



**HANDSHAKE GUIDEBOOK FOR
SLCC INTERNAL CS STAFF**



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

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

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

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

The screenshot shows the Handshake interface for creating a new event. The left sidebar has a yellow circle around the 'Events' link. The top right has a yellow circle around the 'New Event' button. The main form has a yellow circle around the 'Classroom Presentation' option under the 'Type' section. Another yellow circle highlights the 'Name' field. The 'Contacts' field has a placeholder text 'Type to filter results...'. The 'Status' section has 'pending' selected.

3 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?

5 For Contacts- Add presenter's name

6 Status- Approved

7 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).*

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

The screenshot shows the Handshake event creation interface. The left sidebar contains navigation links for Home, Profile, Salt Lake Community College, and various student and communication tools. The main form area includes a search bar, a status selector (with 'approved' highlighted), an 'Invite only' checkbox, date pickers for 'Start date' and 'End date' (both highlighted with yellow boxes), a 'Time zone' dropdown (set to 'Mountain Time (US & Canada)'), and an 'Image' upload section with an 'Add a logo' button. A note at the bottom states: 'The event host's logo will be used if you do not upload an image.'

9 "Description"- add in description of the event.

10 Room- If applicable- add in room number.

This screenshot shows the lower portion of the Handshake event creation form. It features a 'Description' text area (highlighted with a yellow box), a 'Room' dropdown menu, a 'Location' text input field, and date pickers for 'Student registration start' and 'Student registration end'. Below these are fields for 'Student Limit' (with a descriptive note) and 'Employer cost' (with a dollar sign prefix and a descriptive note). The left sidebar and top navigation bar are consistent with the previous screenshot.

11 Location- if applicable add in campus or location.

12 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.

14 Employer and Student cost: if applicable

13 Student limit: 0 for no limit

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

The screenshot shows the 'Event Details' form in the Handshake system. A yellow rectangular box highlights the following fields: 'Student registration start', 'Student registration end', 'Student Limit', 'Employer cost', 'Student cost', and 'External registration'. The 'Location' field is also visible above the highlighted section. The form includes instructions for each field, such as 'The maximum number of students that are allowed to register for the event. Use 0 for no limit.' for the Student Limit field.

16 Attendee survey: You can send attendees a post survey

18 Name tag Printing and Dymo are for fairs where students would have a printed name tag.

17 Welcome Message: For invite events

NOTE: For all events where you would gather names (in class, workshops, fairs, panels, info sessions) **"Click on Check-In Kiosk"**

The screenshot shows the 'Event Details' form in the Handshake system, specifically the 'Welcome Message' section. A yellow rectangular box highlights the 'Student Welcome Message' field, which is a large text area for composing the welcome message. Below this, there are two options: 'Name tag printing' (a checkbox) and 'Name tag label XML' (a text field). The 'Name tag printing' option is currently unchecked. The 'Name tag label XML' field is empty. The form includes instructions for each field, such as 'This content will be emailed to students when they join this event.' for the Welcome Message field. At the bottom right, there is a 'Create Event' button highlighted with a yellow circle.

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

Employer Preview Link

https://app.joinhandshake.com/car

Actions

Published

Invite Students

Email Student Attendees

Student Preview Page

Employer Preview Page

Employer List

Payment History

Open Check-in Kiosk

Pin Item

Duplicate this Career Fair

Attachments

Partnering with other schools?
Add co-host schools and allow them to participate. [Learn More.](#)

SLCC Add Schools

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 you and their email address. By selecting your career center, the note will only be visible to staff in that career center.

Note

Add a Note...

Attachment

Choose File No file chosen

Reminder

Set a Reminder...

START STUDENT REGISTRATION System automatically started student registration for Fall 2021 Day 2 Virtual Job Fair
Monday, August 2nd 2021 3:44 pm

PUBLISH You published Fall 2021 Day 2 Virtual Job Fair
Ella Aho - Monday, August 2nd 2021 3:10 pm

UNPUBLISH You moved Fall 2021 Day 2 Virtual Job Fair to be drafting
Ella Aho - Monday, August 2nd 2021 3:10 pm

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.