Hiring a Student in Handshake

1) *As students apply for jobs, you can access those job applications in TWO ways:*

   a. *You will see all active positions right away when you log into Handshake.*

   b. *If you are looking for expired positions, click on Jobs on the left and then filter for Expired positions.*

2) *Select the position and click on review applicants*

#825468 TEST

3) *You can download the applicant packages either in bulk or one at a time. You can message students through here as well:*

4) *To hire a student, choose either Hired or Declined under the status field. Making this choice* **DOES NOT** *automatically email the student about their hiring status. You will need to reach out to the student to confirm/decline the job.*

5) *Finally check in with your newly hired students if they have completed all their tax paperwork with HR. You can also see the status of their tax paperwork in the Student Directory in The Heart. If they have not completed their documents, send them to HR.* ***They cannot start their position until they have submitted their paperwork.***