

1. What is Handshake?

Handshake is an employer platform tool and employment database. Employers can post jobs and view applicant information, schedule events, and even reach out directly to students who fit their criteria. Students are able to schedule appointments with Career Services and Finance & Administration, view jobs and apply, create a profile, and register for events.

2. What does it mean to be the owner of an employer account?

There can only be one owner to each employer account. All departments and colleges on campus have been created as their own employer. The owner can post jobs and view applicants, invite other staff members to join who would like to have access and can delete staff members.

3. What if I am the owner but I no longer work at Lander or I'm transferring to a different department?

At any point you can transfer your ownership to another staff member. It is important to do this step.

4. Can't my co-workers just create an account and start posting jobs?

No. They will need to respond to your invite in Handshake. That way they will be attached to your employer account. If they try to create an account, the owner will have to approve that request.

5. What website do I use to login to Handshake?

www.joinhandshake.com

6. How do applicants apply for my jobs?

They can send their resume, cover letter, transcript or "other" document. Other documents can include applications and class schedule. All of these documents can be e-mailed to you, a staff member who has a Handshake account or a contact that you have added into Handshake. When entering a new job posting, you have the option to select which documents you require.

7. I have chosen who I would like to hire. Now what?

You will fill out the Supervisor Request Form for the current term. This will need to be signed by the supervisor or department head. You can either bring it to our office or email it to ccarpenter1@lander.edu. THIS IS THE ONLY PAPERWORK YOU NEED TO COMPLETE. Your student will either need to do e-verification or sign a work authorization. If they have to meet for e-verification, the Student Employment Coordinator will email the student. They will know how to schedule an appointment and what documents to bring to that appointment. At that appointment, they will sign the work authorization form. This form will be forwarded to the supervisor so that they will know the student is able to work. If they do not have to meet, the Student Employment Coordinator will forward the work authorization to the supervisor to have the student sign before they start working. The supervisor will have the student sign, and send back to Courtney Carpenter. This is required before the student can start working.

8. What if I need to re-post the position on Handshake?

You can edit, expire, extend expiration date, or duplicate the position at any point.

9. Once I hire a student should I mark their status as Hired?

Yes.

10. How much do student employees make per hour?

\$8.00

11. Can students work over the summer and also work on campus during holidays when classes are not being held?

During holidays, while classes are not being held, students can work a max of 37.5 hours per week. During summer, if a student is taking classes, then they should only work 20 hours per week. If they are not taking classes, they can work 37.5.

12. What is the max number of hours a student can work while school is in session?

The maximum number of hours is 20. If you have multiple jobs, the total for all of them can be no more than 20.

13. When do supervisors approve timesheets?

You will approve timesheets when they are submitted up until 6 days past the due date. As an example, if a timesheet is due on September 30th, the student has until 11:59 pm on October 5th to submit their hours. The supervisor has until 12:00 pm on October 6th to approve.

14. What happens if we do not submit the timesheet by the deadline?

Contact Courtney Carpenter and she will create a late timesheet. In addition to completing the late timesheet, a manual check request form also needs to be completed. The supervisor maintains these forms at all times and also hand delivers either to the Finance Office for signature or Payroll after all signatures have been received.