Sign Up. Please note, you should enter your company email address to expedite your approval process. User account requests using gmail, hotmail, yahoo, outlook, or other public email services will slow your approval and make it harder to connect to your company's profile.

Enter your recruiting interests and alma mater to help us better understand how you'll use Handshake. Your phone number will not be shown unless you choose that option on your profile. Then click Next: Employer Guidelines.

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Read the Employer Guidelines, Terms of Service, and Privacy Policy. If you are not a 3rd party recruiter, select No. Then, click Next: Confirm Email.

Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our Terms of Service:

Be Accurate and Trustworthy: Tell the truth about your company, your team and the jobs available.

Be Fair: Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.

Keep Your Commitments: When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.

Keep Student Info Confidential: Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

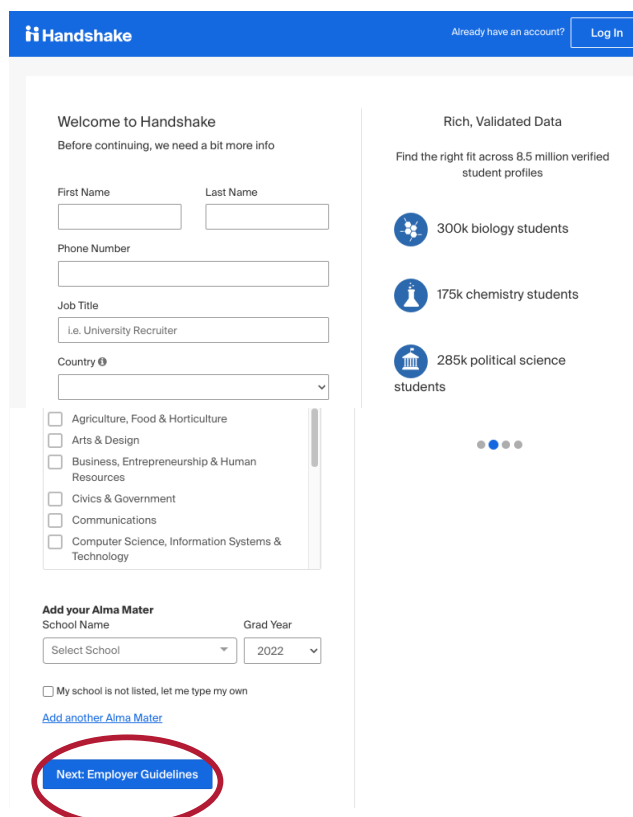In addition, most career service centers require employers to abide by the full NACE Principles for Employment Professionals.

Are you a 3rd party recruiter working on behalf of another company? | Yes | **No**

☑ I agree to the Terms of Service and Privacy Policy
☑ I agree to receive marketing messages including promotions and special offers from Handshake.

*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

[Next: Confirm Email]

Handshake

Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

Didn't receive the email?
1. Is c _____ Ju your correct email without typos? If not, you can restart the sign up process
2. Check your spam folder
3. Add handshake@m.joinhandshake.com to your contacts
4. Click here to resend the email

Still having trouble?
Contact us

You are just one final step away from creating your user account. You should receive an automated email from Handshake at the address you used during the registration process. You must click the link in this email to confirm your account.

When the email arrives, click the Confirm Email button to verify your account.

Handshake

Confirm your email address on Handshake

Hi Debbie,

Welcome to Handshake! Please confirm your email address to get started:

[Confirm Email]
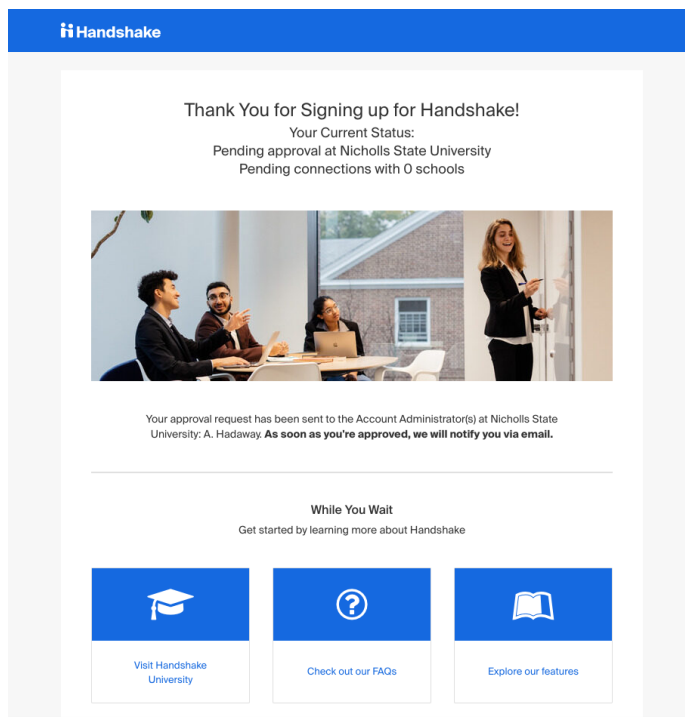
If this is a mistake, you can cancel the registration at any time.

Create Your User Account ... Continued

When you click the Confirm Email button in your confirmation email, you will be brought back to Handshake where you will connect with your organization or company.

Click the Join button if Handshake was able to find your organization. If a company appears, but is incorrect, please follow the on-screen instructions shown under "Not your company?"

Once you click "Join" you may get a notification that you are pending approval from another staff member in your company.

If no company prepopulates, use the search bar to find your company, as pictured below. If your company does not exist, you can click "Create New Company."

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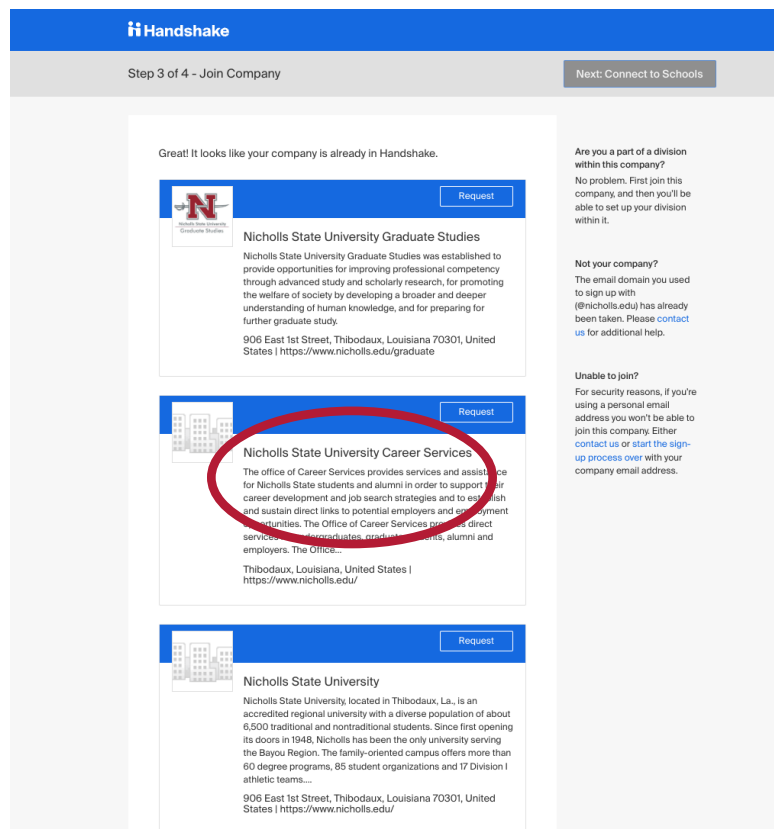
Next, you will choose the schools you want to connect with. To post positions, register for fairs, or search for students, you must be connected to a school. Use the filters on the left side of the screen to search for Nicholls State University. To request to connect with Nicholls State University, click the + button on the right of the school logo.

When you are done adding schools, click Next: Finish. Please note that once you complete this process you will become a pending employer. Approving new employers is done by Career Services' staff and can take 2-3 business days depending on the volume of requests. Until your employer request is approved, you cannot post internships or jobs. If our staff has any questions about your organization, we will contact you via Handshake.

Once your employer request is approved, you will receive an email from Handshake.
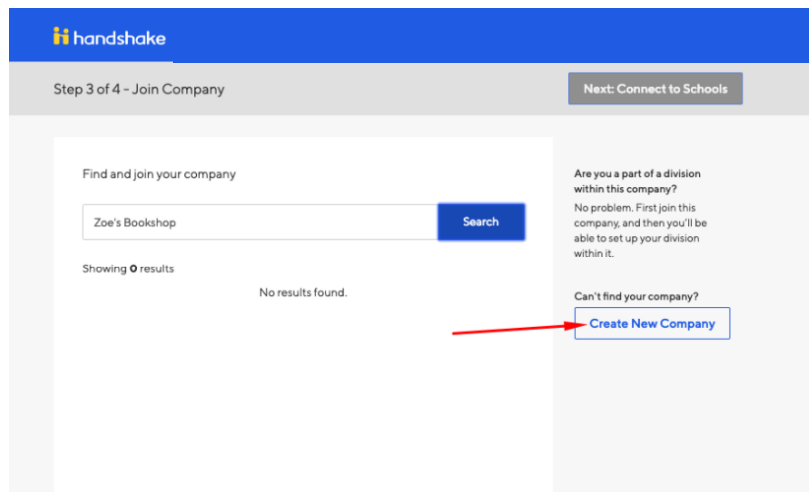
Once you log In to Handshake, you will be directed to your profile and you may begin posting your opportunities.

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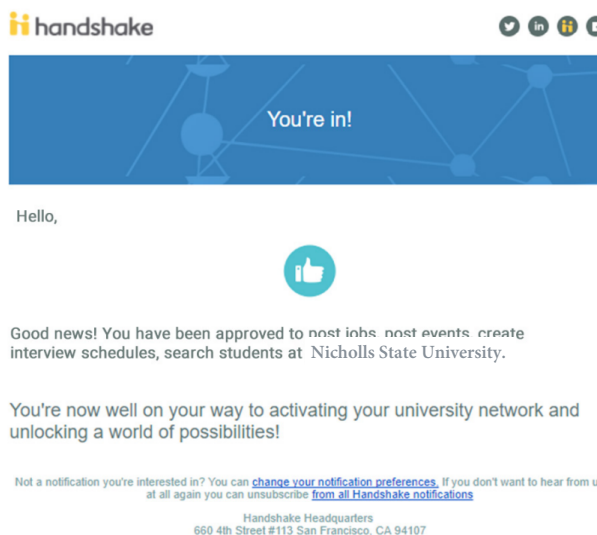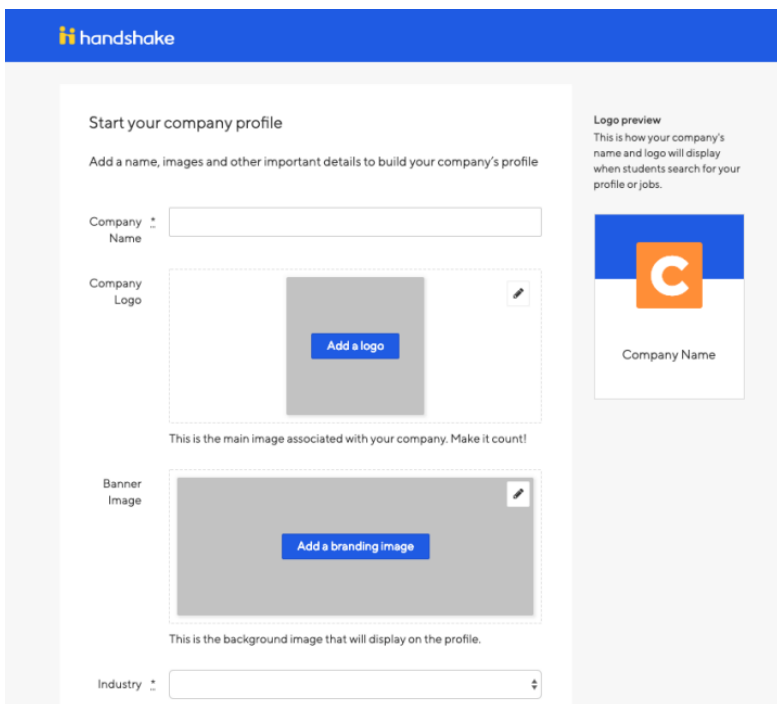
To create your company profile, begin by searching for an existing profile.

If your company doesn't appear in the search results, click Create New Company. You will be taken to the following page where you create your company profile.

To add your company's logo (small square photo):
1. Click Add a logo.
2. Click Upload New Image.
3. Select the logo image you'd like to use from your computer files. Please keep in mind that a 1:1 (width to height) ratio is best for your logo with a minimum size of 150x150 pixels and maximum size of 400x400 pixels.
4. Click Select image.
5. Click Save

To add your company's branding image (rectangular website banner):
1. Click Add a branding image.
2. Click Upload New Image.
3. Select the logo image you'd like to use from your computer files. Please keep in mind that a ratio between 4:1 and 5:1 (width to height) is best for your branding image with a minimum size of 1200x300 pixels and a maximum size of 2000x500 pixels.
4. Click Select image.
5. Click Save.

Students are looking to connect with you! Uploading your logo and branding image is a great way to brand your company in Handshake and help students recognize who you are.

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Scroll down to the area of the page where you can add basic information about your company.

Enter your company's information.

Required:
1. Company name
2. Website
3. Phone
4. Location
5. Description

Additional options to help students research your company include:
1. Company size
2. Public email
3. Business pitch
4. Social media account information

> Having a complete profile is in your best interest when recruiting students. We encourage all of our employers to include all contact information, an updated and complete business address, and an About Me section with any relevant mission statements, values, visions, and goals.

You can also allow the following options:

Auto Approve Staff
Click this to enable any user with a confirmed email address from your company domain name to be automatically approved when they request access at your company. (To manually approve all staff requests, leave this box unchecked).

Allow Student Messages
Click this to allow students to initiate conversations with your company through the Handshake platform. (Leave this box unchecked if you want students to contact you via email or other off-platform channels).

Click Create New Employer when you are finished entering your company information. You will then be taken to the employer landing page where you will be able to create job postings and events.

You may edit your company information at any time after you have created your account if you are listed as the account owner.

Post A Job

Once you have been approved to post positions at Nicholls State University, there are two ways to post a job:

1. On the homepage of your Handshake account, click Post a Job
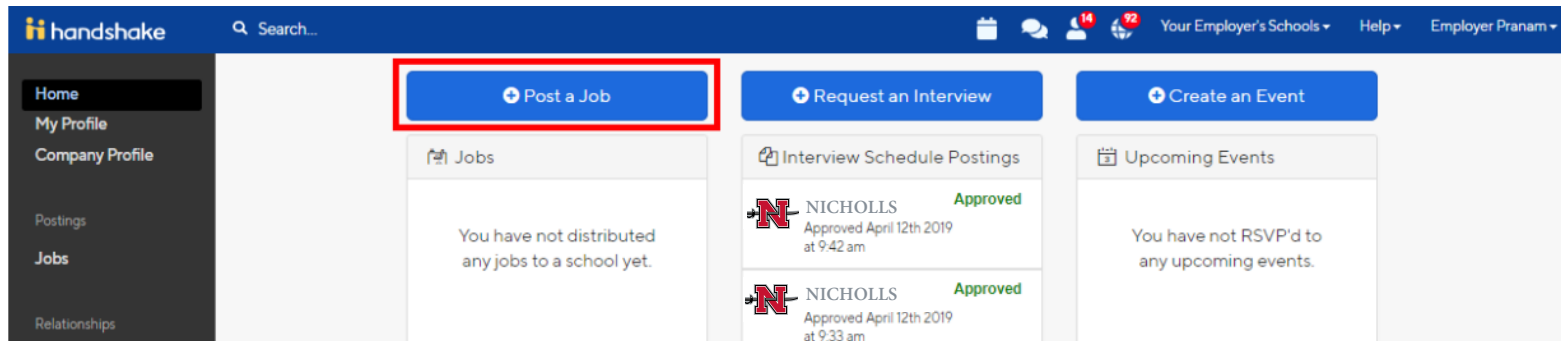
OR

2. Click the Jobs tab and click Create Job
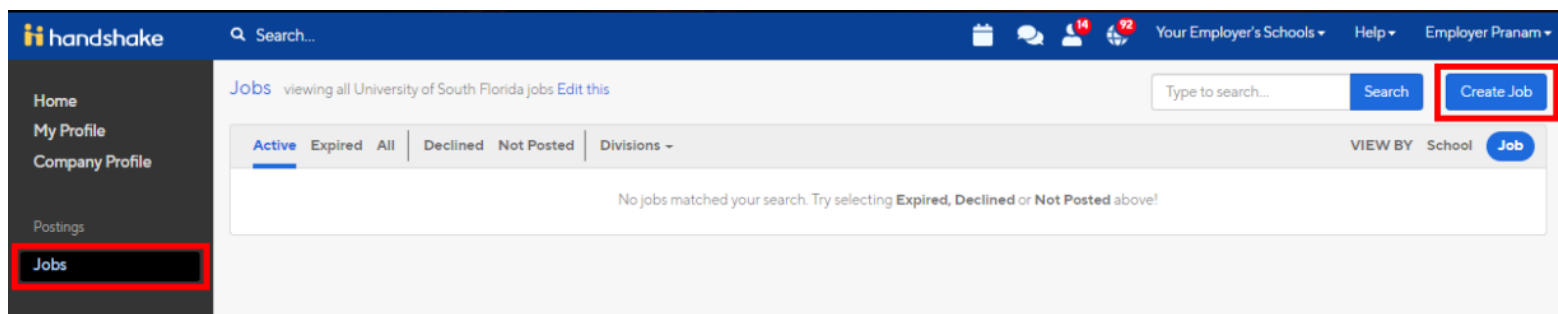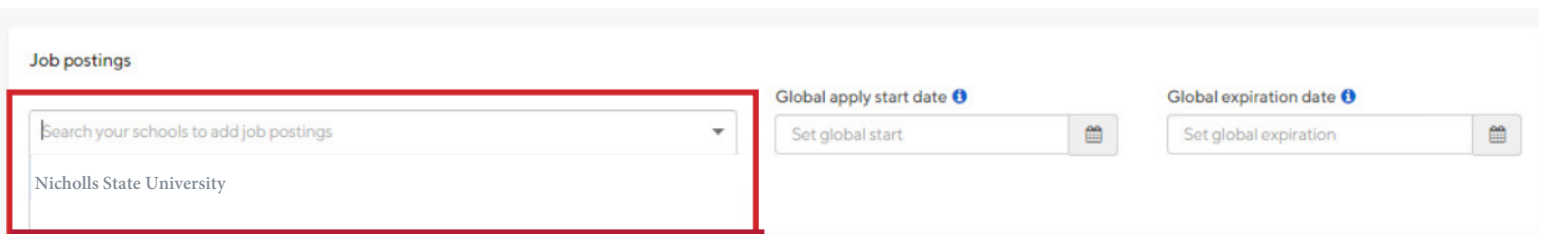
There are four required pages of the job posting form: Basics, Details, Preferences, and Schools. You can use the toolbar at the bottom to navigate between pages on the job post form. While these pages contain both required and optional fields, we highly recommend completing all fields. Some of the fields you should expect to complete include Job Title, Job Type (job vs internship), Employment Type (full-time vs part-time), and Duration.

Make your job posting work! Provide accurate salary and wage information, a complete list of majors you are recruiting, and a thorough job description to help encourage applicants who are skilled for and excited about the opportunity you have posted.

Once you have finished editing your job posting, select Nicholls State University from the drop down menu using the arrow button and click Create to post your job. Schools will only be visible once you have been approved at that school.

At Nicholls State University, your job will be posted automatically and will be visible to students upon clicking Create. At other institutions, your position may need to be approved before becoming visible to students.

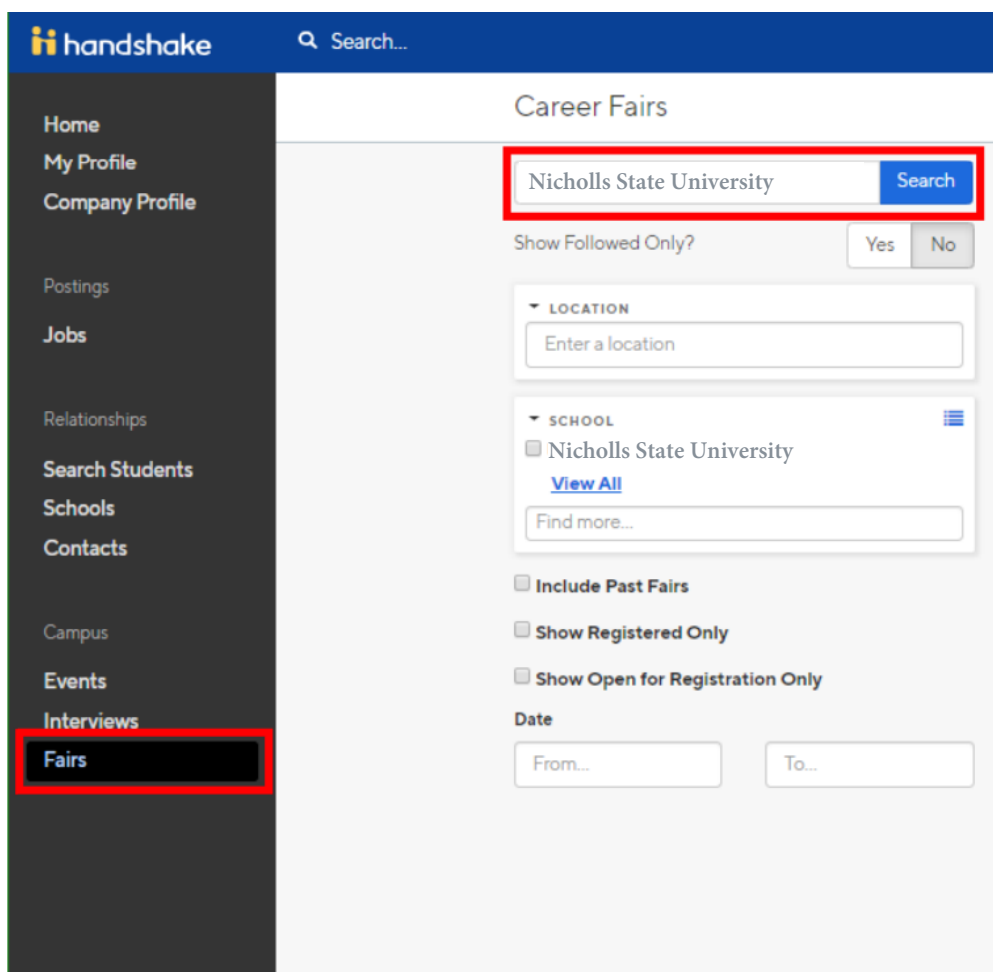You can add other schools to job postings even after it was initially created. To do this, return to this screen and click the + button next to the school's name.

Find Career Fairs & Events

When you are logged into Handshake, click on the Fairs tab on the left menu bar and search for Nicholls State University. This will show all of our upcoming events.

Click on the name of the fair you are interested in and review the information and attachments provided. The attachments provide details concerning parking and other important information about the event. If you will not be attending the event yourself, please forward this to the representatives that will be attending.
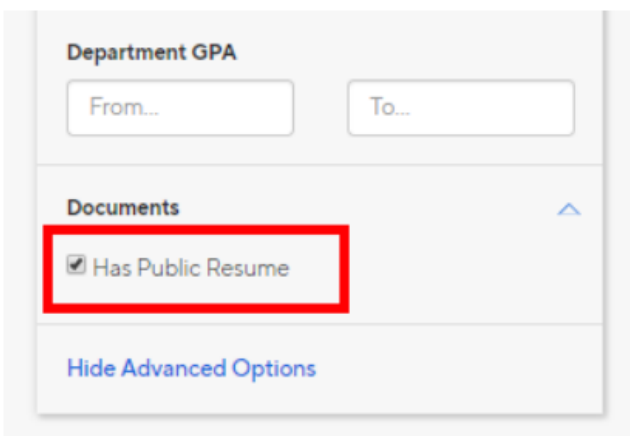
To register, click "+ Register" on the upper left corner of the page

Search For Student Resumes

Log into Handshake and click the Students tab.

Locate and check the box next to Nicholls State University.

Use the check box, drop-down, and fill-in filters to find the students of your choice. Click Show Advanced Options and check Has Public Resume.
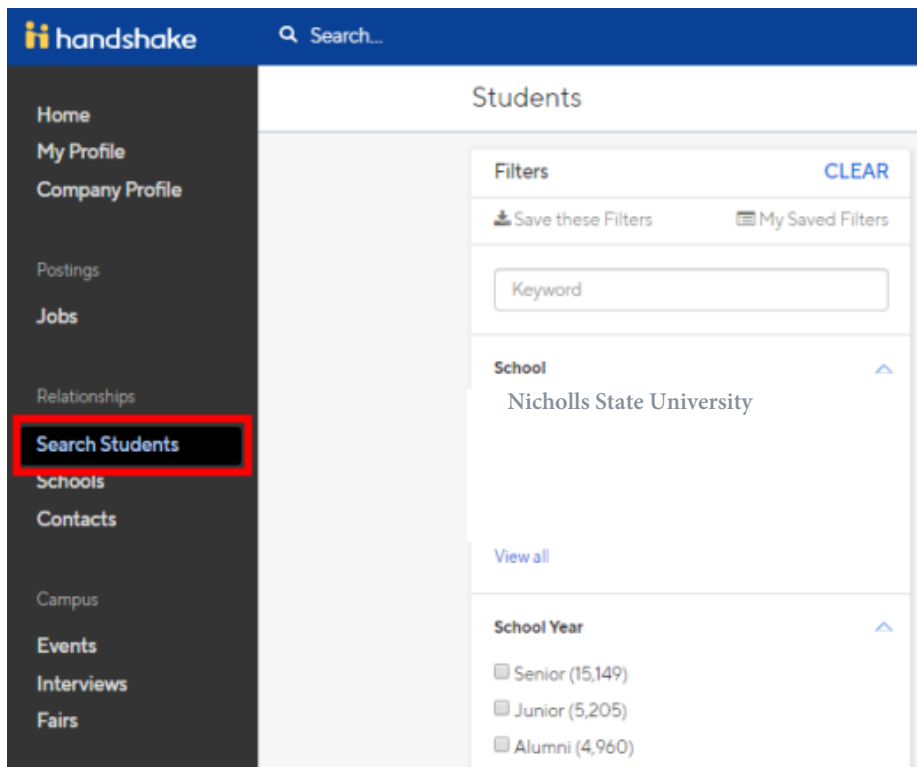
To download a resume, click the box next to the student's name and click Download Resumes.
To download multiple, click the box at the top or click Select all and click Download Resumes.
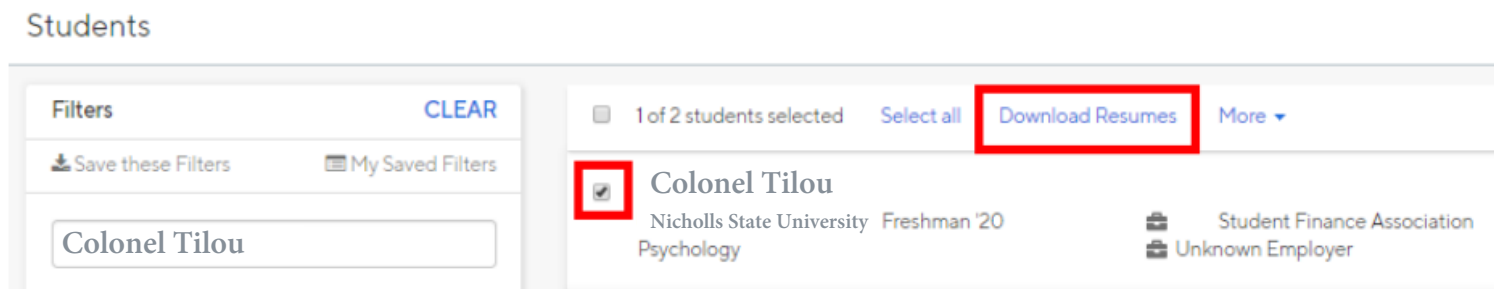
You can use the keyword search bar to narrow your student search and specify who you are looking for. Keyword searches reveal keywords used on student profiles and resumes, so you can use it to look for specific skills, certifications, or experiences for your candidates.

Handshake Best Practices

Student Sourcing Features & Messaging

Within Handshake, you may search for students at schools your organization is connected with, if you meet certain criteria*. Searches will only return re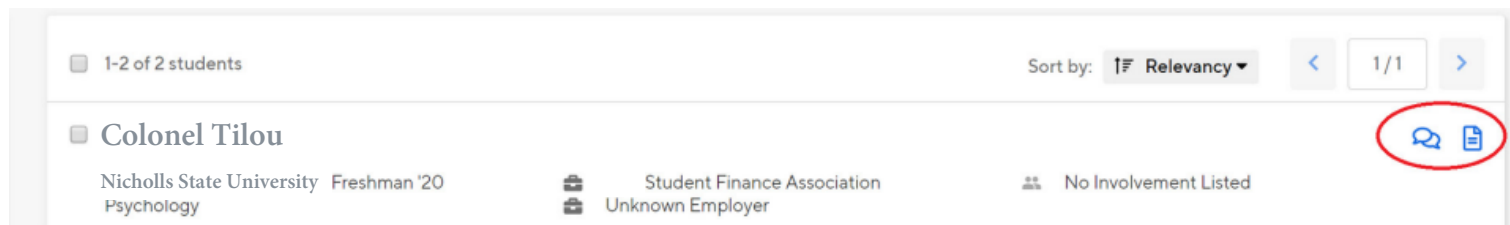sults for students who have chosen to make their profile and data public. You can select a number of built-in filters, or use the public resume download button, messaging tool, or search bar to search for specific keywords, like "Python" or "sales."

*Criteria for Sourcing:
• Only companies who have a trust score above 80% may source students
• Companies can contact up to 100 students per recruiting season

Events and Fairs tab:
Companies have the options to share events with schools. Events that may be shared with the university can be on your organization's campus, on the school's campus (be sure to contact your school's career center prior to posting), or can be done virtually.

Using the fairs tab you may search for fairs and other opportunities to explore in detail.

Company Branding/ Banner Image
Try to pick an image that shows off who's there, where you are, or what you do. This should be a branding-type image that correlates with your company's values, incentives, culture, or other aspects that make your company unique.

Use the Handshake help center for webinars, training, and courses: support.joinhandshake.com