

Salt Lake Community College



 **Handshake**

JOIN THE COMMUNITY

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.
- To start go to:

slcc.joinhandshake.com

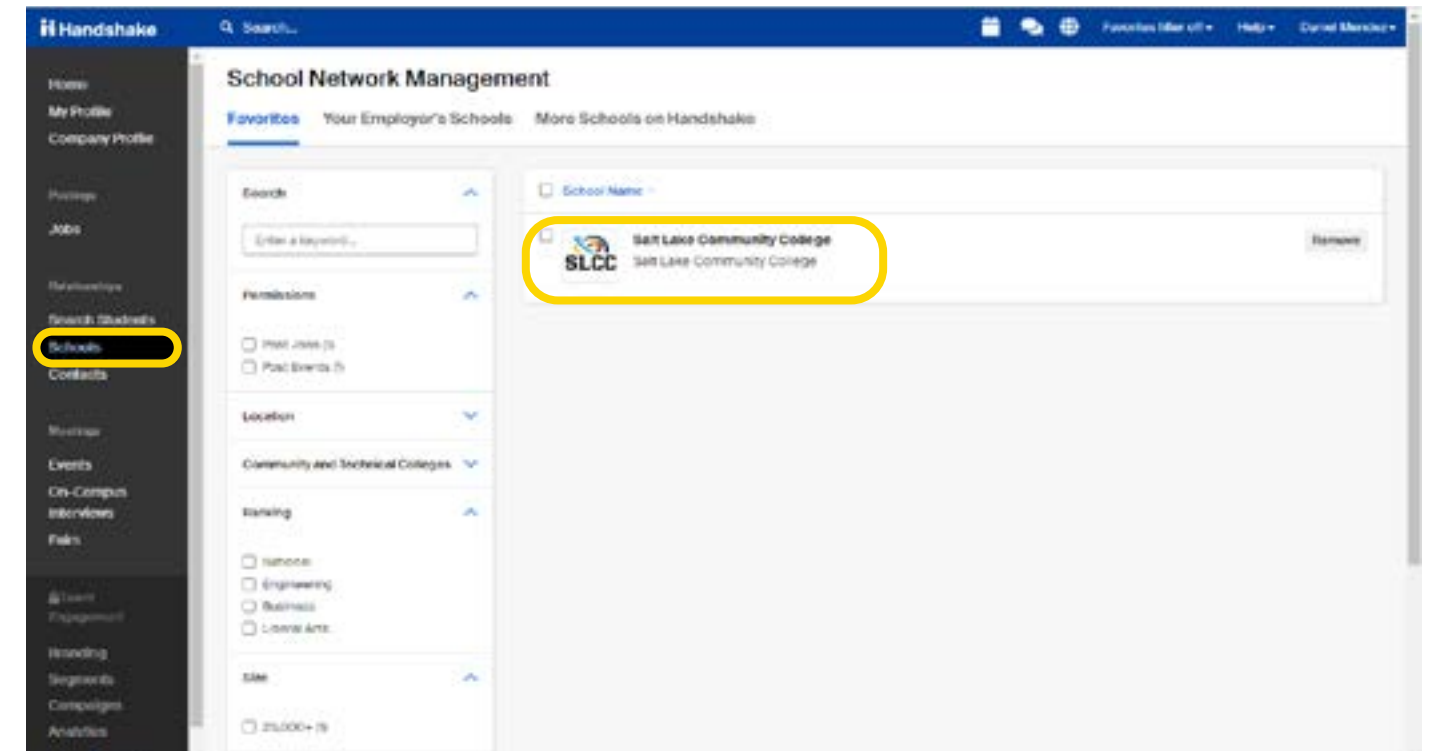


HOW TO ACCESS AND COMPLETE YOUR SLCC HANDSHAKE ACCOUNT AND PROFILE

1 EMPLOYERS WHO HAVE A HANDSHAKE ACCOUNT BUT NOT A SLCC HANDSHAKE ACCOUNT.

If you have an account in Handshake, but are not connected with SLCC, follow these instructions to add SLCC as a school.

- 1 Log into Handshake and select "Schools" on the left-hand side.
- 2 Select "**Salt Lake Community College**"



2 EMPLOYERS WITHOUT ANY HANDSHAKE ACCOUNT.

To create an account in SLCC Handshake, go to
slcc.joinhandshake.com

- 1 Click **SIGN UP FOR AN ACCOUNT**
- 2 Select **EMPLOYER**
- 3 Fill out requested information
- 4 Click **SIGN UP**
- 5 Fill out recruiting interests and your Alma Mater
- 6 Click **CONTINUE** Review Employer Guidelines
- 7 Click **CONTINUE**

The screenshot shows the Handshake sign-up page for employers. It features the Handshake logo at the top left. The main heading is "Let's find your next job". Below this, it says "Join Handshake's community of students, schools, and employers to find internships, land a job, and more. Get started by creating a free account in just a few steps." There is a section for "Salt Lake Community College" with a field for "edu email address". A "Next" button is visible. At the bottom, there are two links: "Are you an employer? Sign up here" (highlighted with a yellow circle) and "Already have an account? Sign in here".

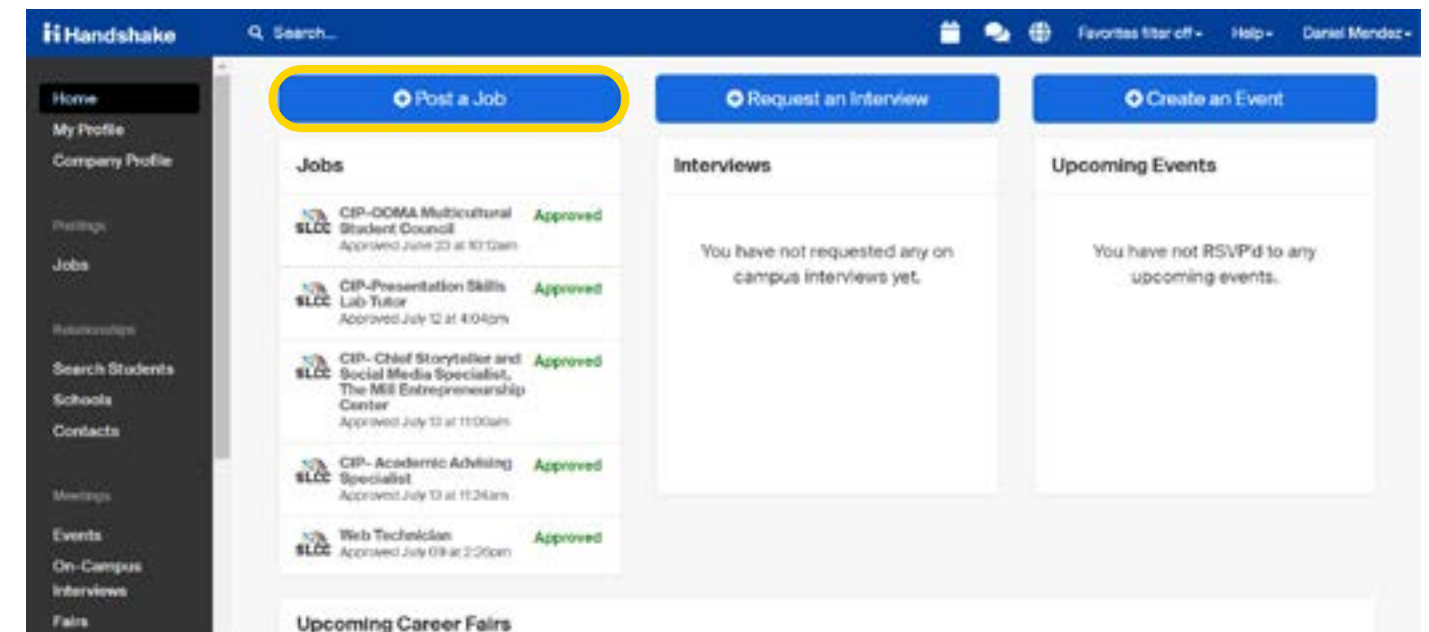
TIPS FOR SETTING UP YOUR EMPLOYER ACCOUNT

- Read over SLC Recruiting Policies and make sure the types of jobs and events you are requesting complies with these principles.
- Be sure your company profile is complete with company contact information that includes:
 - Address (One that is not residential)
 - Phone number
 - Email
 - Website

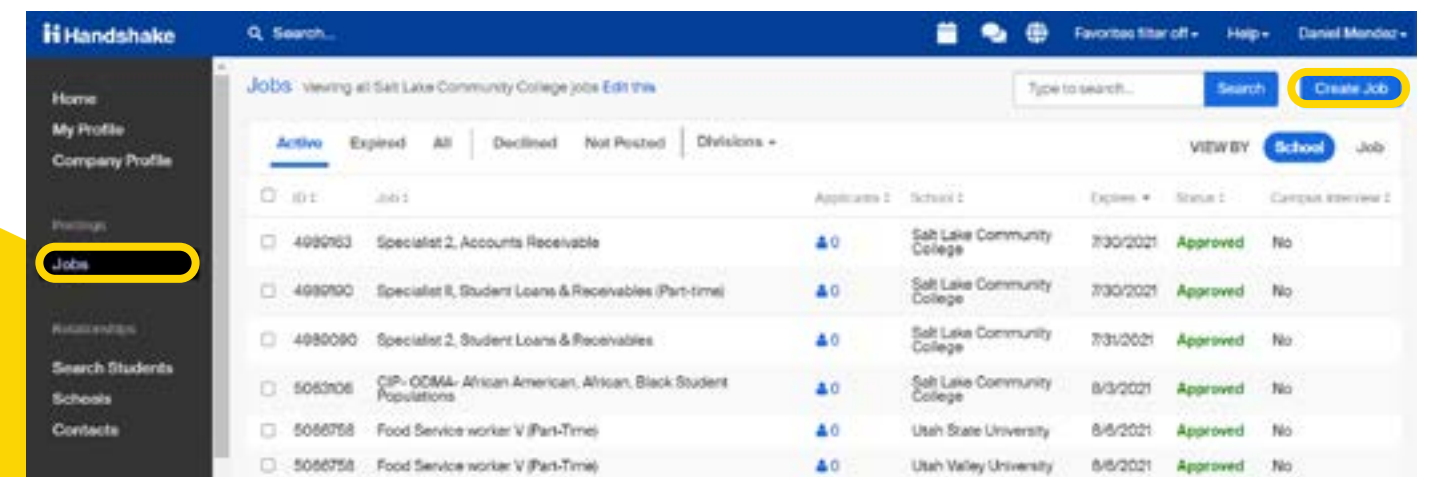
HOW TO POST A JOB TO YOUR SLCC HANDSHAKE ACCOUNT

Once you have been approved to post positions at SLCC, there are two ways to post a job:

1 ON THE HOMEPAGE OF YOUR HANDSHAKE ACCOUNT, CLICK "POST A JOB"

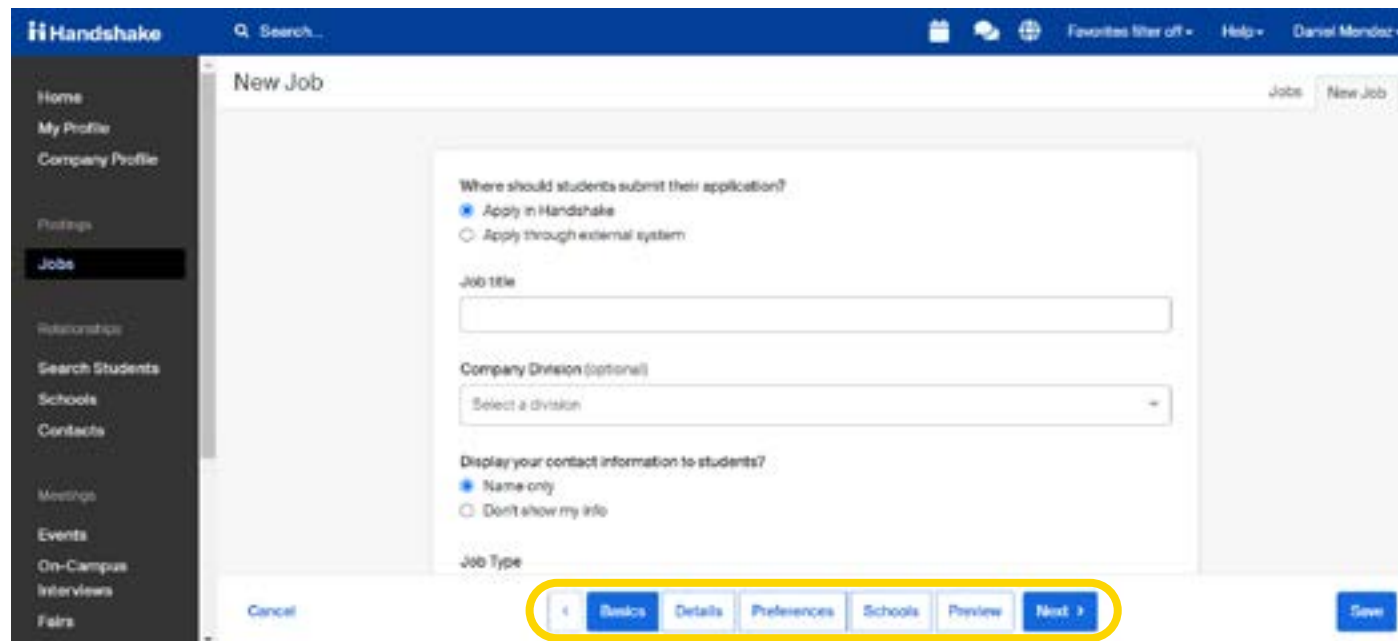


2 CLICK THE JOBS TAB AND CLICK "CREATE JOB"



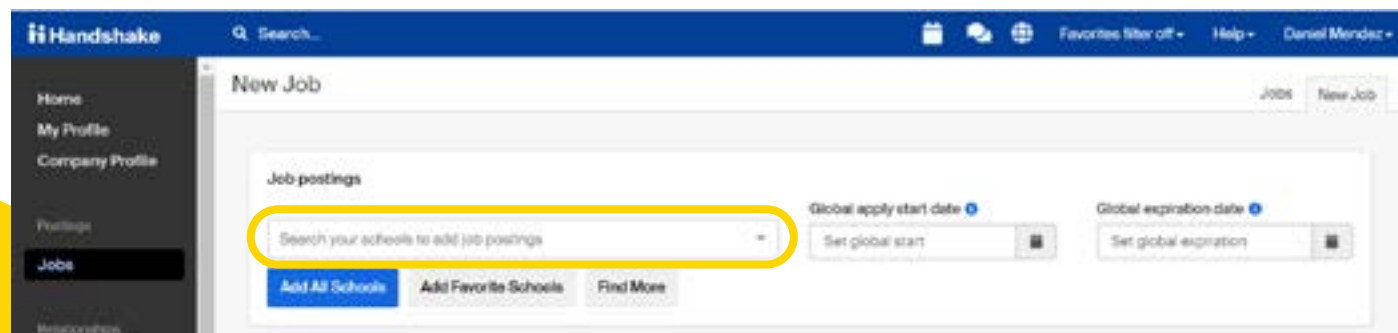
3 GO THROUGH THE REQUIRED PAGES ON HANDSHAKE FOR THE JOB POSTING.

There are four required pages of the job posting form: Basics, Details, Preferences, and Schools. You do not have to fill out every field to create your job – required inputs will be identified with an asterisk (*). NOTE: the more fields you complete, the more likely you will be to attract well-qualified candidates.



4 SELECT SLCC TO POST AT AND CREATE YOUR JOB POSTING.

Once you have finished editing your job posting, select Salt Lake Community College from the “Search your schools to add job postings” and “Save” to post your job.



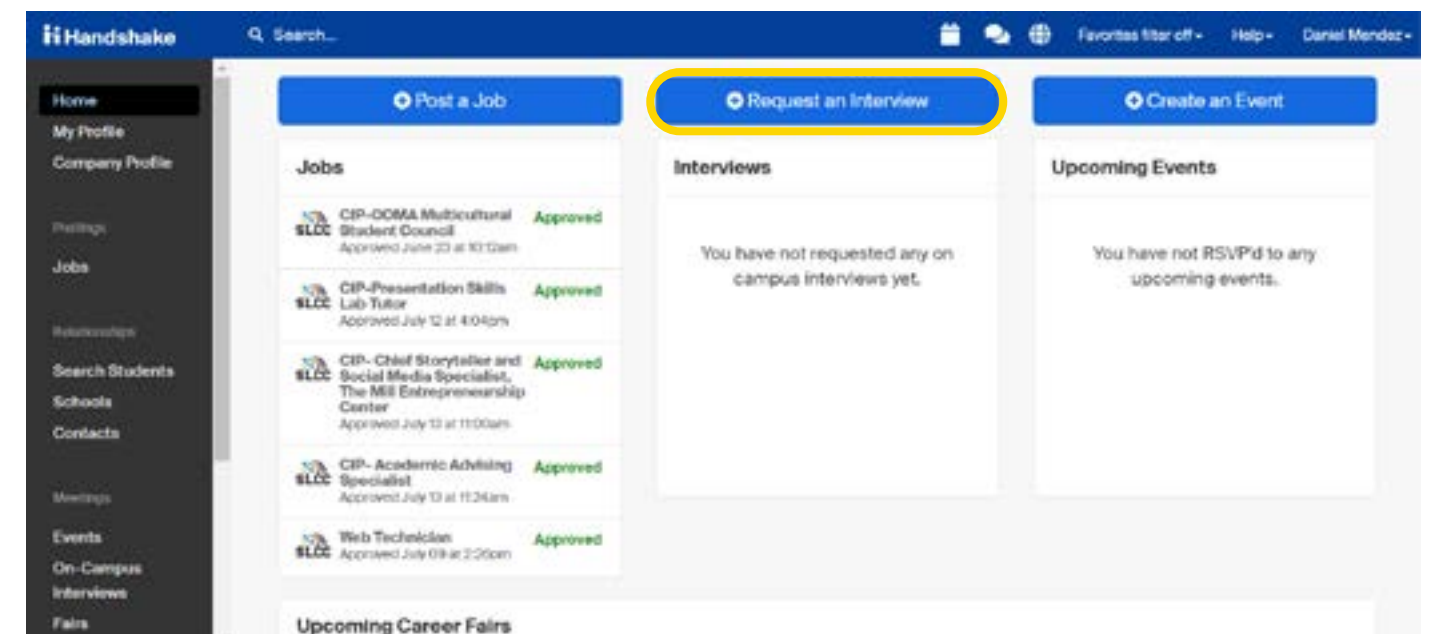
At Salt Lake Community College, upon clicking Create, your jobs will go through an approval process before being visible to students.

You can add other schools to job postings even after they are initially created. To do this, return to this screen and click the + button next to the school's name.

HOW TO CREATE AN ON-CAMPUS INTERVIEW SCHEDULE

Once you have posted a job to a school, you may want to request a virtual interview schedule.

1 LOG INTO YOUR HANDSHAKE ACCOUNT AND SELECT REQUEST AN INTERVIEW.



2 GO THROUGH AND FILL OUT INFORMATION FOR INTERVIEW.

- 1 Under "What school would you like to Interview at select **"Slat Lake Community College"**
- 2 For "Who from your company will be attending this interview? Type your contacts here.
- 3 Name your interview schedule
- 4 Under **"Interview Schedule Description"** add a description of your interviews and your contact information

*** What school would you like to interview at?**

School...

Your employer account must be approved to post Interview Schedules at the school chosen and the school must be in their interview scheduling season.

Who from your company will be attending this interview?

Choose contacts...

Add a contact from your company so they will receive email updates about the interview schedule. Not seeing the contact you're looking for? [Click Here](#)

Interview Schedule Name

Spring Internship Interviews

Use this field to uniquely identify an interview schedule. The interview's name will already include the job titles, dates and your company name.

Interview Schedule Description

Students will meet with two interviewers for 20 minutes each back to back.

Any additional information about the schedule or your company you want to share with students and career services.

☐ **Only allow students to apply to one job attached to this interview schedule?**

You can set this field once more than one job is attached to the schedule.

< Previous Basics Timeline Jobs Review **Next >**

3 CLICK NEXT, THEN FILL OUT THE TIMELINE TAB FOR YOUR INTERVIEW SCHEDULE

- 1 Select date of interview
- 2 A pop-up tab will open

Request Interview Schedule

Week of Monday, August 2nd

Monday, August 2nd 2021 5 available rooms	Tuesday, August 3rd 2021 5 available rooms	Wednesday, August 4th 2021 5 available rooms	Thursday, August 5th 2021 5 available rooms	Friday, August 6th 2021 5 available rooms	Saturday, August 7th 2021 5 available rooms
--	---	---	--	--	--

Review Selected Interview Dates

No dates have been selected yet. Select which dates you will be interviewing on campus by using the calendar above.

Room availability shown is subject to change as other users request interview schedules. Use the refresh button to get the latest availability.

- 1 Under **"Date"** select the date of the interview using the calendar icon.
- 2 Fill in your requested room count.
- 3 Add the details of the requested interview
- 4 Click **"Add Date"** button to confirm

Add a Date

Date 2021-08-04

Alternate Date yyyy-mm-dd

If there is another date that works with your schedule please include it here. The career center will choose which date works best at the university.

Requested Room Count

How many rooms will you need on this date? Only request rooms that you know you will need.

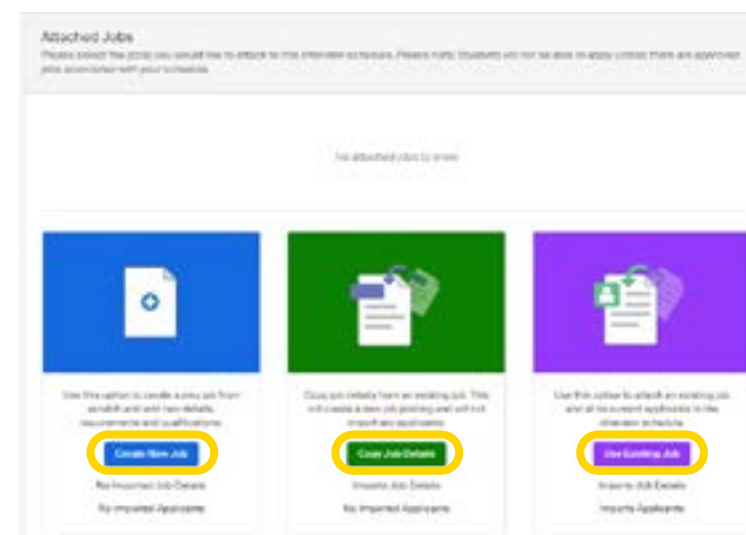
Details

If you have any extra details about what the rooms will be used for (especially if more than one room is needed), leave those here for the reviewer. For example "Two reviewers, one in each room".

Cancel **Add Date**

- 1 The next page on the Timeline tab will need to be filled out.
- 2 Review your selected interview dates.
- 3 Under **"Choose Your Preferred Timeline"** select **"Room"** Only if you have your own schedule and **"Open"** if you want a schedule on Handshake.
- 4 Under **"Select Your Interview Slot Template"**
- 5 *Please let Career Services know if you prefer full day interviews
- 6 Click **"Next"**

- 1 Attach a job to the interview by:
- 2 Creating a job posting by clicking **"Create New Job"**.
- 3 Copying details from an existing job by selecting **"Copy Job Details"**.
- 4 Attach an existing job by selecting **"Use Existing Job"**.
- 5 Review the details of the interview schedule.
- 6 Once you have reviewed and confirmed all the details click **"Request"** to submit your interview schedule.

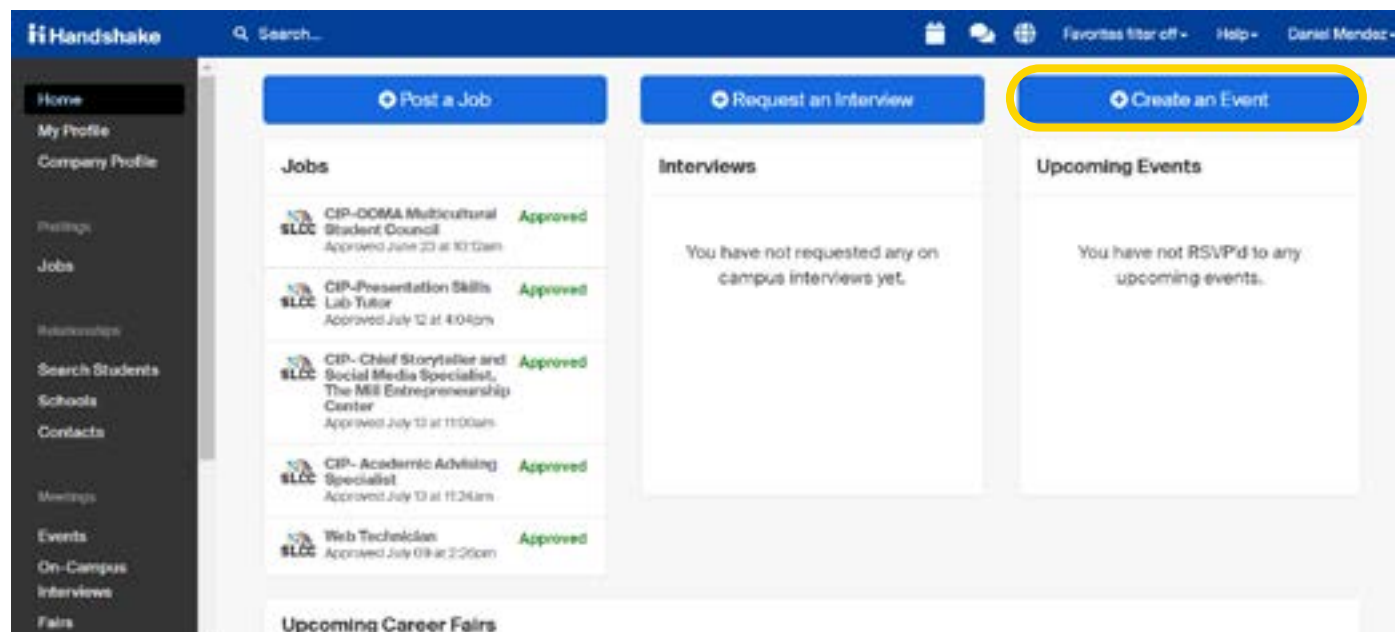


YOUR INTERVIEW SCHEDULE WILL BE PROCESSED AND APPROVED BY OUR CLIENT EXPERIENCE TEAM

HOW TO REQUEST AN ON-CAMPUS INFORMATION SESSION

Make sure you abide to our SLCC Recruiting Policies, your event will be processed and approved based on these Policies.

1 LOG INTO HANDSHAKE AND SELECT "CREATE AN EVENT"



YOUR EVENT WILL BE PROCESSED AND APPROVED IF IT FITS OUR RECRUITING POLICIES BY OUR CLIENT EXPERIENCE TEAM

2 GO THROUGH AND FILL OUT INFORMATION FOR EVENT.

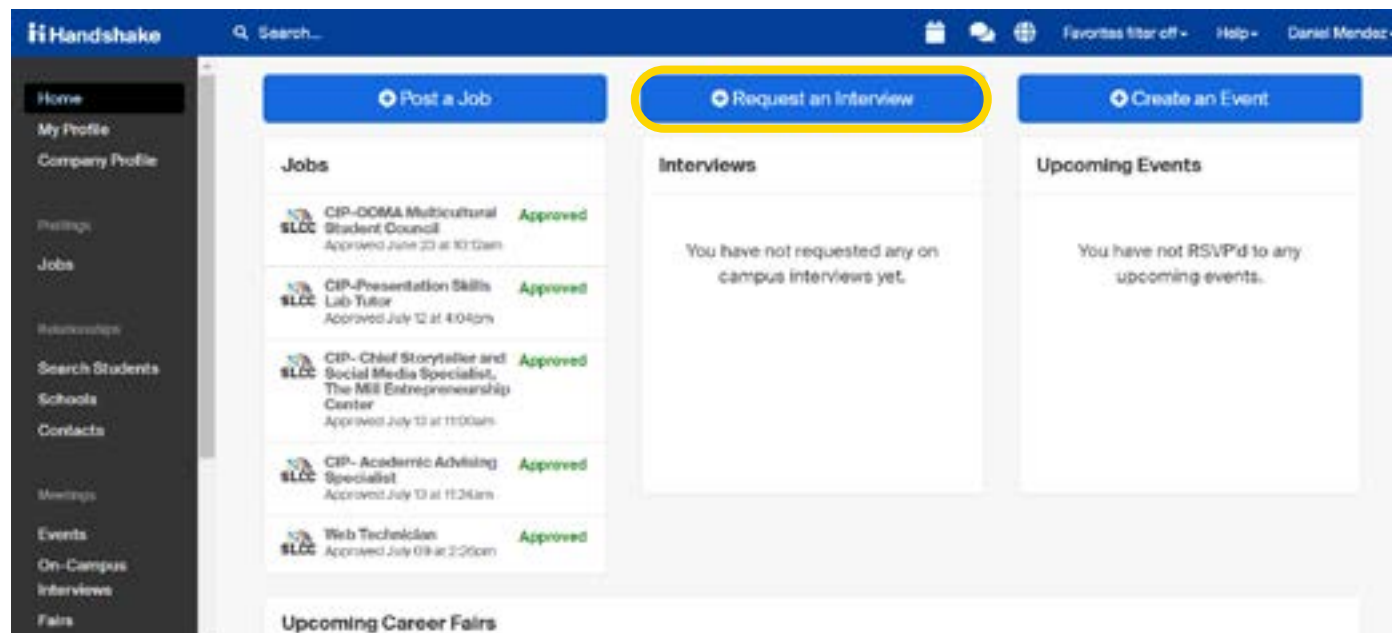
- 1 Title your event under **"Event Name"**.
- 2 Select the format of your event.
- 3 Select **"Slat Lake Community College"** under **"Host School"** and **"SLCC Career Services-Main Career Center"** under **"Career Center"**.
- 4 Under **"Contact"** please list **"William Tenney."** You may also list your company's contact as well.
- 5 Select the **"Start Date"** to set up the date and time of event as well as the **"End Date"**.
- 6 Be sure that the Time Zone is correct.
- 7 In the **"Description"** please share why the students should attend your event.

- 8 Under **"What type of event are you requesting?"** Select the corresponding type of event, click **"Next Page,"** then answer the survey questions.
- 9 Select **"Save"** to request your event to be posted.

HOW TO REQUEST A VIRTUAL INTERVIEW SCHEDULE

Once you have posted a job to a school, you may want to request a virtual interview schedule.

1 LOG INTO HANDSHAKE ACCOUNT AND SELECT REQUEST AN INTERVIEW.



2 GO THROUGH AND FILL OUT INFORMATION FOR EVENT.

- 1 Under What school would you like to Interview at select **"Salt Lake Community College"**
- 2 For "Who from your company will be attending this interview? Type your contacts here.
- 3 Name your interview schedule
- 4 Under **"Interview Schedule Description"** please put your virtual interview link and your contact information.
- 5 You may also type **"For assistance contact Career Services at (801)-957-4014"**

*** What school would you like to interview at?**

School...

Your employer account must be approved to post Interview Schedules at the school chosen and the school must be in their interview scheduling season.

Who from your company will be attending this interview?

Choose contacts...

Add a contact from your company so they will receive email updates about the interview schedule. Not seeing the contact you're looking for? [Click Here](#)

Interview Schedule Name

Spring Internship Interviews

Use this field to uniquely identify an interview schedule. The interview's name will already include the job titles, dates and your company name.

Interview Schedule Description

Students will meet with two interviewers for 20 minutes each back to back

Any additional information about the schedule or your company you want to share with students and career services.

☐ **Only allow students to apply to one job attached to this interview schedule?**

You can set this field once more than one job is attached to the schedule.

< Previous Basics Timeline Jobs Review **Next >**

YOUR EVENT WILL BE PROCESSED AND APPROVED IF IT FITS OUR RECRUITING POLICIES BY OUR CLIENT EXPERIENCE TEAM

- 1 Please type **"Use SLCC Zoom Link"** in the description to let us know you want to use our platform.
- 2 The Recruiting Experience Team can set up the Zoom Link and right before your interview make you the host.
- 3 When SLCC's Recruiting Experience Team reviews your interview schedule they will add in the **"Description"** section for students to see the virtual link for the interviews as well as instructions for students to be on time and to wait.

*As the host you will be able to invite each candidate from the Zoom waiting room into your virtual interview one at a time. Please remember to keep your virtual session open until your last interview of the day.

Once you leave the session everyone is logged out including you and you will not be able to use the link to get back in.

3 CLICK NEXT, THEN FILL OUT THE TIMELINE TAB FOR YOUR INTERVIEW SCHEDULE.

- 1 Select date of interview.
- 2 A pop-up tab will open.

- 3 Under **"Date"** select the date of the interview.
- 4 Use the calendar icon.
- 5 For **"Requested Room Count"** please request 1 room.
- 6 Under **"Details"** please instruct students to choose a slot and click on virtual link to start virtual interview.
- 7 Click **"Add Date"** button to confirm.

- 1 The next page on the Timeline tab will need to be filled out.
- 2 Review your selected interview dates.
- 3 Under **"Choose Your Preferred Timeline"** select Room Only if you have your own schedule and **"Open"** if you want a schedule on Handshake.
- 4 Under **"Select Your Interview Slot Template"** select **"Virtual Interview Half Day"**.
- 5 *Please let Career Services know if you prefer full day interviews.
- 6 Click **"Next"**.

Review Selected Interview Dates

August 11th, 2021 (2 Rooms)

Room availability shown is subject to change as other users request interview schedules. Use the refresh button to get the latest availability.

Choose Your Preferred Timeline

Room Only Interview

Use this option if you only want to reserve a room and you want to build your own interview schedule outside of Handshake. This will give students 30 days to apply for your position in Handshake, please let us know if you would like to adjust that by reaching out in the comments section.

Preselect to Alternate - 30 Day Student Application Period

Primary and alternate student choices are selected after the application period. Primaries are allowed to sign up before alternates. This option gives students 30 days to apply for your position in Handshake, please let us know if you would like to adjust that by reaching out in the comments section.

Open - 30 Day Application Period

Applicants who meet the job qualification preferences will automatically be approved to sign up for an interview slot. Those who do not meet the preferences may be approved manually through Handshake. This option gives students 30 days to apply for your position in Handshake, please let us know if you would like to adjust that by reaching out in the comments section.

Preselect Continuous - 30 Day Application Period

Specify an application period in which students that pass both the specified qualifications as well as are manually approved are allowed to take interview slots. This option gives students 30 days to apply for your position in Handshake, please let us know if you would like to adjust that by reaching out in the comments section.

Select Your Interview Slot Template

Half Day 30 Minute Schedule (Afternoon)

1:00 Pm - 5:00 Pm - Average Of 30 Minutes Each

This slot configuration contains 8 available slots that are 30 minutes each from 1:00 pm - 5:00 pm.

Half Day 20 Minute Schedule (Morning)

8:00 Am - 12:00 Pm - Average Of 20 Minutes Each

This slot configuration contains 11 available slots that are 20 minutes each from 8:00 am - 12:00 pm, with a 20 minute break at 10:00 am.

Accounting 30 Minute Morning Schedule

8:30 Am - 12:30 Pm - Average Of 30 Minutes Each

Accounting 30 Minute Afternoon Schedule

1:00 Pm - 5:00 Pm - Average Of 30 Minutes Each

Accounting 20 Minute Afternoon Schedule

1:00 Pm - 5:00 Pm - Average Of 20 Minutes Each

Accounting 20 Minute Morning Schedule

8:30 Am - 12:30 Pm - Average Of 20 Minutes Each

Accounting VIRTUAL 30-minute Schedule

1:00 Pm - 5:00 Pm - Average Of 30 Minutes Each

Next

- 1 Attach a job to the interview by:
- 2 Creating a job posting by clicking **"Create New Job"**.
- 3 Copying details from an existing job by selecting **"Copy Job Details"**.
- 4 Attach an existing job by selecting **"Use Existing Job"**.
- 5 Review the details of the interview schedule.
- 6 Once you have reviewed and confirmed all the details click **"Request"** to submit your interview schedule.

Attached Jobs

Please select the jobs you would like to attach to this interview schedule. Please note: Students will not be able to apply unless there are approved jobs associated with your schedule.

No attached jobs to show

Create New Job

Use this option to create a new job from scratch and add details, requirements and qualifications.

Copy Job Details

Copy an existing job from an existing job. This will create a new job posting and add it to your job applications.

Use Existing Job

Use this option to attach an existing job and all its current applicants to the interview schedule.

Request Interview Schedule

Interview with Weber State University

This interview is with Weber State University

The interview will be assigned to students with the name of Salt Lake Community College - CSF

1 Date Selected

August 11th, 2021 (2 Rooms)

Room Only Interview

Apply Start: July 19th, 2021 at 12:00 am

Apply End: August 11th, 2021 at 10:00 am

0 jobs associated to this interview

This page will not be selected and jobs for this interview schedule. Add an associated job in order to allow students to apply to this interview schedule.

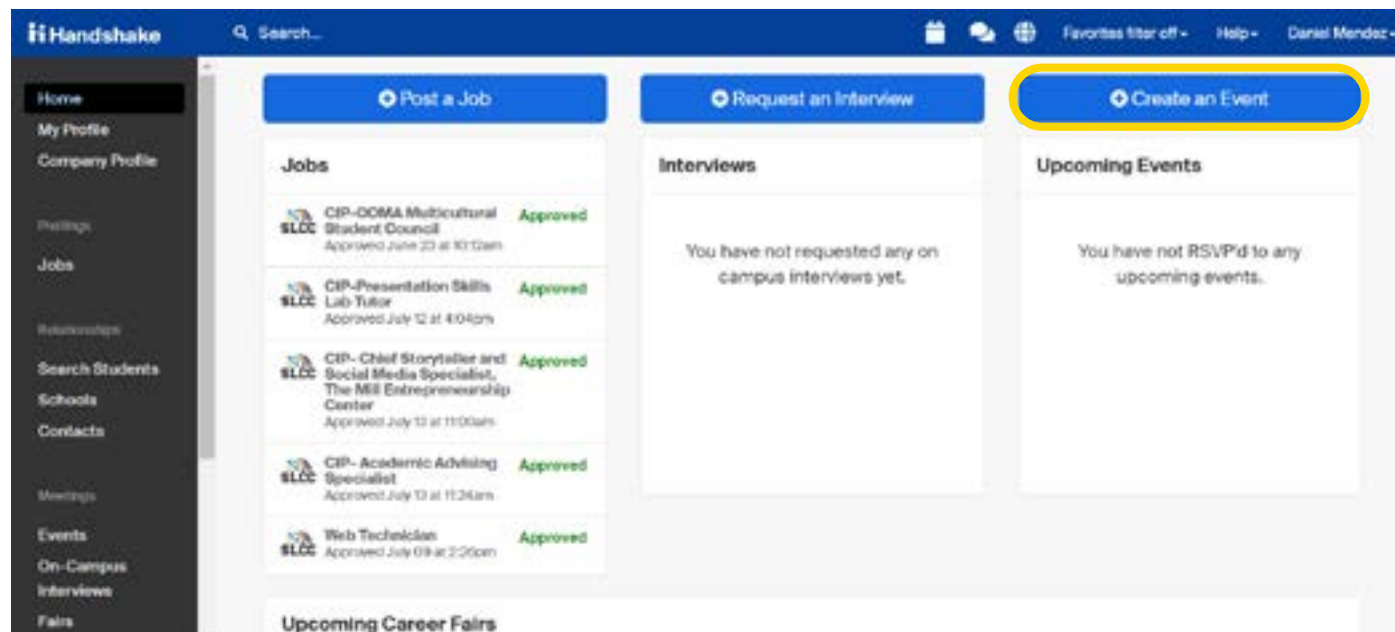
Request

YOUR INTERVIEW SCHEDULE WILL BE PROCESSED AND APPROVED BY OUR CLIENT EXPERIENCE TEAM.

HOW TO REQUEST A VIRTUAL INFORMATION SESSION

Make sure you abide to our SLCC Recruiting Policies, your event will be processed and approved based on these Policies. This is the process for holding a Virtual Information Session starting Fall 2021.

1 LOG INTO HANDSHAKE AND SELECT "CREATE AN EVENT"



YOUR EVENT WILL BE PROCESSED AND APPROVED IF IT FITS OUR RECRUITING POLICIES BY OUR CLIENT EXPERIENCE TEAM

2 GO THROUGH AND FILL OUT INFORMATION FOR EVENT.

1 Title your event under **"Event Name"** (Please be sure to include desired majors in the event names).

2 Under format select **"Virtual: My company is hosting this event virtually"**.

3 If you will be using your own virtual platform for the event, attach the link to your event in the text box below.

4 Select **"Salt Lake Community College"** under **"Host School"**.

5 Under **"Contact"** please list **"William Tenney"** or **"Beth Hiatt"** You may also list your company's contact as well.

6 Select the **"Start Date"** to set up the date and time of event as well as the **"End Date"**. Be sure that the Time Zone is correct.

7 **"Description"** Please share why the students should attend your event.

8 Select "Save" to request your event to be posted.