

CLARK  
UNIVERSITY



# On-Campus Student Employment: Hiring Manager’s Guide to Reviewing Applicants

This guide is adapted from [Handshake’s support documentation](#) to answer questions specific to posting jobs for on-campus student employment at Clark University. If you have technical questions, their FAQ pages cover a range of topics not included in this document.

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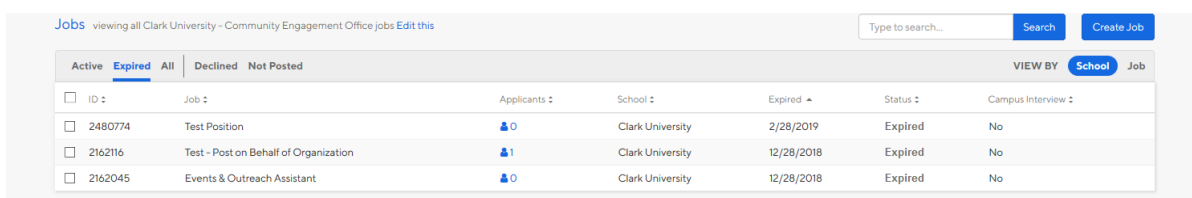
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## Reviewing Applications

When you post a position on Handshake, you can select your filters and preferences for receiving applications. You can choose to simply review the applications via the emails sent from Handshake. However, some hiring managers find it more helpful to log into Handshake to review/select candidates. Below are specific instructions for helping you utilize Handshake to review student applications for your on-campus employment opportunities.

1. **Select a position to review applications:** From your homepage, click on the “Jobs” link on the left-hand side. Alternatively, you can click on the job title in the “Post Jobs” column.
  - a. You will see a list of positions for your department. If the position deadline has expired, click the expired tab (underlined in blue below).
  - b. Click on the specific position for which you would like to review applicants.



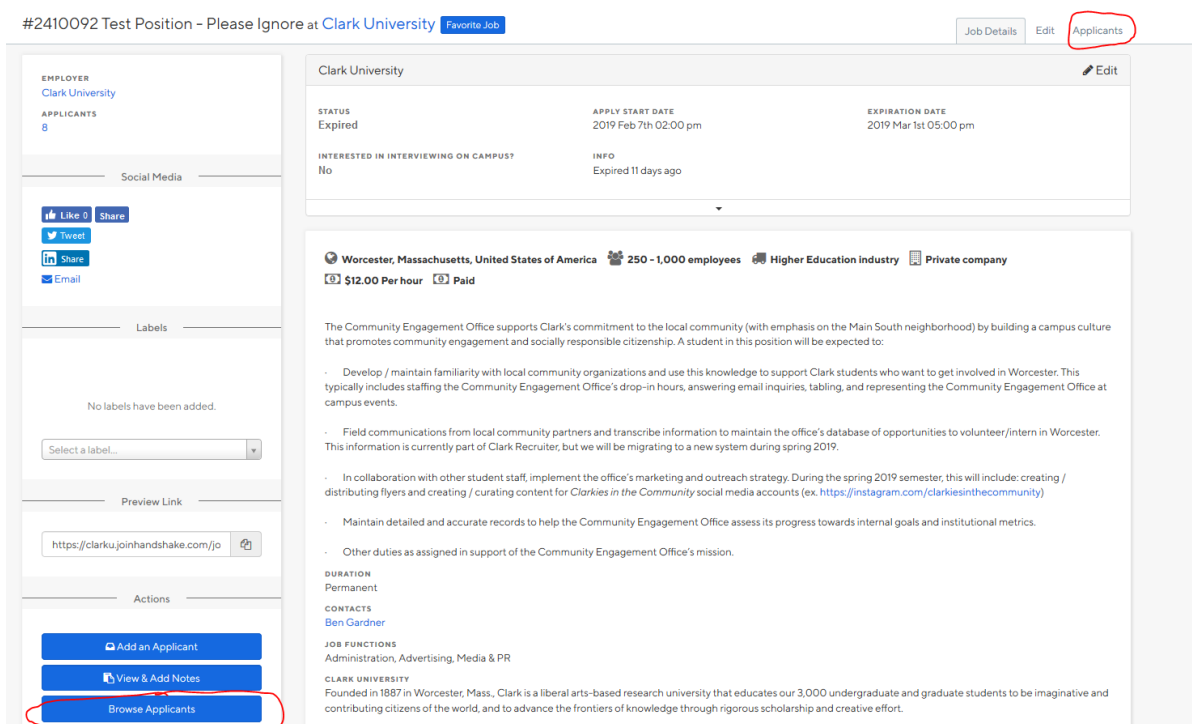
Jobs viewing all Clark University - Community Engagement Office jobs [Edit this](#)

Type to search... [Search](#) [Create Job](#)

Active Expired All Declined Not Posted VIEW BY [School](#) Job

ID	Job	Applicants	School	Expired	Status	Campus Interview
2480774	Test Position	0	Clark University	2/28/2019	Expired	No
2162116	Test - Post on Behalf of Organization	1	Clark University	12/28/2018	Expired	No
2162045	Events & Outreach Assistant	0	Clark University	12/28/2018	Expired	No

2. **Accessing applications:** Once you click on the specific job, it will show you the position overview. You can access a list of applicants by selecting the “Applicants” tab in the upper right corner or selecting the “Browse Applicants” button on the bottom left side of the page.



#2410092 Test Position - Please Ignore at Clark University [Favorite Job](#) [Job Details](#) [Edit](#) [Applicants](#)

EMPLOYER  
Clark University  
APPLICANTS  
8

Social Media  
Like 0 Share  
Tweet  
Share  
Email

Labels  
No labels have been added.  
Select a label...

Preview Link  
<https://clarku.joinhandshake.com/jo>

Actions  
[Add an Applicant](#)  
[View & Add Notes](#)  
[Browse Applicants](#)

Clark University [Edit](#)

STATUS: Expired  
APPLY START DATE: 2019 Feb 7th 02:00 pm  
EXPIRATION DATE: 2019 Mar 1st 05:00 pm

INTERESTED IN INTERVIEWING ON CAMPUS: No  
INFO: Expired 11 days ago

Worcester, Massachusetts, United States of America 250 - 1,000 employees Higher Education industry Private company  
\$12.00 Per hour Paid

The Community Engagement Office supports Clark's commitment to the local community (with emphasis on the Main South neighborhood) by building a campus culture that promotes community engagement and socially responsible citizenship. A student in this position will be expected to:

- Develop / maintain familiarity with local community organizations and use this knowledge to support Clark students who want to get involved in Worcester. This typically includes staffing the Community Engagement Office's drop-in hours, answering email inquiries, tabling, and representing the Community Engagement Office at campus events.
- Field communications from local community partners and transcribe information to maintain the office's database of opportunities to volunteer/intern in Worcester. This information is currently part of Clark Recruiter, but we will be migrating to a new system during spring 2019.
- In collaboration with other student staff, implement the office's marketing and outreach strategy. During the spring 2019 semester, this will include: creating / distributing flyers and creating / curating content for Clarkies in the Community social media accounts (ex. <https://instagram.com/clarkiesinthecommunity>)
- Maintain detailed and accurate records to help the Community Engagement Office assess its progress towards internal goals and institutional metrics.
- Other duties as assigned in support of the Community Engagement Office's mission.

DURATION: Permanent

CONTACTS: Ben Gardner

JOB FUNCTIONS: Administration, Advertising, Media & PR

CLARK UNIVERSITY  
Founded in 1887 in Worcester, Mass., Clark is a liberal arts-based research university that educates our 3,000 undergraduate and graduate students to be imaginative and contributing citizens of the world, and to advance the frontiers of knowledge through rigorous scholarship and creative effort.

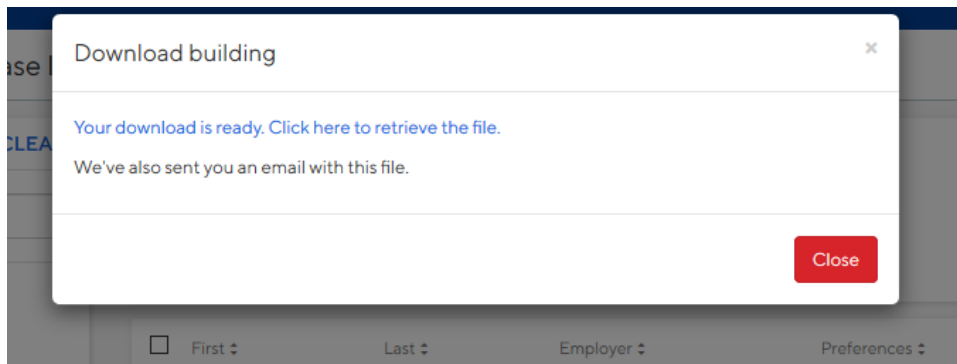
4. **Applicant list:** You will see a list of all applicants (shown below, with names removed for privacy).

The screenshot displays the Applicant List interface. On the left, there are filter sections: 'Filters' with a 'CLEAR' button and a 'Keyword' search box; 'Categories' with a 'Withdrawn Only' checkbox; 'Status' with 'Reviewed (6)' and 'Pending (2)' checkboxes and a 'View all' link; 'Label' with 'currently\_attending (7)', 'full\_time (7)', 'ug\_day (5)', and 'idce (2)' checkboxes and a 'View all' link; 'Not Labels'; and 'Skills'. The main area shows 'Showing All Applicants' with an 'EDIT' button. Below this are 'Exclude Students That Do Not Match' options: 'School Year or Graduation Date', 'Minimum GPA', 'Major', and 'Work Authorization Status'. The applicant list table has columns: 'First', 'Last', 'Employer', 'Preferences', 'Status', and 'Date'. The table contains 8 rows of applicant data, all from 'Clark University'. The 'Status' column has dropdown menus with 'Pending' or 'Reviewed' selected. The 'Date' column shows dates from 02/07/19 to 02/27/19. On the top right, there are 'Export CSV' and 'Export Documents' buttons.

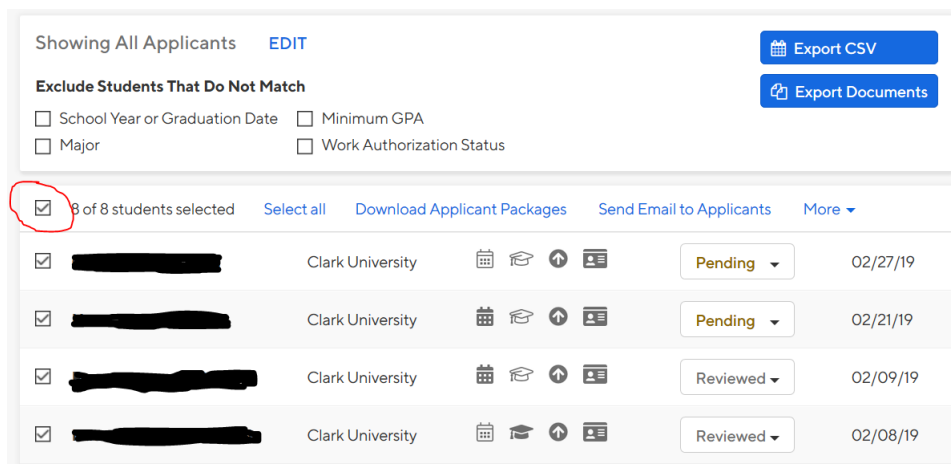
5. **Downloading basic applicant information:** You can download application material using “Export CSV” button. This will open an excel sheet with basic applicant information, including email addresses, class year, application date, and so on. It will not download application documents.
6. **Exporting documents:** There are two options for exporting documents/downloading application packages. The first option is to use the “Export Documents” button on the top right of the page. When you click this link, the following window box will appear.

The screenshot shows a 'Download Documents' dialog box. The title bar says 'Download Documents' with a close button (X). The main text says 'Select which documents you would like to download.' Below this is a blue box with a note: 'Please note that non-required documents may not be present for each student. Thus, if you select to download "cover letters" and it's not a required document, you might not find any in your PDF packet.' Below the note are four checkboxes: 'Resume' (checked), 'Cover Letter', 'Transcript', and 'Other Document'. At the bottom, there are 'Cancel' and 'Next...' buttons.

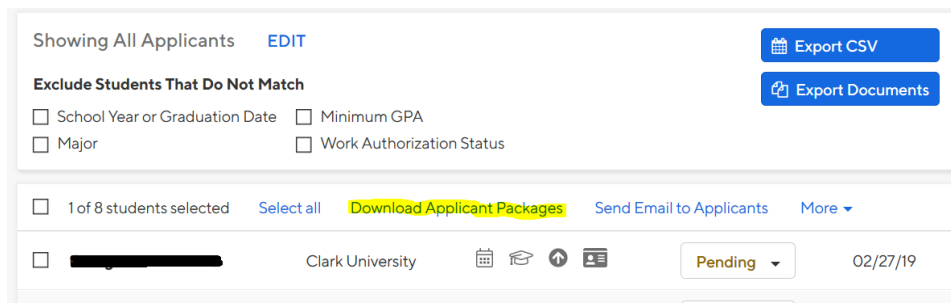
- a. Select the appropriate documents you would like to receive.
- b. Click “Next” and a box will appear and ask if you want to perform this action for the selected students. Click “Confirm”.
- c. The following message will display. You can either click the link to view the files or check your inbox for the email from Handshake.



- d. The second option for downloading documents is to click the box above applicant names (circled in red below). This will select all applicants. If you want to download documents for individually selected students, just click the box next to their name and it will download information only for those selected applicants.



- e. A new line will appear on your screen and you can select “Download applicant package” (highlighted below).



7. **Filtering applicants:** If you listed any preferences when posting your position, Handshake allows you to easily filter applicants that meet your selection criteria. Select the appropriate boxes based on the criteria you entered in the position description.

- a. NOTE: if you did NOT select criteria for a specific category, such as minimum GPA, you cannot filter for that information.

- b. Please remember that Handshake is populated with information from Banner. Students that enter Clark with AP credits or take extra classes might be listed under a higher class year.

The screenshot shows the Handshake interface with a sidebar of filters and a main table of applicants. The 'School Year or Graduation Date' filter is highlighted in yellow. The table lists applicants from Clark University with their status and dates.

First	Last	Employer	Preferences	Status	Date
[Redacted]	[Redacted]	Clark University	[Icons]	Pending	02/21/19
[Redacted]	[Redacted]	Clark University	[Icons]	Pending	02/21/19
[Redacted]	[Redacted]	Clark University	[Icons]	Reviewed	02/09/19
[Redacted]	[Redacted]	Clark University	[Icons]	Reviewed	02/08/19
[Redacted]	[Redacted]	Clark University	[Icons]	Reviewed	02/07/19
[Redacted]	[Redacted]	Clark University	[Icons]	Reviewed	02/07/19
[Redacted]	[Redacted]	Clark University	[Icons]	Reviewed	02/07/19
[Redacted]	[Redacted]	Clark University	[Icons]	Reviewed	02/07/19

- c. Once your filters are set, the list of applicants that meet all criteria will be displayed. You then have the option to download application information and materials for only those students. An example screen for filtered applicants by “School Year or Graduation Date” is below.

The screenshot shows the Handshake interface with the 'School Year or Graduation Date' filter checked. The table displays three applicants from Clark University with their status and dates.

First	Last	Employer	Preferences	Status	Date
[Redacted]	[Redacted]	Clark University	[Icons]	Pending	02/21/19
[Redacted]	[Redacted]	Clark University	[Icons]	Reviewed	02/09/19
[Redacted]	[Redacted]	Clark University	[Icons]	Reviewed	02/07/19

## **Contacting Applicants**

1. **Student contact information:** You can find students' contact information in several places, including on their resume/cover letter and by exporting a CSV file with basic candidate information. You can also message students directly through Handshake. You can contact applicants directly to schedule interviews or get follow up information.
2. **Notifying students when the position is filled:**
  - a. **Sending a mass email:** Use the "Export CSV" option to download an excel file with applicant information and copy the column with student email addresses. To protect student privacy, please send mass emails using BCC. Remember to remove the contact information for candidates you have interviewed and/or hired.
  - b. **Messages via Handshake:** Handshake allows you to send messages directly to applicants within the system; read [these instructions](#) to learn how. Each recipient gets a separate email from Handshake and can't see any information about other applicants.