

Career Development Office . Campus Center 201 . cdo@bard.edu . 845-758-7539 . www.bard.edu/cdo

WELCOME TO HANDSHAKE

The NEW job board for campus employment/Work Study

This document will help walk you through the new process for registering and posting oncampus employment/work study jobs at Bard College. While the system is relatively intuitive, we have provided helpful tips and explanation in this guide. If you would like additional assistance, have questions or trouble setting up your account/posting jobs, please be sure to contact CDO Staff, extension 7539 or cdo@bard.edu.

BEGIN REGISTRATION PROCESS:

Step 1: To register and join the new posting site for On Campus Employment at Bard College, go to:

https://app.joinhandshake.com/register?user_type=Employers&employer_invite_token=PR2VxOXmzTpvqxZfisE-S072rSmfH0EB

Step 2: Complete the initial registration information. Be sure to use your Bard email address in this step.

First Name	Last Name	
		Be sure to use @bard.edu en
Email Address (use yo	address here.	
		←
Password	Confirm Password	

Phone Number		

Step 3: You need to select the types of students you are looking to hire. Unless your position has very specific needs, we advise checking off all of the major options. You do not need to fill in your alma mater and graduation year if you do not want to.

Tell u	s the types of students you	wish to rec	cruit		
	Agriculture, Food & Hortic	ulture			
Arts & Design					
	Business, Entrepreneurship & Human Resources Civics & Government Communications Computer Science, Information Systems & Technology				
	Education				
	Engineering				
. ماما	versa Alman Mantan				
	your Alma Mater ol Name		Graduation	Year	
Sel	ect School	•	2017		

Step 4: Review employer guidelines; select "No" for third party recruiters and proceed to confirm your email.

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.



Be sure to select "No" here.

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).

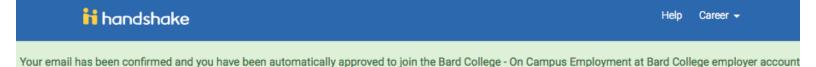


Great! You've successfully signed up for Handshake.

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.

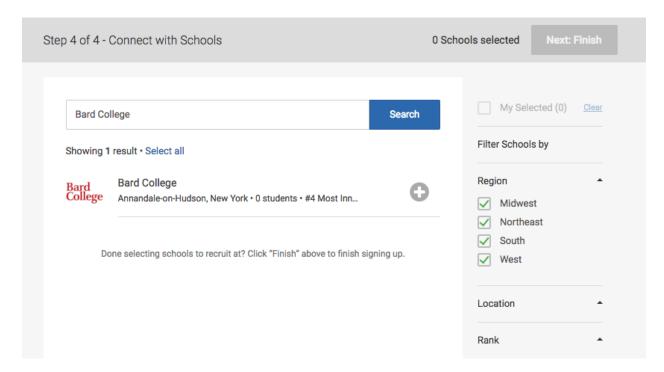
Step 5: Check your inbox for email confirmation and follow next steps.

Step 6: Because you used the link in Step 1 to set up your account, you will be automatically approved as part of the "Bard College – On Campus Employment at Bard College" employer account. If you do not see this message, please let CDO know.

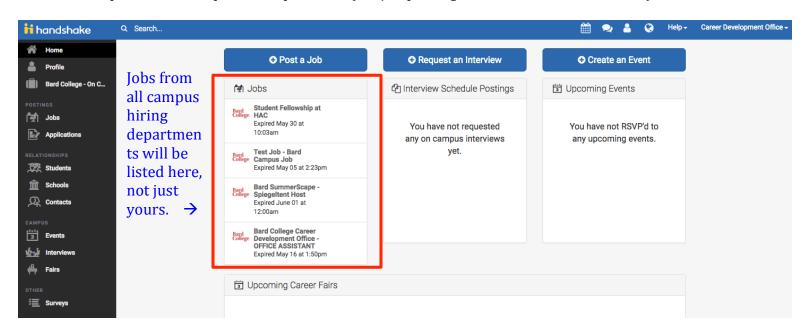


Step 7: Next, the system will ask you to connect with the schools you would like to recruit with. Search for Bard College and click the icon to add Bard College as your selected school. Click the "Next: Finish" button.

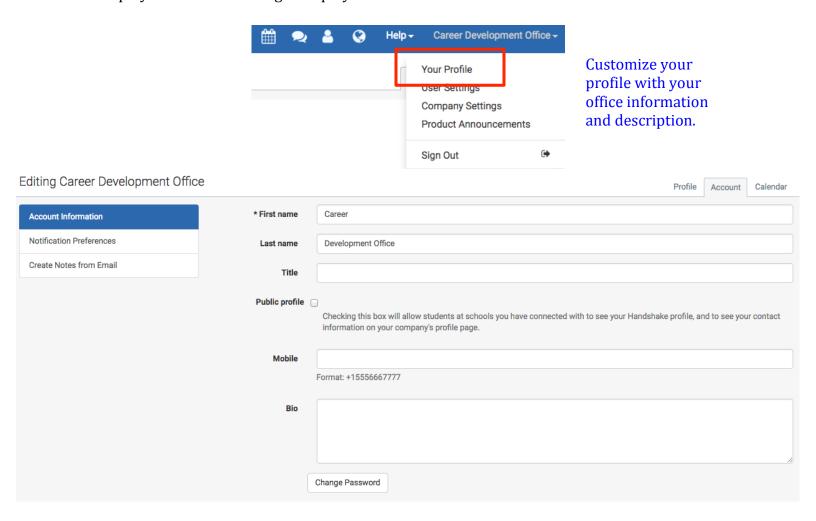
*Please note that if you are hoping to post jobs NOT considered "campus employment" or "work study," and you would like to connect with other schools to recruit, you should be setting up a different type of account. Please contact CDO about this, cdo@bard.edu.



Step 8: You will then see the main dashboard for the "Bard College – On Campus Employment at Bard College" employer account. This is where *ALL* campus hiring departments will post their positions (see job posting instructions in next section).



Step 9: You can customize and add details to your profile on Handshake, but please do not change "company settings" as those are the settings for the "Bard College – On Campus Employment at Bard College" employer account.



After completing Step 9 (above) your account for posting jobs will be complete. If you have any questions, concerns or issues with the registration process please contact us in CDO. Extension 7539 or cdo@bard.edu.

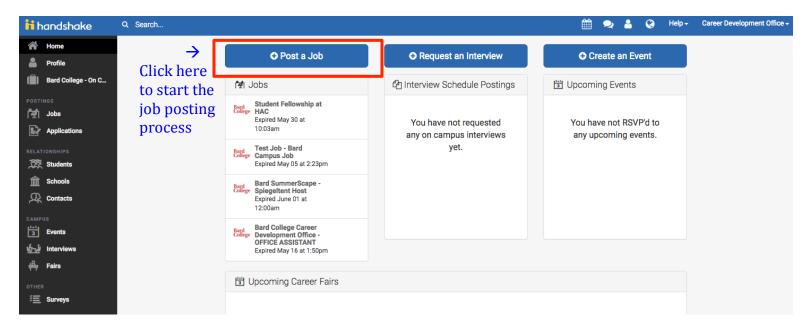
Next we will review how to post your positions.

BEGIN JOB POSTING PROCESS

Step 1: Always log in at: <u>bard.joinhandshake.com/login</u>

When signing in, you will always land on the dashboard for the "Bard College – On Campus Employment at Bard College" employer account. For most campus hiring managers, you will likely only be using this system for the "Post a Job" process.

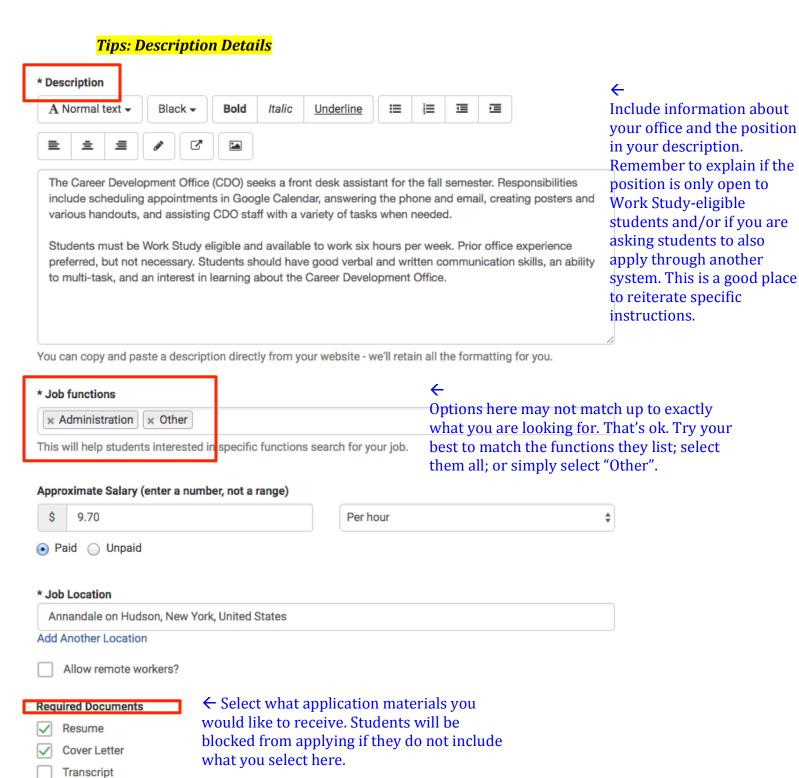
Step 2: Click on the "Post a Job" button to begin.



Step 3: The system will walk you through a relatively straightforward posting process. In the next few steps, we will point out suggestions and best practices for this new system.

Tips: Initial Information

Include the position and your office name in * Job Title your "Job Title" \leftarrow Front Desk Assistant - Career Development Office + add an ATS / job code to match against your applicant tracking system (this will not sync applications) Require students to also apply through website or applicant tracking system? ← We suggest marking "no" here as Handshake Yes No will deliver applications directly to you. Display your contact information to students? However, if you do decide to also collect applications through another system (ie: Google Name Only Name and Email Don't show my info Forms), you can include that link here by checking "Yes". We suggest that you also include written * Job Type instructions about this process in your description. Job Internship On Campus Student Employment ← Be sure to check this off so that the position Show more options is categorized correctly. * Employment Type Full-Time Part-Time Duration Permanent Temporary / Seasonal Start date End date 2017-09-04 m 2017-12-15 m Work Study Job? ← If you only accept WS students, select "Yes" Yes No and make sure to reference this again in your job description so there is no confusion for Work study jobs are for eligible students only students. If you'll accept applications from both WS and non-WS, select "No".

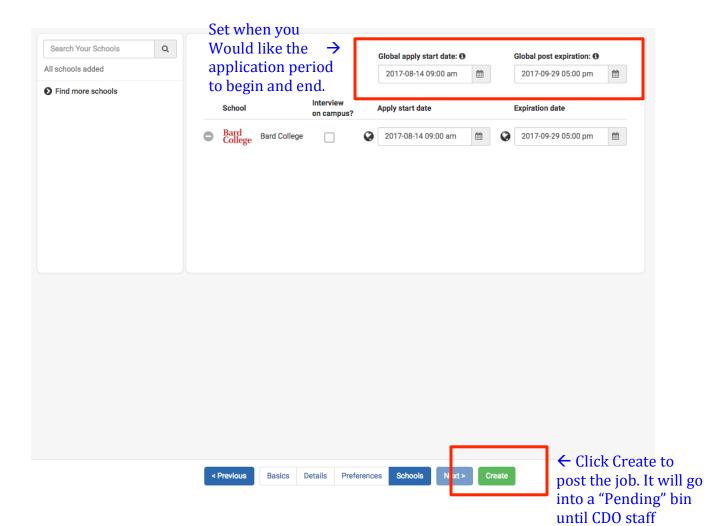


Other Document (e.g. work sample, course schedule, or other misc. documents)

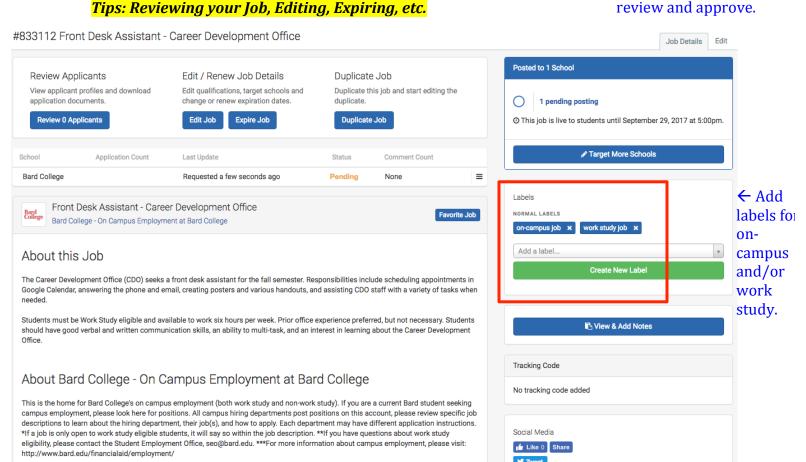
Tips: Hiring Preferences & Receiving Applications

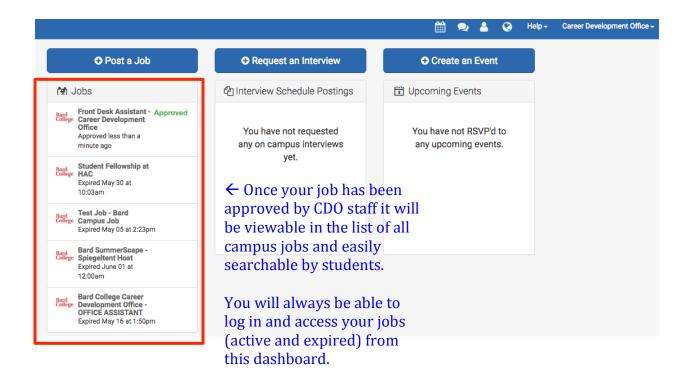
Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

Graduation date range <i>Hiring</i> Earliest grad date	alumni? You can leave earliest grad date bla Latest grad date	nk		
December \$ 2017 \$	May \$ 2021 \$			
School years				
✓ Freshman	✓ Sophomore			
Junior	✓ Senior			
Masters	Doctorate			
Postdoctoral Studies	Alumni			
Minimum GPA				
0.00				
Majors Select a category to choose specific majors		← These broader categories map to more		
Agriculture, Food & Horticulture - 0 of 9 majors selected Arts & Design - 0 of 17 majors selected		specific majors that are closer to Bard's programs. Select individual groups if you		
Civics & Government - 0	of 9 majors selected	all of them if you seek applications from all		
Communications - 0 of 7	majors selected	programs.		
Computer Science, Infor	mation Systems & Technology - 0 of 10 maj	ors selected		
Education - 0 of 10 major	rs selected			
Engineering - 0 of 19 mag	jors selected			
General Studies - 0 of 3 r	najors selected			
Health Professions - 0 of	•			
Humanities & Languages	s - 0 of 12 majors selected			
Life Science - 0 of 14 ma	•			
_	s - 0 of 4 majors selected			
	ainability & Environmental Science - 0 of 11	majors selected		
Social Sciences - 0 of 9 r	najors selected			
These majors consolidate indi individual school <u>click here.</u>	vidual majors across every school on Hands	shake. To choose a specific major by		
Applicant Packages Specify w	ho should receive the applicant packages			
Career Development Office	×	← This is where you'll specify how you'd		
✓ Email a summary of a	all applicants once my job expires	like to receive applications. The default		
Email every time a ne	w student applies	email is the one you registered with. If you		
Send all applicant	s	would like applications to go to someone		
Only send me app	licants who match all of my preferences	else in your department, add their email in the drop-down.		
Add someone else to receive	e packages 🔻	the grop gowin		



Tips: Reviewing your Job, Editing, Expiring, etc.





If you have any questions, concerns or problems posting jobs with this new system, please contact CDO for assistance. Extension 7539 or cdo@bard.edu