

Salt Lake Community College



HANDSHAKE GUIDEBOOK FOR SLCC DEPARTMENTS



 **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.

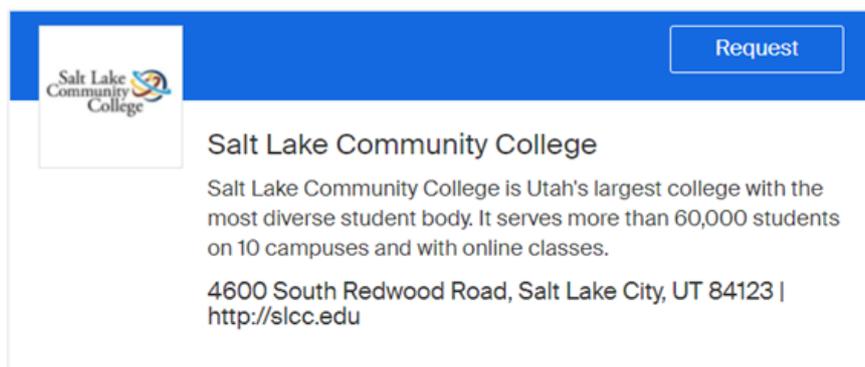
HOW TO CREATE AN ACCOUNT AND JOIN SALT LAKE COMMUNITY COLLEGE

1 TO POST JOBS OR REGISTER FOR FAIRS, SHOWCASES, AND EVENTS, YOU WILL NEED TO CREATE AN ACCOUNT IN HANDSHAKE BY GOING TO:

https://slcc.joinhandshake.com/employer_registrations/new

When you create an employer account, Handshake will ask if you want to join Salt Lake Community College's account or if you want to create a new company. Handshake will prompt you to join SLCC's account because the system recognizes your email as being part of SLCC.

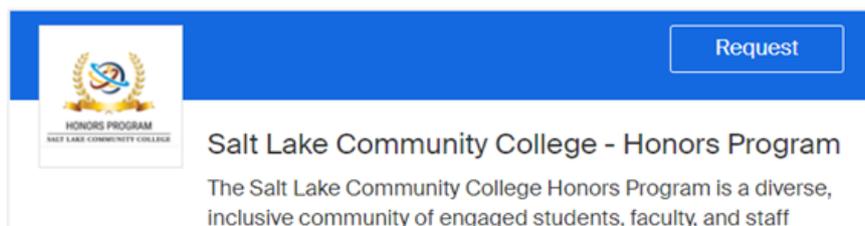
Great! It looks like your company is already in Handshake.



Salt Lake Community College

Salt Lake Community College is Utah's largest college with the most diverse student body. It serves more than 60,000 students on 10 campuses and with online classes.

4600 South Redwood Road, Salt Lake City, UT 84123 | <http://slcc.edu>



Salt Lake Community College - Honors Program

The Salt Lake Community College Honors Program is a diverse, inclusive community of engaged students, faculty, and staff

Are you a part of a division within this company?

No problem. First join this company, and then you'll be able to set up your division within it.

Unable to join?

For security reasons, if you're using a personal email address you won't be able to join this company. Either [contact us](#) or [start the sign-up process over](#) with your company email address.

Not your company?

Create New Company

If your department will be attending the virtual or in person job fair or if you will be frequently posting openings, you need to select **"Create New Company"** if one has not been already created. (You can scroll through the options to find your company/departments profile and select **"Request"** to be connect to your existing employer account). If you select **"Request"** Handshake will add you to under the Salt Lake Community College employer profile which will not let you register your department as a different entity during fairs or for job postings. When creating your own company, include Salt Lake Community College – followed by the name of your department office. For example: **Salt Lake Community College- Academic Advising.**

See the example below on how The Mill created their own account. You will need to click "Create New Company" and put in your name after "Salt Lake Community College - _____" Such as Salt Lake Community College – The Mill.

Salt Lake Community College-The Mill Favorite Employer Overview Edit

Employer was successfully updated.



LOCATION
9690 300 West, Sandy, Utah 84070,
United States

INDUSTRY
Non-Profit - Other

SIZE
1 - 10 employees

Label



Employer Approval Edit

STATUS Approved	PERMISSIONS Post Jobs, Post Events
ASSIGNED TO Nobody	JOBS AUTO APPROVED? Yes
EMPLOYER TRUST SCORE 92% ✓ 24 ✗ 1	INTERVIEW SCHEDULES AUTO APPROVED? No

2 MAKE SURE YOU FILL OUT YOUR PROFILE WITH ACCURATE INFORMATION, AND A LOGO (SEE ABOVE).

3 TO POST JOBS OR INTERNSHIPS, YOU WILL NEED TO ADD SLCC AS A FAVORITE EMPLOYER.

To participate in events, we recommend posting your open positions to Handshake.

Post a Job **Request an Interview** **Create an Event**

Jobs

-  CIP- Performing Arts Marketing **Approved**
Approved August 02 at 11:58am
-  CIP-ODMA Multicultural Student Council **Approved**
Approved June 23 at 10:12am
-  Tutor Non-Certified, Student Writing & Reading Center (Part Time) **Approved**
Approved August 11 at 8:54am
-  CIP-Presentation Skills Lab Tutor **Approved**
Approved July 12 at 4:04pm

Interviews

You have not requested any on campus interviews yet.

Upcoming Events

You have not RSVP'd to any upcoming events.

4 CREATE AN INTERVIEW SCHEDULE TO ALLOW STUDENTS TO APPLY FOR OPEN INTERVIEW SLOTS.

Not requires for positions: however, it is required for fairs.

HOW TO REGISTER FOR UPCOMING CAREER FAIRS AND EVENTS

After following the steps above, you can register for any event by:

- 1 Click **"UPCOMING FAIRS"**, select the fair you want to join.
- 2 In addition, the events and fairs tabs, which are on the left hand -side of Handshake. You can also find fairs here. You may have to filter by **"Salt Lake Community College"** to find local fairs. See below for all screenshots.

The screenshot displays the Handshake interface with three main tabs: "Post a Job", "Request an Interview", and "Create an Event". The "Request an Interview" tab is highlighted with a yellow border. Below the tabs are three panels:

- Jobs:** A list of five approved positions, each with the SLCC logo, a title, and an approval date and time.
 - CIP- Performing Arts Marketing (Approved August 02 at 11:58am)
 - CIP-ODMA Multicultural Student Council (Approved June 23 at 10:12am)
 - Tutor Non-Certified, Student Writing & Reading Center (Part Time) (Approved August 11 at 8:54am)
 - CIP-Presentation Skills Lab Tutor (Approved July 12 at 4:04pm)
 - CIP- International Student Employment Intern (Approved August 02 at 11:26am)
- Interviews:** A message stating "You have not requested any on campus interviews yet."
- Upcoming Events:** A message stating "You have not RSVP'd to any upcoming events."

Post a Job

Request an Interview

Create an Event

Jobs

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Interviews

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Upcoming Events

You have not RSVP'd to any upcoming events.

Upcoming Career Fairs

- SLCC** In-Person Campus Internship & Student Job Fair
August 25th 2021 at 10:00 am
- SLCC** Virtual Campus Internship & Student Job Fair
August 26th 2021 at 9:00 am

[View All Upcoming Career Fairs](#)

Handshake Search... Favorites filter off Help Eta Butl

- Home
- My Profile
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- Fairs
- Talent
- Engagement
- Branding
- Segments
- Campaigns
- Analytics

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Interviews

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Once you have the fair you want to register for click the register button on the left-hand top corner. If you are part of **Salt Lake Community College's account**- you may see that someone else already registered under the account.

To personally register your department- you click the register menu and then hit the second drop down of **"register another division"**

In-Person Campus Internship & Student Job Fair
 Wednesday, August 25th 2021, 10:00 am - 2:00 pm MDT
 Taylorsville Redwood Campus
 4600 Redwood Road, Taylorsville, Utah 84123, United States

Follow Registered

View Registrations

+ Register Another Division

Details All Employers

9 days away

Career Fair Description
 This is an in-person job fair hosted on Handshake for any SLCC department or offices that has current open positions for student workers. If you are in need of drumming up interest from qualified students, please attend this virtual fair.

Employer Attendees

Salt Lake Community College, Salt Lake Community College - Honors Program are going.

See More Employers

Contact
 Jose Rodriguez Hernandez
 Campus Internship Program Lead
 jose.rodriguezhernandez@slcc.edu

From here- you would fill out the information for your department.

NOTE- whoever is in the drop down of schedule owner is the only person who can access the interview schedule. Make sure the individual who created the schedule is the person hiring and over the interviews- otherwise you may not have access.

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The career fair organizer has set a limit. 585 characters remaining

.* Schedule Owner
 Meghan Harding

Open Roles
 Are the role(s) you want to fill posted on Handshake?

Yes
 No
 I'm not hiring for a specific role right now

Note: Jobs are only visible to students if they are posted at their school.

.* Jobs on Handshake
 x Tutor Non-Certified, STEM Learning (Part Time) Type to filter results...

1 Select **"Create Registration"**, when done.

Looking For

Employment Types

Full-Time
 Part-Time

Major Groups

Interested in selecting a specific major? Select it here

[Select Major Groups](#)

Job Types

Job
 Internship
 Cooperative Education
 Experiential Learning
 On Campus Student Employment
 Fellowship
 Graduate School
 Volunteer

School Years

Freshman
 Sophomore
 Junior
 Senior
 Masters
 Masters of Business Administration
 Doctorate
 Postdoctoral Studies
 Alumni
 First Year Community / Technical College
 Second Year Community / Technical College
 Certificate Program

Cancelling a Registration

If you need to cancel your registration you should reach out to the career fair organizer. You can find contact details [on the career fair overview](#).

[Cancel](#) [Update Registration](#)

If you need to cancel your registration- you can click **“view registration”** on the top hand corner and then scroll to the bottom to cancel.

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