Handshake

Summer Growth Hacks: On Campus Employment

Setup, Management, and Best Practices | July 13, 2023

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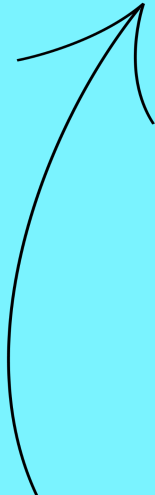Manager

Icebreaker: What are you looking to learn today?

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Today's agenda

1 Benefits

2 Company Model vs. Division Model

3 Employer Roles

4 Federal Work Study

5 Resources & Best Practices

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Benefits of OCE

1

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OCE:

- Hourly positions
- Part-time positions
- May or may not be connected to Federal Work Study
- May include: contracted roles for external vendors, international students with visa requirements, non-tuition assisted graduate students, and more
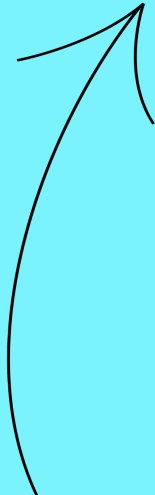
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Benefits of configuring OCE

- Drives student engagement in Handshake and with your office

- Helps students develop career readiness and technical skills

- Encourages cross-functional collaboration with faculty and departments across campus
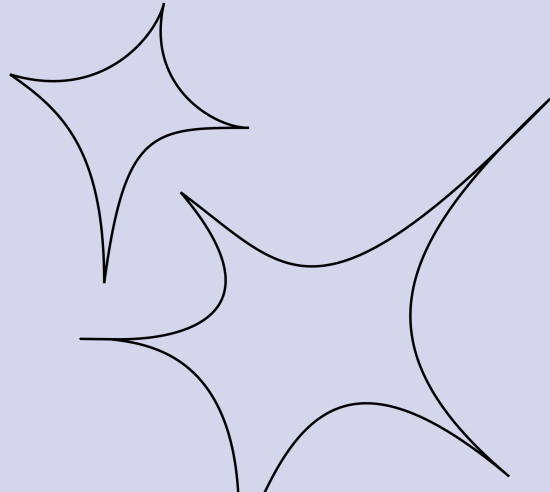
Company vs. Division

2

Option 1:
Company Model

Recommended for larger, distributed campuses. Each individual department is a separate *'company'.*

**More Autonomous - Less Centralized**

- Each department is set up as their own separate ***company*** profile within Handshake

- Each campus department/office will manage their own staff and postings

- Your account manager will have to open up a set amount of domain spaces (such as @university.edu) for each company

- The experience for on-campus employers with the company model will be very similar to those employers who are not affiliated with your campus.

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Option 2:
Division Model

Typically more common with smaller / centralized campuses with on-campus employment coordinator

Centralized with One Point of Contact
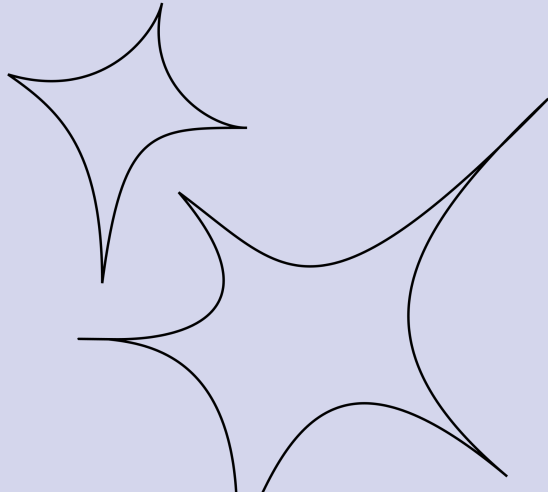
- Each department/office will be **created as a division in a single shared company account.**

- Divisions are not associated with contacts or users - instead connected to:
  - Jobs
  - **Fair registrations**

- Each staff member is able to see and edit jobs across the entire company profile. Recommended to include division name again in job title.

- Users can use divisions to filter and build saved search views

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Configuring a Company Model

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Configuring a Company Model

- **Identify a core list of departments** and offices that will need to create their own company profile

- **Provide Handshake with the number** of domain spaces you'd like available for these on-campus employment profiles

  - If you have 100 departments, we will open 100 domain spaces
  - **Determine any guidelines** or company naming conventions you'd like campus employers to adhere to

    - EX: All companies will be titled: "*University Name: Department Title*"

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Configuring a Company Model (cont'd)

- **Identify a POC for each department** who will act as the company owner
  - One or two individuals (usually an office admin) will post on behalf of the entire department

- **Send an email introduction** to those these department POCs when you're ready to launch, letting each of them know about this upcoming switch.

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Configuring a Divisional Model

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Configuring a Divisional Model

- **Identify the main POC(s)** who will manage the company profile.

  - This is typically one or two individuals (usually an on campus employment or work study coordinator in the Career Services office) who will manage staff requests and assist in posting on behalf of departments.

  - This POC should be looped into your core implementation team to understand the core philosophy and trainings of Handshake

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Configuring a Divisional Model (cont'd)

- **This POC should [create an Employer account](#) connected to their Career Services profile (recommended)**

  - Having both a Career Services profile and an Employer account can be beneficial to understand the view (and troubleshoot) from both perspectives.

- **POC should then [create a company profile](#)**
  - Include a descriptive title so staff members who request know exactly which profile they are connecting to when they connect
  - Once profile is created, you can create Divisions by going to "Company Settings" and then "Divisions"

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Creating Divisions

Name	Division Code (Used to make sure automatically posted jobs go to the right division)	
Details		
Attachments		
Divisions	Dining Services	x
External Contacts	Research Institute	x
Labels	Residential Life	x
Staff Management		

Division name   Division code   Add

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Email Example to Department POC's:

Tailor this example email copy to communicate the upcoming changes to your on-campus departments:

"Hi [insert contact name],

We're excited to announce that[University Name] will move its on campus employment posting and hiring process into Handshake.

Please **read these instructions** on how to move your department's open jobs into Handshake:

- Sign up for an *Employer account in Handshake*
- Create a company profile for your department
- Keep in mind [XYZ guidelines and title structure]
- Use this time to collect any job postings and information out of [add current system name here] and copy the details over to Handshake as this **system will shut down on [XYZ date]**

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Employer Roles

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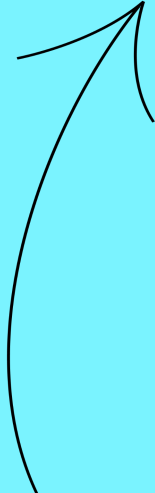
Employer Roles

Owner

They are the **main point of contact** for an on-campus employment 'company'. This user has the **ability to manage all other staff**, and edit the company's branding page.

Recruiter

These individuals are able to **post jobs, interviews, and events.**

They *do not* have the ability to manage other staff or edit the company page.

Add existing user by email...	Add User	☑ Hide Deactivated User Accounts	Premium seats taken: 0 / unlimited	Invite Link

Name	Email Address	Roles	Status	Premium Seat	
Another Employer	hi@pastryshop.com	Recruiter ▼	**Confirmed**	No	≡
Erin	eokeefe@joinhandshake.com	Owner ▼	**Confirmed**	No	≡
Testing Testing	testing@pastryshop.com	Recruiter ▼	**Confirmed**	No	≡

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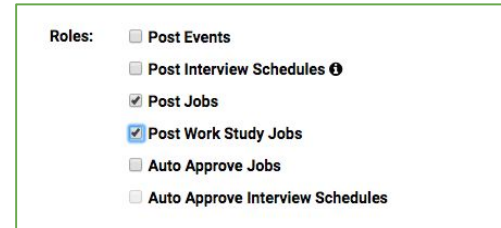# Federal Work Study
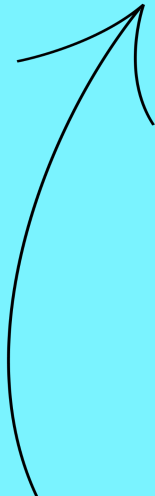
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What are the options here?
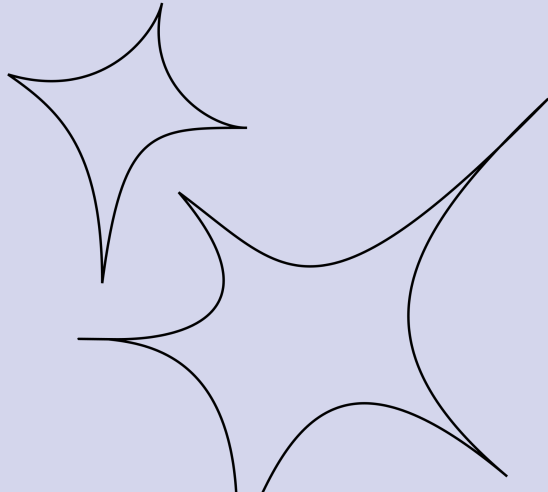
- Career services offices can give on-campus employers the ability to post specific work study eligible only roles

- Career services offices can indicate within their student sync whether students are 'work study eligible' or not

- On campus employers, (if permitted by career services) can post roles that are targeted to "work study eligible" students

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Work Study Question #1

- **Do you want to enforce work study eligibility for on campus employment opportunities?**

  - **If yes,** then sync in "work study eligible field" and give "post work study" permission to OCE employers.
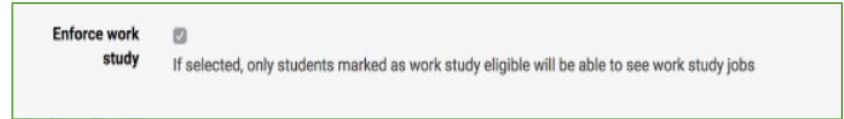
Roles:	
☐	Post Events
☐	Post Interview Schedules ⓘ
☑	Post Jobs
☑	Post Work Study Jobs
☐	Auto Approve Jobs
☐	Auto Approve Interview Schedules

  - **If no,** then we recommend NOT giving on campus employers the ability to post work study roles as non-eligible students would appear unqualified for these postings

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Work Study Question #2

- **Do you want work study roles to be invisible to non-work study eligible students?**

  - **If yes,** check the "Enforce Work Study" in the Details or your School Settings

Enforce work study	☑
	If selected, only students marked as work study eligible will be able to see work study jobs

  - **If no,** then no additional action is needed.

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Employer Perspective

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Student Perspective

Resources

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OCE Setup Flow

1 Internal Conversation

2 Decide on Company vs. Division Model

3 Setup Employer Account(s)

4 Import/Label

5 Internal Training/Communication

6 Test
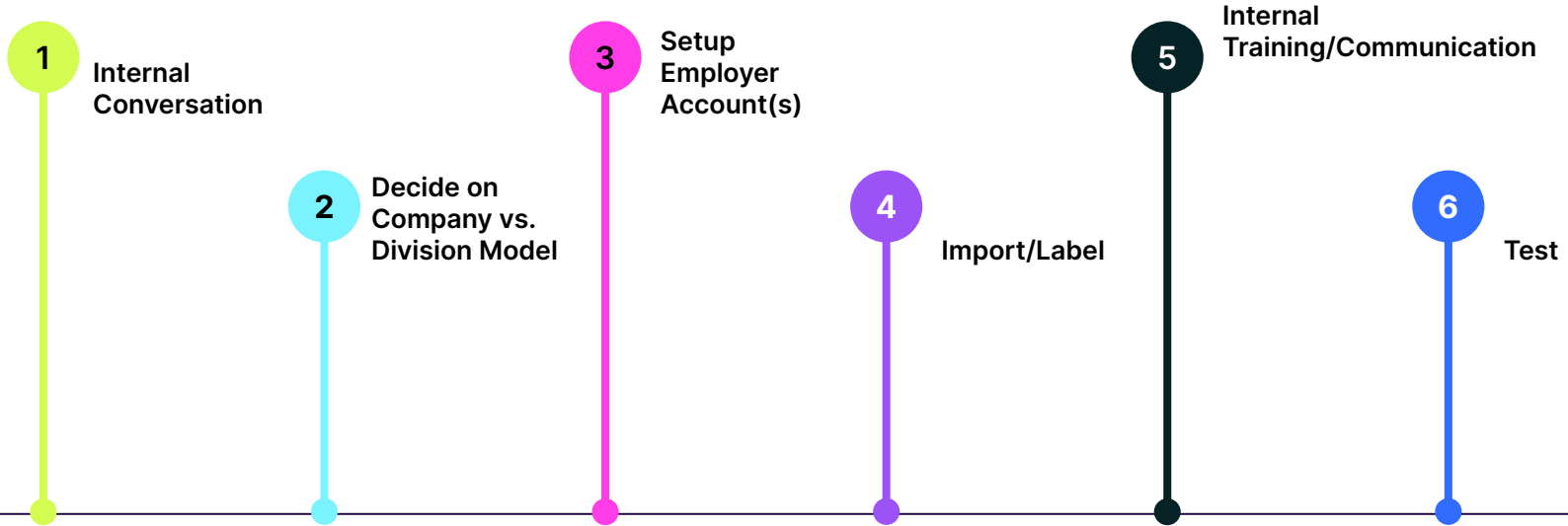
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Helpful Resources

HANDSHAKE ACADEMY

On-campus student employment

On-campus student employment

6 of 10 lessons completed (60%)

Resume

| Curriculum | About this course |

Course Overview   (25 mins)

▾ Introduction ✔
- ✓ ▶ Welcome! (1 min)

▾ On-campus student employment options ✔
- ✓ 📄 Key considerations
- ✓ ▶ Company model versus division model (5 min)
- ✓ 📄 Help center documentation: on-campus employment options in Handshake
- ✓ 📄 Help center documentation: employer roles in Handshake
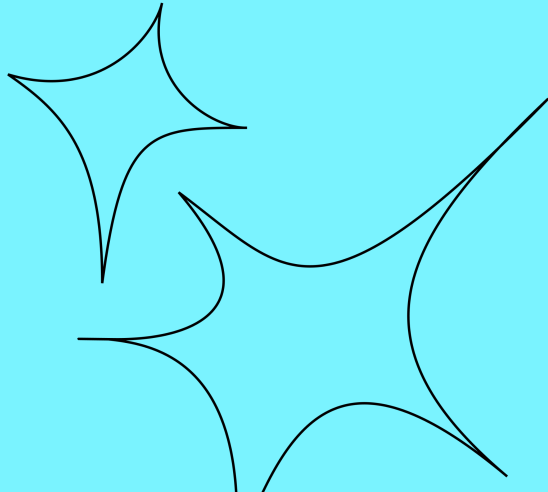
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Helpful Resources

[On Campus Employment Options in Handshake](#)

[How to Manage Work Study in Handshake](#)

[Company Model Configuration](#)

[Divisions Model Configuration](#)

[Email Templates](#)

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Q+A

Close out: Do you have any action items coming out of today?

NOTE: Please take 1 min to complete the brief survey that will get prompted for you when you exit zoom!

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