

# Handshake

A way to recruit student, temporary, and on-call employees

# What is Handshake?

- ▶ Handshake allows for student internships, summer jobs, on-campus student employment, work study, etc.
  - ▶ Part-time
  - ▶ Full-time
  - ▶ Temporary/ Seasonal

\*\*\*If you're thinking about hiring a summer employee, now would be the time!

- ▶ 1<sup>st</sup> step for hiring a TOCS is the pre-approval form, available on the OD website.
- ▶ Handshake can be used to hire an individual if you do not already have someone in mind.

# How can Handshake be used?

- ▶ We've created an MSU Extension Human Resources employer profile
  - ▶ <https://app.joinhandshake.com/login> \*create an employer profile using your ANR email address & you can request to join our profile (MSU Extension Human Resources).
  - ▶ You'll be added as a staff member
- ▶ You'll be able to post: jobs, events, and view upcoming career fairs
  - ▶ We're connected to 16 different Universities across Michigan (allowed to post jobs at all 16 Universities if desired, or may just limit to MSU).

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[Post a Job](#)

Job Postings

You have not distributed any jobs to a school yet.

[Request an Interview](#)

Interview Schedule Postings




You have not requested any on campus interviews yet.




[Create an Event](#)




Upcoming Events




You have not RSVP'd to any upcoming events.


- Upcoming Career Fairs
- Baker College 4th Annual Virtual Career Fair**  
Thursday, May 11th 2017 at 09:00 AM
  - Hyperfair Virtual Career Fair**  
Tuesday, June 6th 2017 at 03:00 PM
  - Hyperfair Virtual Career Fair**  
Tuesday, August 1st 2017 at 03:00 PM
  - WMU Nurse Networking Day 2017**  
Tuesday, August 29th 2017 at 11:00 AM
  - MSU Student Job and Internship Fair 2017**  
Wednesday, September 6th 2017 at 02:00 PM

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### \* Job Title

+ [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

Week Student Job

Cancel

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# New Job

## \* Description

**A** Normal text ▾ Black ▾ **Bold** *Italic* Underline [List Icons]

[List Icons] [List Icons] [List Icons] [Pencil] [Link] [Image]

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

## \* Job functions

This will help students interested in specific functions search for your job.

## Approximate Salary (enter a number, not a range)

\$  Per year

Paid  Unpaid

## \* Job Location

- ▶ You can set preferences to ensure qualified students are applying to your posting.
  - ▶ Filter by: Graduation date range, school years (freshman, sophomore, etc.)  
minimum GPA, Major
  - ▶ Pick which schools you post the job to

still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

**Graduation date range**

Earliest grad date      Latest grad date

month [v]      month [v]

year [v]      year [v]

**School years**

- Freshman
- Junior
- Masters
- Postdoctoral Studies
- Sophomore
- Senior
- Doctorate
- Alumni

**Minimum GPA**

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

- Arts and Design** - 0 of 13 majors selected
- Business, Entrepreneurship and Human Resources** - 0 of 18 majors selected
- Civics and Government** - 0 of 9 majors selected
- Communications** - 0 of 7 majors selected
- Computer Science, Information Systems, and Technology** - 0 of 8 majors selected
- Education** - 0 of 8 majors selected
- Engineering** - 0 of 15 majors selected
- Health Professions** - 0 of 14 majors selected
- Humanities and Languages** - 0 of 11 majors selected
- Life Science** - 0 of 10 majors selected

Cancel



# If you choose not to post a job...

- ▶ Can also search students
  - ▶ Can narrow search by:
    - ▶ School
    - ▶ School Year
    - ▶ Major
    - ▶ Graduation Date
    - ▶ GPA
- ▶ Graduates can be on Handshake up-to 2 years after graduation
- ▶ Please note, only students at MSU campus can be hired as “students” in the system, if supervisor wishes to hire a student from another University (ex. University of Michigan), the student can be hired as temporary/ on-call employee.
- ▶ Ability to directly message students to see if they'd be interested in working.

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## Students

Type to search...

Search

Saved Searches



Bulk Actions on All Results

## SCHOOL

- Michigan State University (29)
- The University of Michigan
- Western Michigan University
- Eastern Michigan University

[View All](#)

Find more...

## SCHOOL YEAR

- Senior
- Junior
- Alumni
- Sophomore
- Freshman (29)

[View All](#)

Find more...

## MAJOR CATEGORY

- Law
- Business Administration and Management
- Operations Management
- Sport Business and Marketing
- Animal Science (29)
- Agriculture (22)
- Biology (10)
- Anthropology/Zoology (7)

 Collin Charles Vonk

Michigan State University · Freshman · May 2017  
Livestock Industries (Cert) · Unknown Title, Unknown Title

 Emma Nicole Lockwood

Michigan State University · Freshman · May 2018  
Applied Horse Science (Cert) · Horse Stable Hand

 Cityra Brandy Howze

Michigan State University · Freshman · May 2019  
Animal Science (AG NAT RES) · No Previous Jobs

 Carrie Louise Fitzpatrick

Michigan State University · Freshman · May 2019  
Animal Science (AG NAT RES), Agricultural Industries (Cert) · INTERN, Herdsman , FARM LABORER, FILING CLERK

 Ashley Kay Elizabeth Bryde

Michigan State University · Freshman · May 2020  
Veterinary Technology (Cert) · No Previous Jobs

 Brenda Kay Doulin

Michigan State University · Freshman · May 2020  
Preveterinary · No Previous Jobs

 Jamie Marie Dempsey

Michigan State University · Freshman · May 2020  
Horse Management (Cert) · McDonalds Crew Member

 Madison Brianna Daniell Beavers

Michigan State University · Freshman · May 2020  
Preveterinary · Babysitter

 India Lafaye Carter

Michigan State University · Freshman · May 2020

# If Interested...

- ▶ Create an account and connect to MSU Extension Human Resources
  - ▶ You'll be added as a staff member and you'll be able to post positions
- ▶ It is our intent for you to have this account as a free way to recruit new temporary, on-call, and student employees.
- ▶ If you need assistance creating an account and/or posting a position, please let us know!

# Questions?

\*\*\*If you've used Handshake before, feedback is welcome!