



OLD DOMINION
UNIVERSITY

CAREER DEVELOPMENT SERVICES

Student Employment Information Sheet

Thank you for your support of student employment by hosting a student employee in your office/department.

If you are hiring a student employee in any capacity (Federal Work Study-FWS, Learn & Earn Advantage Program-LEAP1/LEAP2, Campus Student Hourly, or Graduate Assistantships), please review the University's policies governing student employee hiring at: <https://www.odu.edu/facultystaff/employee-services/compensation/payroll/hiring-student-workers#https%3A//www.odu.edu/facultystaff/employee-services/compensation/payroll/hiring-student-workers%23> and <https://www.odu.edu/content/dam/odu/offices/finance-office/docs/employing-students.pdf>.

Training on employing students is offered by the Office of Finance under the Certificate in University Financial Management (CUFM) in course ZUFM 1040 Employing Students & Payroll. A schedule of these courses can be found at: <https://odu.edu/facultystaff/training-development/university-financial-management/schedules.html.html>

Career Development Services can assist your department with Student Employees under FWS or LEAP. We provide assistance with the following: recruitment, job description development, and student personnel changes (new hires, resignation/termination, pay rate changes or supervisor changes). In addition, Career Development Services can provide assistance with mentorship best practices for student employees, student employee intervention and professional skills/career competency development for student employees.

Requests for personnel changes for FWS and LEAP Student Employees (new hires, rehires and pay rate changes) can be completed through an online form. Please reach out studentjobs@odu.edu for the most up-to-date form.

Let us know how Career Development Services can partner with your department. Email us at studentjobs@odu.edu or call 757-683-4388.

Detailed Information Provided in this Document:

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Creating an Employer Account in Handshake

How to Create an Employer Account in Handshake

1. Visit https://app.joinhandshake.com/employer_registrations/new and enter in your ODU email address and desired password, then click **Sign Up**.

Handshake Already have an account? [Log In](#)

Sign up as an Employer

Email Address (use your work email)

Password Confirm Password

[Sign Up](#)

One Trusted, Integrated Network

Recruit top students from over 700 University partners

- UNIVERSITY OF SOUTH CAROLINA
- USF
- Berkeley
- UCSE
- GA
- IIT
- PENN
- VIRGINIA
- UWLA CROSSE
- VALPO
- V
- WF
- WELLESLEY
- W
- WISCONSIN TECHNICAL COLLEGE SYSTEM
- WP]

2. Enter the following information, then click on **Next: Employer Guidelines**.

Note: None of this information will be public to students unless you determine to make your profile public.

- **First Name**
- **Last Name**
- **Phone Number:** this is a free text field, format as desired
- **Job Title:** This is your personal job title, and not the job that you are recruiting for
- **Types of students you're interested in recruiting on Handshake.** There is not a way to add to this list, and the selections you make here do not hinder your ability to recruit students in any way, it's simply used for data purposes.
- **Alma Mater & Graduation Year:** If your Alma Mater is partnered with Handshake, this will create a contact entry for you at your Alma Mater, listed as an Alumni contact.

Note: Do not select which schools you are interested in recruiting from here.

Welcome to Handshake

Before continuing, we need a bit more info

First Name

Last Name

Phone Number

Job Title

Tell us the types of candidates you would like to find

Don't worry if you can't find all the categories you need. You'll be able to add more later.

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civics & Government
- Communications
- Computer Science, Information Systems & Technology
- Education
- Engineering

Add your Alma Mater

School Name

Graduation Year

My school is not listed, let me type my own

[Add another Alma Mater](#)

[Next: Employer Guidelines](#)

Rich, Validated Data

Find the right fit across 8.5 million verified student profiles



550k business students



360k finance students



245k computer science students



435k consulting students



3. A popup will load with the Employer Guidelines, [Terms of Service](#), and [Privacy Policy](#).

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.



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.



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



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

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

Next: Confirm Email

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

Click on either **Yes** or **No** after the question "Are you a 3rd party recruiter working on behalf of another company?", then, click **Next: Confirm Email**.

- If you are a third-party recruiter select answer **Yes**, then review and check the box to agree to Handshake's third party recruiter policy to move forward.

Are you a 3rd party recruiter working on behalf of another company?

Yes

No

Job postings created by third parties must be for a single company. The description of the job posting must clearly state both the company name as well as the fact that you represent a third party firm recruiting on behalf of the company. You may not disclose any student information to another party without the written consent of the student.

I agree and comply with the above third-party recruiting policies.

- If you are not a third-party recruiter, select **No**.
4. The next page contains instructions on how to verify your account via the email address you provided. The email should arrive within 10 minutes and will contain a link enabling you to confirm your account. You must click this link before you can proceed with the registration process.

Note: If you don't receive a confirmation email, please see our [Confirmation Email Troubleshooting Guide](#).



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 alexei@pawsome.com 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](#)

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



Confirm your email address on Handshake

Hi Alexei,

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.

If you'd no longer like to receive emails like this you can [sign in](#) to manage your notification preferences or [unsubscribe](#).



P.O. Box 40770, San Francisco, CA 94140

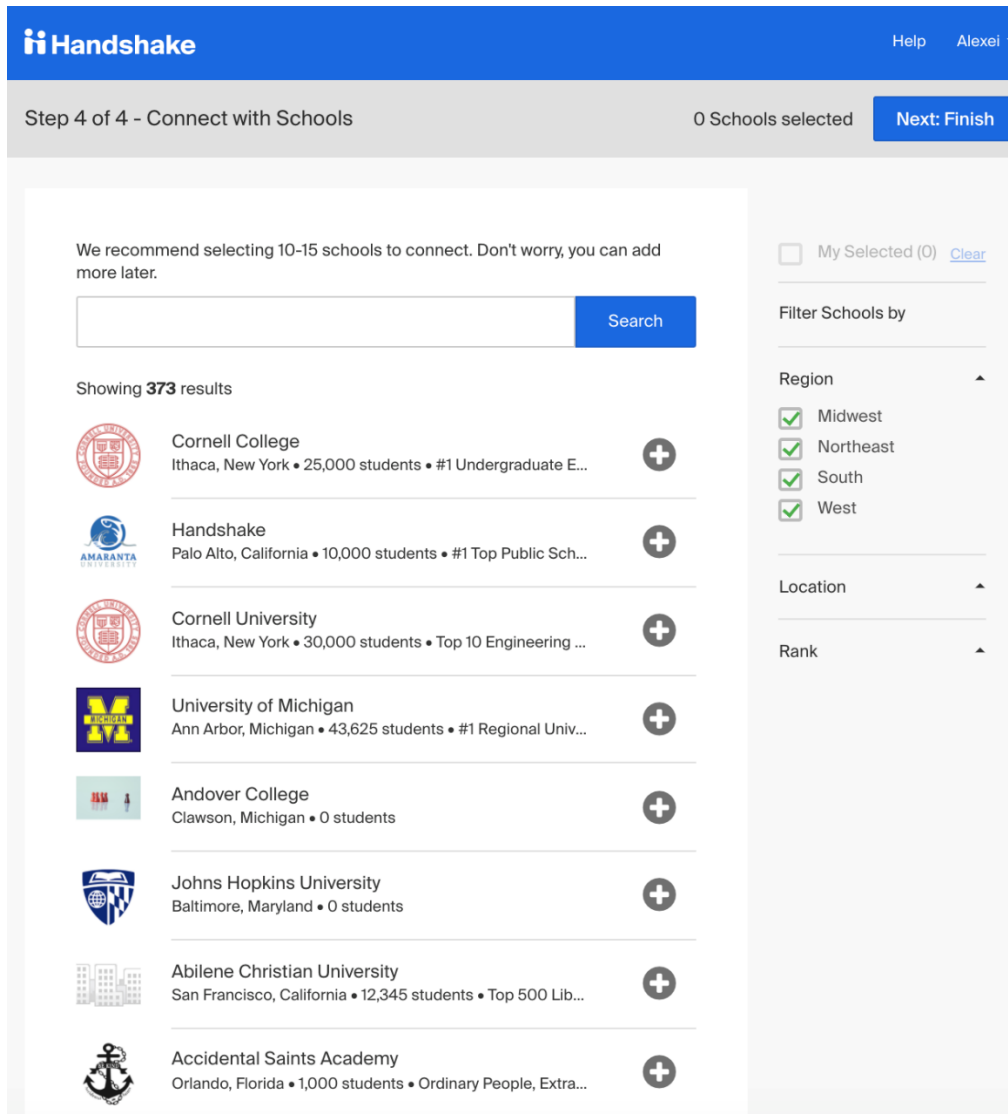
6. When you click **Confirm Email** in your confirmation email, you will be brought back to Handshake. At this point, you'll need to either connect with an existing company profile or create a new company profile if yours doesn't exist in our system. The determination is based on the email you signed up with.
 - If your company already exists in our system, the screen will display a list of company profiles associated with your email domain. If there is more than one, review the details for each profile. Click **Request** to connect with that company profile and then select **Next: Connect to Schools**.

The screenshot shows the Handshake interface at the 'Step 3 of 4 - Join Company' stage. The user is logged in as Alexei. A search result for 'Pawsome Pet Supply and Grooming' is displayed, featuring a logo with a heart and paw print, a 'Request' button, and company details: 'We have two branches of business: our pet supplies store (full of necessities and accessories!) and our pet salon (to help your pet look and feel their best!)', 'Scranton, Pennsylvania, United States of America | https://www.pawsome.com'. To the right, there are three informational sections: 'Are you a part of a division within this company?' (No problem. First join this company...), 'Not your company?' (The email domain you used to sign up with (@pawsome.com) has already been taken...), and 'Unable to join?' (For security reasons, if you're using a personal email address you won't be able to join this company...).

- If the Search box appears, the you can search for your company profile. All ODU on-campus employment profiles will begin with **“ODU – insert name of department”**

This screenshot shows the same Handshake interface, but with a search box for finding a company. The search box contains the text 'Search for your company' and a 'Search' button. Below the search box is a progress indicator with three steps: 1. Search & request (Search for your company then request to join), 2. Connect (Connect to schools to recruit from), and 3. Approval (Get approved by the schools or the company's staff). A 'Create New Company' button is visible on the right side of the page.

- If you cannot find the correct company profile to connect with, email studentjobs@odu.edu for assistance. If needed we can assist with creating a new company profile for your department.
7. Once you have requested to connect with a company profile, you will be prompted to choose schools to connect to. Select the schools by clicking the + button to the right of the school. Then click **Next: Finish**.
- If you are only recruiting on-campus student employment (FWS, LEAP, Student Hourly, & Graduate Assistantships), then you will only connect with Old Dominion University.
 - If you will be posting positions within your office that are for other employment opportunities, we recommend only 10-15 to start, and you can always request more schools later — for steps on how to do this, refer to [School Network Management](#).



8. You can now move forward with posting a job in Handshake.

You can reference the Handshake's Employer Site here for the process of creating an employer account in Handshake broken down above: <https://support.joinhandshake.com/hc/en-us/articles/219133047-Create-an-Employer-User-Account-Join-a-Company-and-Connect-with-Schools>

Job Postings for Student Employment in Handshake

A Step-by-Step Guide for Posting a Job in Handshake

Items with a * next to them ensure we are compliant with federal guidelines required for Federal Work Study.

1. From your Employer Home Page, select 'Post a Job'



2. Complete 'Basic information' section

a. Job Title*

Include one of the following classifications* if applicable:

- FWS
- LEAP
- Student Hourly
- Graduate Assistant

Each position classification needs to be a separate posting.

- *Example: FWS Program Assistant Outdoor Adventure Center*

Job title

Tips for good job titles:

- Spell out words instead of using abbreviations ("Senior" instead of "Sr").
- Avoid using all caps.
- Avoid numbers or special characters.
- Keep it concise at 2-5 words.

b. Position Type

Select 'On Campus Student Employment' and check 'Federal Work-Study program' if applicable.

- Check box if FWS
- DO NOT check box if LEAP, Regular Student Hourly, or any other position

Position type

Job

Internship

On Campus Student Employment

Other

Federal Work-Study program

c. Job Description

Utilize the template below to ensure that all necessary items are included in your posting:

Position Location*: *(physical location on campus)*

Position Classification*: 4025 (Student Hourly), 4028 (FWS), 4021 (LEAP)

Role: (think about the necessary Knowledge, Skills and Abilities or KSAs needed for the role)

Duties/Responsibilities*:

Wage Rate Determination*: *(reference student wage chart -*

<https://www.odu.edu/content/dam/odu/offices/finance-office/docs/student-wage-scale.pdf>*).*

Length of Employment*:

Students are evaluated on a semesterly basis.*

Contact Information:

The screenshot shows a web form titled "Job description" with a "Copy description from existing job" link. Below the title is a note: "Be sure to include specific skills you're looking for, minimum requirements, and expected responsibilities." The main area is a rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List (:=), Numbered List (½=), Link (🔗), and Text Color (Tx). A large empty text box is provided for input. A blue "Continue" button is located at the bottom right of the form.

Note, the 'Copy description from existing job.' This is a great feature if you're duplicating a job posting!

3. Complete 'Location requirements' section

a. Select the 'Onsite' box.

The screenshot shows three selectable options for location requirements:

- Onsite** (selected): Employee works in person from a specific location.
- Remote**: Employee works from home.
- Hybrid**: Employee works a combination of onsite and remote.

b. Then provide the address in the search box:

Use the university's physical address*: 5115 Hampton Boulevard, Norfolk, VA 23529

Onsite location

Add the city and state where the job is located. If you're hiring in multiple cities, include them all.

More than 50 locations

Job is located at residential address

[Back](#) [Continue](#)

4. Complete 'Time requirements' section

a. Select the 'Part time' box.

b. Optional: **Hours**

Full time
30 hours per week or more

Part time
Less than 30 hours per week

Hours (optional)

hours per

c. **Employment duration**

Select 'Permanent.'

Employment duration

Permanent

Temporary or seasonal

[Back](#) [Continue](#)

5. Complete 'Compensation and benefits' section

a. **Expected Pay***

Select an option of pay (Range, Custom range, Exact amount, or Unpaid) and complete the following Rate, Amount, or Min./Max. fields:

Expected pay Don't show pay

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

RangeCustom rangeExact amountUnpaid

Rate	Amount	Currency
Per hour ▼	12.00	USD ▼

**As of January 1, 2023, LEAP positions are \$12.00/hour for LEAP1 and \$13.00/hour for LEAP2, and FWS positions are \$12.00/hour. Virginia Minimum Wage Act: <https://law.lis.virginia.gov/vacodefull/title40.1/chapter3/article1.1/>.*

b. Optional: **Additional compensation**

c. Optional: **Benefits**

d. Optional: **Perks**

Additional compensation (optional)

Signing bonusBonusCommissionTipsEquity package

Benefits (optional)

MedicalVisionDentalPaid time offPaid sick leaveParental leave

401(k) matchFSA or HSA plansLife insuranceDisability insurance

Student loan repaymentTuition reimbursementRelocation assistance

Commuter assistancePet insurance

Perks (optional)

Learning stipendHome office stipendCareer development

Gym membership

Additional benefits (optional)

Have more to offer? Add a link to your company benefits page.

https://www.website.com

BackContinue

6. Complete the 'Categorize your job' section

a. **Job roles**

Select the best option that pertains to the work the student will be doing. Here are some suggestions for student employment positions:

- For office assistants, data entry, and other clerical type positions:
 - Office and Administrative Support Workers
 - Customer Service Representatives
- For fundraising and event management positions:
 - Fundraisers
 - Meeting, Convention, and Event Planners
- For research related roles:
 - University Student Researchers



The screenshot shows a user interface for selecting job roles. At the top, there is a search bar with a magnifying glass icon. Below the search bar, a tag labeled 'Office and Administrative Support Workers' is displayed with a close button (X). At the bottom of the interface, there are two buttons: 'Back' and 'Continue'.

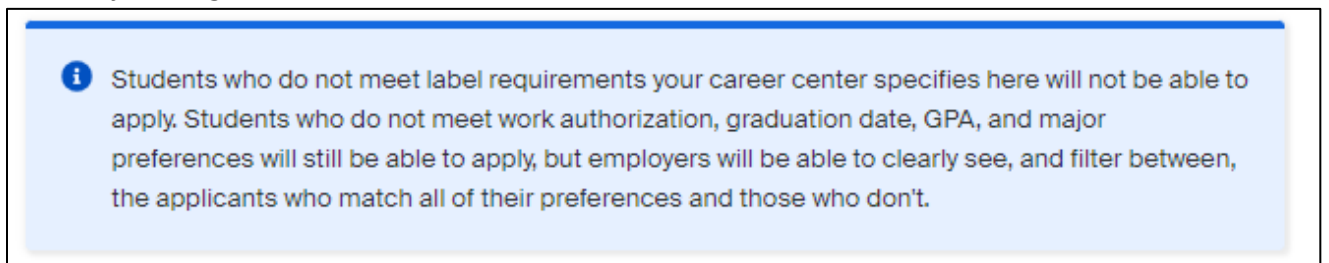
Handshake utilizes this to help provide relevant job suggestions for students based on their career interest profiles.

7. Complete 'Candidate qualifications' section

Add any must-have qualifications:

- a. Optional: **School year**
- b. Optional: **Latest graduation date**
- c. Optional: **Major groups**
- d. Optional: **Minimum GPA**

Note the following:



i Students who do not meet label requirements your career center specifies here will not be able to apply. Students who do not meet work authorization, graduation date, GPA, and major preferences will still be able to apply, but employers will be able to clearly see, and filter between, the applicants who match all of their preferences and those who don't.

School year (optional)

Freshman Sophomore Junior Senior Master's

Master's of Business Administration Doctorate Postdoctoral Studies

Certificate Program First Year Community/Technical College

Second Year Community/Technical College Alumni

Latest graduation date (optional)

Month Year

--- ---

Major groups (optional)

Major groups combine related majors from every school on Handshake. [Choose majors by school.](#)

_____ Q

Minimum GPA (optional)

Only include if your job has specific requirements.

[Back](#) [Continue](#)

8. Complete 'Choose schools' section

a. Select Old Dominion University

Post to specific schools

Choose from schools where you are approved. [See approvals and posting permissions.](#)

Search by school name or location Q

Old Dominion University X



[Back](#)

[Continue](#)

9. Complete 'Application process' section

a. **Application Open Date/Close Date**

To ensure Equal Employment Opportunity (EEO) compliance, please post positions for a MINIMUM of 3 days and a MAXIMUM of 60 days.

Application open date	Application close date
2023-09-06 	2023-10-31 

Reminder to close the position if it's filled prior to the set close date.



b. **Number of hires**

Number of hires
This will not show up to job seekers.

c. **How will candidates submit applications?**

On Handshake is preferred method for student employment.

How will candidates submit applications?

 On Handshake Keep all your applications in one place.	 On a separate website Enter a website or Applicant Tracking System URL.
--	--

Additional required documents appears with options of Resume, Cover Letter, Transcript, and Other.

Strong suggestion to utilize "Other Document" for proof of their FWS or LEAP award to verify if the student applicants are eligible for that specific position.

Sample text:

Proof of FWS/LEAP Award - Financial Aid awards can be printed from LEOonline. Ensure that the attached document includes your name and the award.

Additional required documents

Handshake profile

Resume

Cover letter

Transcript

Other

Instructions for applicants

Proof of FWS/LEAP Award - Financial Aid awards can be printed from LEOonline. Ensure that the attached document includes your name and the award.

145/150 characters

[Back](#) [Continue](#)

10. Complete 'Your hiring team' section

a. Job owner

This auto-populates with the person's information who's creating this posting. As a core user, you can add 1 hiring team member and this is that person that's listed as the 'job owner'.

Strong suggestion to check the box for 'Feature [insert name] as available for candidate messages.'

Suggestion to select an email setting that works best for you. Options include:

- Send summary email once application period closes
- Send email when a candidate who meets qualifications applies
- Send email when a candidate applies

Lisa Moser
Associate Director, Experiential Learning

[Add profile photo](#)

Messaging availability
Give candidates the option to message you through the job post. Messages from candidates will not count against your message limit.

Feature Lisa Moser as available for candidate messages

Email settings

Send summary email once application period closes

Send email when a candidate who meets qualifications applies

Send email when a candidate applies

H Premium

Add hiring team members
Add unlimited hiring team members when you upgrade to Premium.

[View full benefits](#)

[Back](#) [Continue](#)

11. Next, a summary page of the job posting appears. Review and if accurate, select the 'Post job' button.

[Back](#) [Post job](#)

Note, there's an option to 'Save as draft' in the top right banner on the screen.

[Save as draft](#) [Post job](#) [×](#)

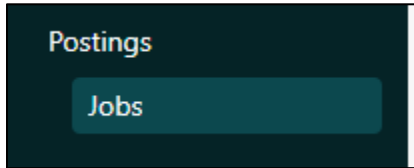
To navigate back to drafts later, click the 'View drafts' button in the top right corner of the Jobs page:

[Search](#) [View drafts](#) [Create Job](#)

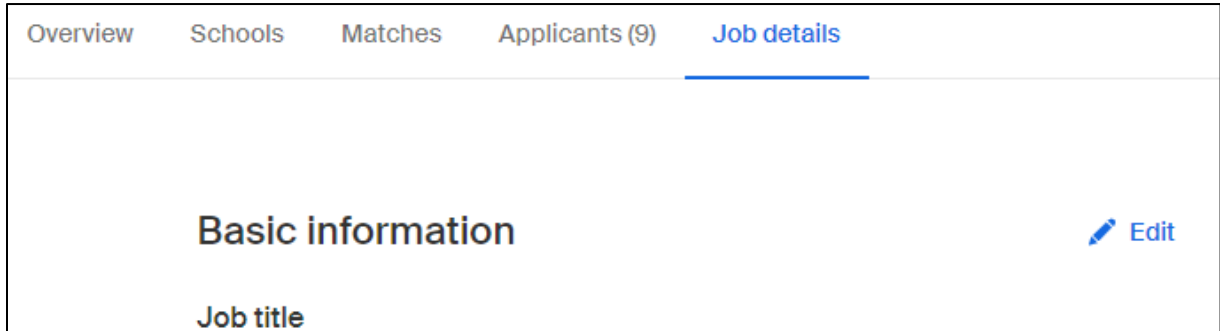
The job posting will be pending a review by CDS staff to ensure that all items specified above are completed correctly. The posting should be reviewed and either approved or responded to with corrections needed within 3 business days.

12. If edits are needed:

- a. Navigate to your Jobs page on Handshake



- b. Click into the job posting you would like to edit
- c. Click the 'Job details' tab and 'Edit' button in the upper right corner below

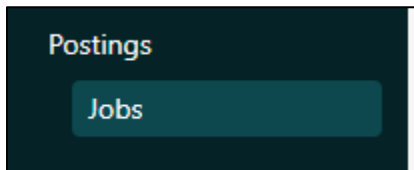


- d. Review your changes and click 'Save'.

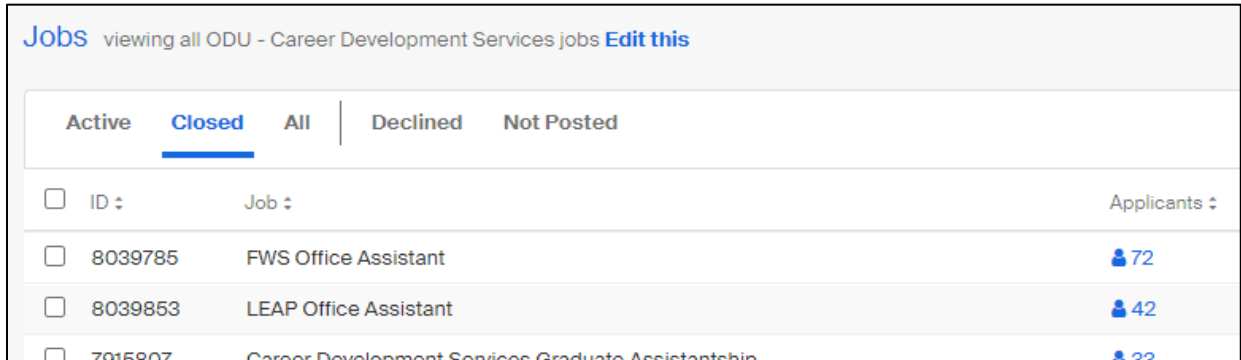
You can reference the Handshake's Employer Site here for the process of how to post a job in Handshake broken down above: <https://support.joinhandshake.com/hc/en-us/articles/218693198-How-do-I-post-a-job->

A Step-by-Step Guide for Reviewing Applicants in Handshake

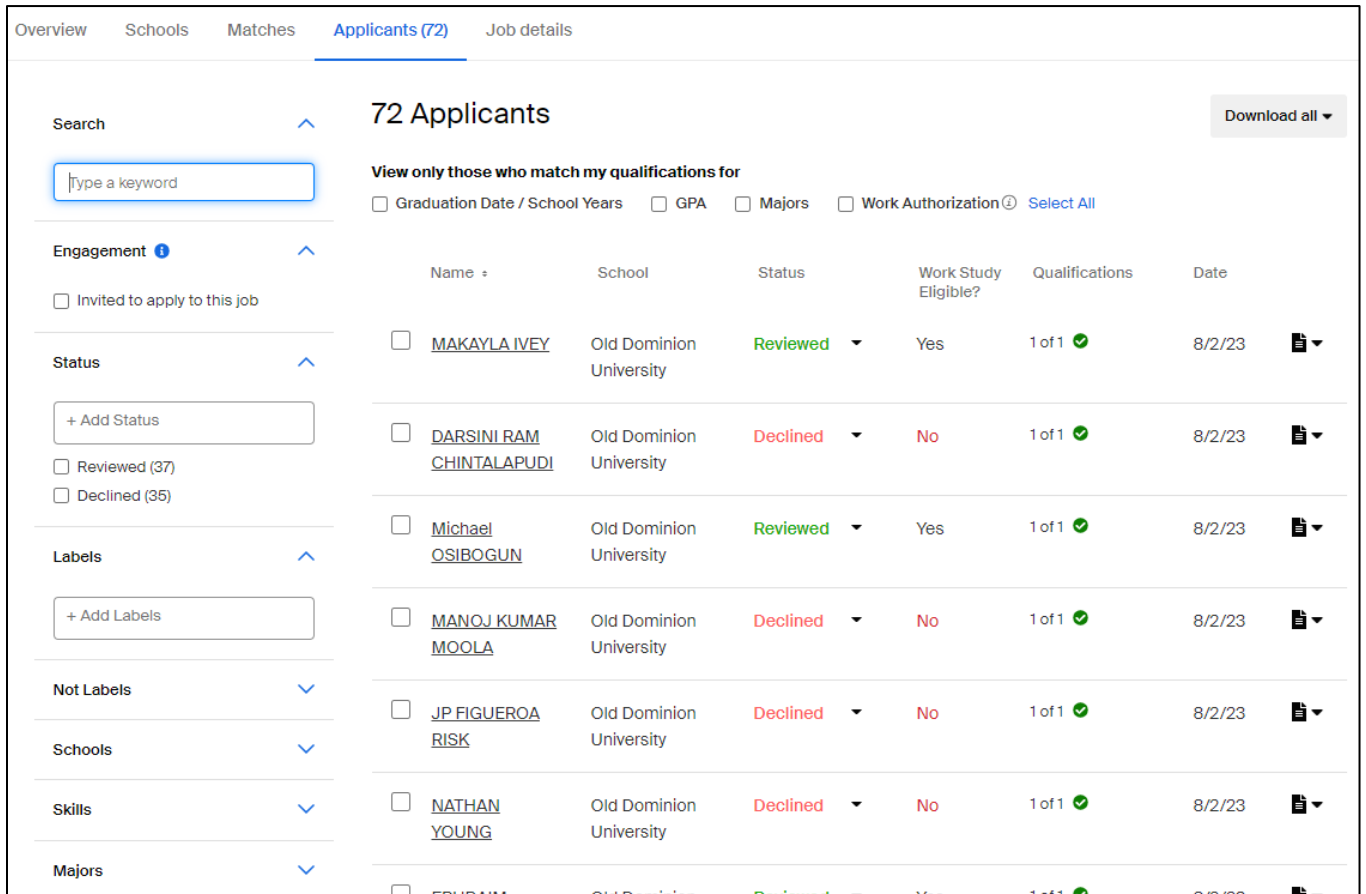
1. Navigate to your Jobs page on Handshake



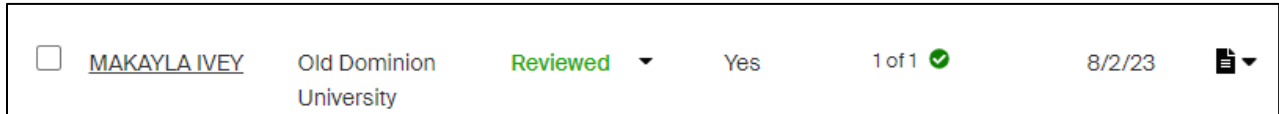
2. Click on the job posting that you would like to review. Note, there are tabs based on the status of the job posting: Active, Closed, and All.



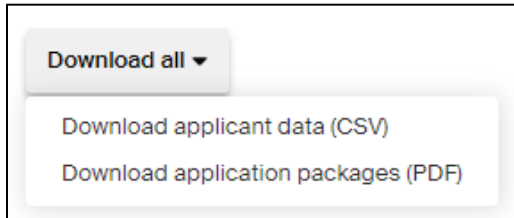
3. The posting you selected loads to the Applicants tab. You can filter your results using the options in the left panel and/or utilizing the qualifications you added the job posting.



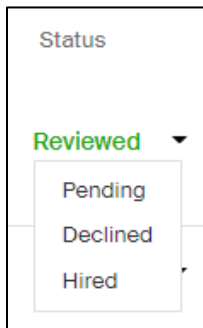
- View the applicants individually by clicking their name to view their Handshake profile and/or clicking the document image to view application documents.



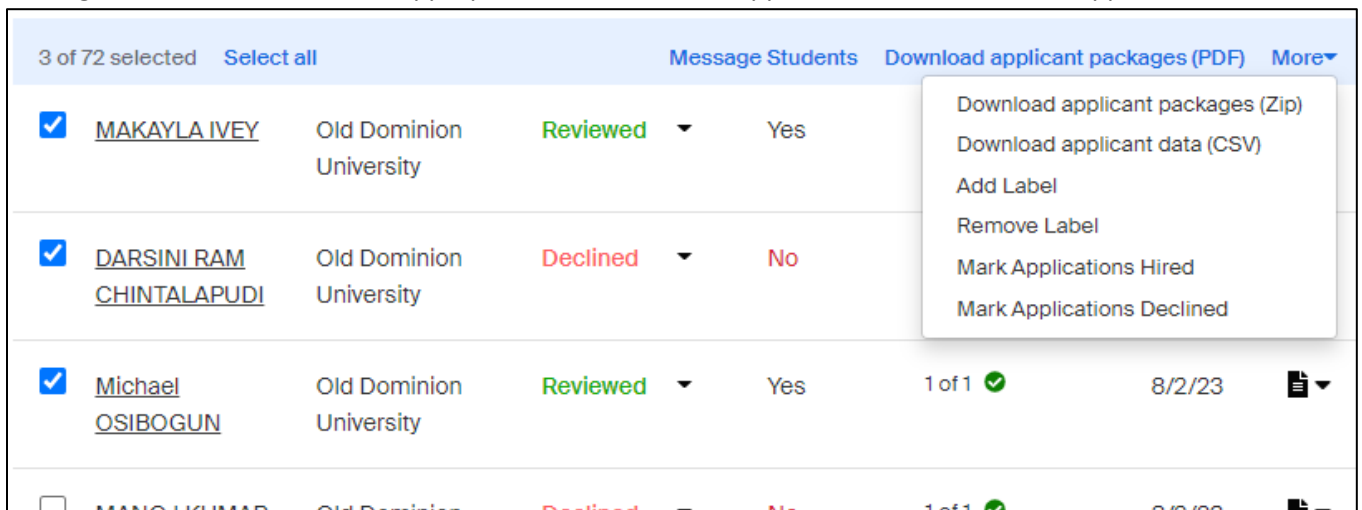
If you prefer to look at all candidates at once, you can utilize the 'Download all' button where you are presented with options of CSV or PDF.



- Update the status of each applicant once reviewed. Options include Pending, Declined, and Hired.



Alternatively, you can update the status in bulk, by selecting the applicants you wish to change to one status, clicking 'More', then selectin the appropriate status of 'Mark Applications Hired' or 'Mark Applications Declined.'



Continue to update the status as the search progresses.

6. Once you determine who you wish to hire, please utilize the appropriate procedures for hiring.

a. Contacts:

Work Study Student Employment Hiring

- General: studentjobs@odu.edu
- Federal Work Study (FWS): fws@ou.edu
- Learn & Earn Advantage Program (LEAP): leap@odu.edu
- VA Work Study (VAWS): vetsemploy@odu.edu

Departmental Student Hourly/Graduate Assistant Hiring

- Work with your designated contact within your department
- ODU Payroll website for Hiring Student Employees: <https://ww1.odu.edu/finance/payroll/hiring-student-workers>

Frequently Asked Questions:

What if I have someone already selected?

If your student is returning to their previous position, you do not need to post the job.

If you are hiring for an empty position, to ensure Equal Employment Opportunity (EEO) compliance, please post your position for at least 3 days. Make every possible attempt to screen and interview applicants based off qualifications. You may find a diamond in the rough.

When do I close the position?

Please plan on closing your posting once the position is filled. Previously, you could leave the position open indefinitely, but this is confusing students as they never know if the position is still available when the original posting date is months or years ago.

Additional resources on posting and managing jobs in Handshake can be found here:

<https://support.joinhandshake.com/hc/en-us/sections/204202038-Post-Manage-Jobs>