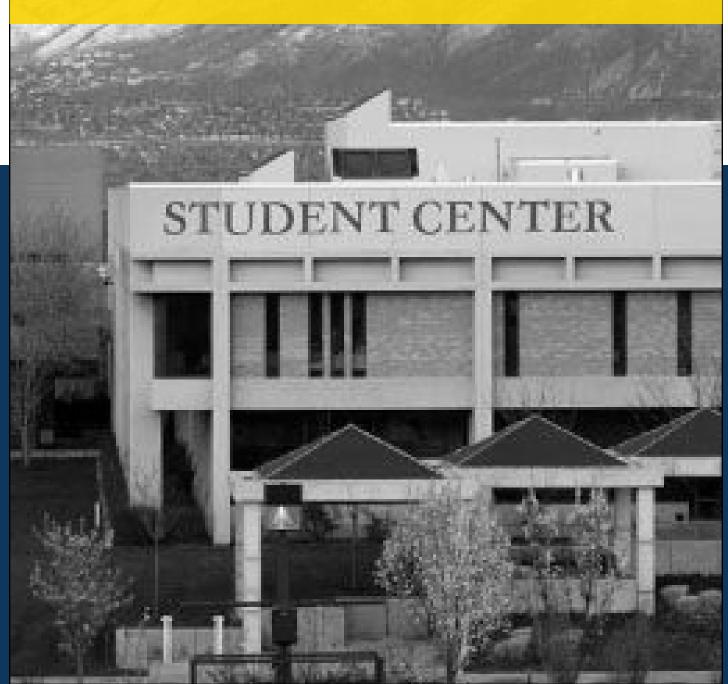


HANDSHAKE GUIDEBOOK FOR SLCC INTERNAL CS STAFF

Handshake



Thank you for your interest in recruiting at Salt Lake Community College. We cannot wait for you to get connected with our students and alumni who are looking to work for organizations like yours.

SLCC Handshake is Career Services' online system for posting jobs, internships, and career positions. Its features allow you to:

- Manage all your campuses and post positions once.
- A mobile experience
- Update your job postings, view applicants, and more all while on the go using Handshake's responsive design.
- Engage with students and alumni in the SLCC Handshake community.



HOW TO CREATE AN EVENT IN HANDSHAKE FOR INTERNAL STAFF

GO TO "EVENTS" ON THE LEFT-HAND SIDE OF HANDSHAKE

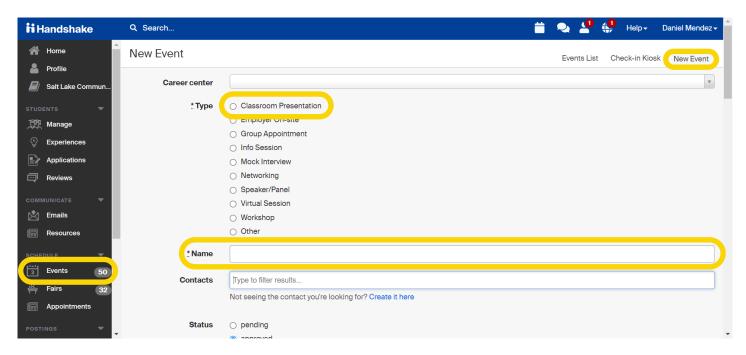


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Click on **"New Event"** in the top right-hand corner.



Click on **"Career Center"** and choose what location the event will be in (if in-person).



For Classroom Presentation select: Classroom Presentation.

- » For Employer Information Session select: Information Session
- » For Panel Session Students/Staff Select: Speaker/Panel
- » For a Workshop (non-class) select: Workshop
- » For peer mentor events (welcome back, JCP) select: Info session
- 4 For the **"Name"** please follow this name sequence:
 - » Salt Lake Community College-Introduction to Health Sciences- Mock Interview
 - » Salt Lake Community College-Facebook Virtual Employer Session
 - » Salt Lake Community College-Facebook Employer Session
 - » Salt Lake Community College-Peer Mentor- JCP Suit UP
 - » Salt Lake Community College-Signature Workshop- Career Exploration
 - » Salt Lake Community College-Humanities Panel- Why Major in Humanities?





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Invite only- Only hit invite only if:

- » This event is only for certain students
- » If this is an in-class presentation that you are documenting for assessment (after the fact).



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Start and End Date- Fill out when the event started and ended.

| Handshake | Q Search | | | Ë | 2 | | 🔑 Help- | Daniel Mendez - |
|--------------------------------|--------------|---|-----------|---|---|---------|---------|-----------------|
| 🐴 Home | | Not seeing the contact you're looking for? Create it here | | | | | | |
| Profile | Status | | | | | | | |
| 💋 Salt Lake Commun | | approved | | | | | | |
| STUDENTS - | Invite only | | | | | | | |
| Manage | * Start date | yyyy-mm-dd h:mm am/pm | 1 | | | | | |
| Experiences | * End date | yyyy-mm-dd h:mm am/pm | ₽ | | | | | |
| Applications Reviews | | | - | | | | | |
| · · | Time zone | Mountain Time (US & Canada) | | | | | | ~ |
| COMMUNICATE - | Image | | | | | | | ø |
| Resources | | | | | | | | |
| SCHEDULE 🔻 | | Ad | ld a logo | | | | | |
| Events 50 | | | | | | | | |
| 🐥 Fairs 32 | | | | | | | | |
| Appointments | | The event host's logo will be used if you do not upload an image. | | | | | | |
| | | | | | | | | - |

"Description"- add in description of the event.



Room- If applicable- add in room number.

| Handshake | 🕻 Search 📛 🔍 💶 🤑 Help+ Daniel Mendez | - ^ |
|------------------|---|-----|
| 🔺 Home | Description | |
| Profile | | |
| Salt Lake Commun | | |
| STUDENTS 🔻 | | |
| 🎘 Manage | Room | |
| 🖞 Experiences | Choosing a room will use the room's location for this event. If you'd rather enter a location directly you can do so below by leaving the room field blank. | |
| Applications | | |
| Reviews | Location Enter your address | |
| COMMUNICATE 🔻 | Student registration yyyy-mm-dd h:mm am/pm | |
| 📩 Emails | start | |
| Resources | Student registration yyyy-mm-dd h:mm am/pm | |
| SCHEDULE 🔻 | Student Limit | |
| Events 50 | The maximum number of students that are allowed to register for the event. Use 0 for no limit. | |
| 🚔 Fairs 🛛 32 | | |
| Appointments | Employer cost \$ | |
| | The dollar amount that employers must pay in order to attend this event. Leave blank for no cost. | - |



Location- if applicable add in campus or location.





Student registration: Only fill this out if you are having students register. What ever end date you chose- students can no longer RSVP after that date.





External Registration link: add in an external link if there is one (which ideally we are using Handshake).

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Employer and Student cost: if applicable

| | | Room | |
|-------------------|------------------|---|--|
| | Profile | | Choosing a room will use the room's location for this event. If you'd rather enter a location directly you can do so below by leaving the room field |
| | Salt Lake Commun | | blank. |
| | ENTS 🔻 | Location | Enter your address |
| 现 | Manage | Student registration | yyyy-mm-dd h:mm am/pm |
| | Experiences | start | |
| Ð | Applications | Student registration | yyyy-mm-dd h:mm am/pm |
| | Reviews | end | |
| | MUNICATE 🔻 | Student Limit | |
| À | Emails | | The maximum number of students that are allowed to register for the event. Use 0 for no limit. |
| | Resources | Employer cost | S |
| | | Employer cost | |
| ['3] | Events 50 | | The dollar amount that employers must pay in order to attend this event. Leave blank for no cost. |
| ♣ | Fairs 32 | Student cost | \$ |
| | Appointments | | The dollar amount that students must pay in order to attend this event. Leave blank for no cost. |
| | | | |
| POST | | External registration | |
| | | | |

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Attendee survey: You can send attendees a post survey



Welcome Message: For invite events

Name tag Printing and Dymo are for fairs where students would have a printed name tag. **NOTE:** For all events where you would gather names (in class, workshops, fairs, panels, info sessions)"Click on Check-In Kiosk"

| i Handshake | Q Search | | | | | | | | | | 2 🗳 | | He | lp + | Daniel N | lendez |
|--|----------------------------|-------------------------------------|----------------|--------------|-------------|---------------|------------|-----------|----------|------------|----------|------------|--------|-----------------|----------|--------|
| A Home Profile | Student Welcome Message | A Normal text - | Black - | Bold | Italic | Underline | " | i = | 3 | E | | | E | ≞ | ± = | |
| VUDENTS Manage Experiences Applications Reviews | | This content will be e | mailed to stu | idents whe | n they jo | n this event. | | | | | | | | | | |
| MMUNICATE - Emails Resources | Name tag printing | If this is checked atte | endees will be | e able to pi | int name | tags from the | check- | in kiosk. | | | | | | | | |
| HEDULE The second secon | Name tag label XML | Only Dymo label print supported. | ters are supp | oorted. Lab | el fields i | named 'Name | ', 'FirstN | ame', 'La | stName', | 'Major', ' | 'GradDat | e', and 'l | MajorG | àradDati | e' are | |
| STINGS 🔻 | - | Cancel | | | | | | | | | | | | | Create I | Event |

SELECT TO SATY LOGGED-IN IN S NUMBER OR EMAILS FOR ATTENDANCE TRACKING.

You can also go into the event and select "Check- In Kiosk" on the bottom left-Hand side

| https://slcc.joinhandshake.com/car | Partnering with other schools? Add co-host schools and allow them to participate. Learn More. |
|------------------------------------|---|
| Employer Preview Link | SLCC Add Schools |
| https://app.joinhandshake.com/can | Notes are private and will not be seen by anyone except you and your staff. If you select 'Personal Note' the note will only be visible to y type '+' and their email address. By selecting your career center, the note will only be visible to staff in that career center. |
| Actions | Note |
| Published | Add a Note |
| Invite Students | Attachment Attachment |
| Email Student Attendees | Choose File No file chosen |
| Student Preview Page | Reminder Set a Reminder |
| Employer Preview Page | |
| Employer List | |
| Payment History | START STUDENT REGISTRATION System automatically started student registration for Fall 2021 Day 2 Virtual Job Fair • Monday, August 2nd 2021 3:44 pm |
| Open Check-in Kiosk | PUBLISH You published Fall 2021 Day 2 Virtual Job Fair |
| Pin Item | Ella Aho - Monday, August 2nd 2021 3:10 pm |
| Duplicate this Career Fair | UNPUBLISH You moved Fall 2021 Day 2 Virtual Job Fair to be drafting Ella Aho - Monday, August 2nd 2021 3:10 pm |
| | and the smaller and a set of the price |

Inside this page, you can invite students to attend, email student attendees, or see a student preview page. This is where you would have the link to send students and create the QR code.

