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 on-campus 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=P R2VxOXmzTpvoZfisE-S07rSmfH0EB

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

Be sure to use your @bard.edu email address here.
**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.
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.

Are you a 3rd party recruiter working on behalf of another company? **Yes**  **No**

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.

*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).

Jobs from all campus hiring departments will be listed here, not just yours. →

**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.

Customize your profile with your office information and description.
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: bard.joinhandshake.com/login
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.

Click here to start the job posting process
**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 your “Job Title”

We suggest marking “no” here as Handshake will deliver applications directly to you.

However, if you do decide to also collect applications through another system (ie: Google Forms), you can include that link here by checking “Yes”. We suggest that you also include written instructions about this process in your description.

Be sure to check this off so that the position is categorized correctly.

If you only accept WS students, select “Yes” and make sure to reference this again in your job description so there is no confusion for students. If you'll accept applications from both WS and non-WS, select “No”.

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*Job Title*

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?**

- Yes
- No

**Display your contact information to students?**

- Name Only
- Name and Email
- Don't show my info

**Job Type**

- Job
- Internship

**On Campus Student Employment**

Show more options

**Employment Type**

- Full-Time
- Part-Time

**Duration**

- Permanent
- Temporary / Seasonal

**Start date**

2017-09-04

**End date**

2017-12-15

**Work Study Job?**

- Yes
- No

Work study jobs are for eligible students only


**Tips: Description Details**

* Description

Include information about your office and the position in your description. Remember to explain if the position is only open to Work Study-eligible students and/or if you are asking students to also apply through another system. This is a good place to reiterate specific instructions.

The Career Development Office (CDO) seeks a front desk assistant for the fall semester. Responsibilities include scheduling appointments in Google Calendar, answering the phone and email, creating posters and various handouts, and assisting CDO staff with a variety of tasks when needed.

Students must be Work Study eligible and available to work six hours per week. Prior office experience preferred, but not necessary. Students should have good verbal and written communication skills, an ability to multi-task, and an interest in learning about the Career Development Office.

You can copy and paste a description directly from your website - we'll retain all the formatting for you.

* Job functions

Options here may not match up to exactly what you are looking for. That's ok. Try your best to match the functions they list; select them all; or simply select "Other".

Select what application materials you would like to receive. Students will be blocked from applying if they do not include what you select here.

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Approximate Salary (enter a number, not a range)

$ 9.70

Paid  Unpaid

* Job Location

Annandale on Hudson, New York, United States

Add Another Location

Allow remote workers?

Required Documents

- Resume
- Cover Letter
- Transcript
- 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**  
*Hiring alumni? You can leave earliest grad date blank*

- **Earliest grad date**: December 2017
- **Latest grad date**: May 2021

**School years**
- Freshman
- Sophomore
- Junior
- Senior
- Masters
- Doctorate
- Postdoctoral Studies
- Alumnus

**Minimum GPA**

- 0.00

**Majors**: Select a category to choose specific majors

- Agriculture, Food & Horticulture: 0 of 9 majors selected
- Arts & Design: 0 of 17 majors selected
- Business, Entrepreneurship & Human Resources: 0 of 24 majors selected
- Civics & Government: 0 of 9 majors selected
- Communications: 0 of 7 majors selected
- Computer Science, Information Systems & Technology: 0 of 10 majors selected
- Education: 0 of 10 majors selected
- Engineering: 0 of 19 majors selected
- General Studies: 0 of 3 majors selected
- Health Professions: 0 of 17 majors selected
- Humanities & Languages: 0 of 12 majors selected
- Life Science: 0 of 14 majors selected
- Math & Physical Sciences: 0 of 4 majors selected
- Natural Resources, Sustainability & Environmental Science: 0 of 11 majors selected
- Social Sciences: 0 of 9 majors selected

These majors consolidate individual majors across every school on Handshake. To choose a specific major by individual school click here.

**Applicant Packages**: Specify who should receive the applicant packages

- Career Development Office

- Email a summary of all applicants once my job expires
- Email every time a new student applies
  - Send all applicants
  - Only send me applicants who match all of my preferences

- Add someone else to receive packages

leftrightarrow These broader categories map to more specific majors that are closer to Bard’s programs. Select individual groups if you are looking for specific candidates or select all of them if you seek applications from all programs.

leftrightarrow This is where you’ll specify how you’d like to receive applications. The default email is the one you registered with. If you would like applications to go to someone else in your department, add their email in the drop-down.
Set when you would like the application period to begin and end.

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

Click Create to post the job. It will go into a “Pending” bin until CDO staff review and approve.

Add labels for on-campus and/or work study.
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