



**CAREER CENTER**

# On-Campus Supervisor Student Employment Guide

Updated: July 2022

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# Student Employment Overview

## What is Student Employment?

## Why is Student Employment Important?

- To the Student
- To the Supervisor/Department
- To the University

## How is Student Employment Funded? – Types of Student Employment

- Federal Work Study (FWS)
- Budget
- Graduate Assistantships

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- Rights and Responsibilities

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- Evaluations
- Orientation
- Rights & Responsibilities

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# What is Student Employment?

“Generally, a student worker is a student, undergraduate or graduate, engaged in research, teaching, work-study, or another related or comparable position at an educational institution” ([U.S. Dept. of Labor](#))

At **La Salle University**, student employees need to be:

- Employed by the institution to work in a campus facility
- Employed on a part-time basis
- Enrolled at least half-time in an undergraduate program at the institution
- Receiving hourly wages
- Supervised by institution staff/faculty

[NASPA 2019](#)

# Why is Student Employment Important?

[To the Student....](#)

[To the  
Supervisor/Department...](#)

[To the University...](#)

Click the hyperlinks to jump to material.



# Why is Student Employment Important?

## To the Student....

- **Academic enrichment** - Provides students with educational learning experiences that enable them to develop intellectually, build career-readiness skills, and access adequate instructional support.
- **Social engagement & Network Expansion** - Ensures that students have access and opportunity to freely participate in diverse, educational, community-building activities outside of the classroom with peers, faculty, and staff.
- **Financial capability** - Supports students build the capacity to meet the financial demands of higher education.
- **Convenience** - Provides students shorter commutes for both residential and commuter students as class and work are both located on campus
- **Flexible work schedule** – Provides the student leverage to negotiate schedule around academic and other obligations
- **Career Readiness** – Provides students with various experiences to discuss in interviews and further develops career-ready competencies such as communication skills, time-management, critical thinking, problem-solving, that our employer partners are looking for in new hires!



# Why is Student Employment Important?

## To the Supervisor/Department...

- **Professional Development** - Provides faculty and staff an opportunity to gain managerial experience that leads to an increase in transferrable skills
- **Support with Initiatives** – Provides faculty and staff with an opportunity to focus on larger projects and/or tasks with students having a capacity to aid in administrative work and progressing to take on more as they develop professionally
- **Increases Student Participation** – Providing departments, especially opt-in services, with the peer-to-peer influence to better attract student access to services and allowing for word-of-mouth experiences that reduces stigmas of receiving services.

# Why is Student Employment Important?

## To the University...

- **Increases retention and persistence of students** – Provides our students a high impact practice that not only helps them cover their expenses but also increases the likelihood that students consider to be a contributing member of the La Salle community.
- **Increases academic performance** – Reinforces the use of campus resources, creates a network of campus partners which supports goal completion and an increased sense of accountability.
- **Increases employment rate of graduates** – Empowers students with tangible real-world experience that students can discuss during interviews with employer partners for internships, co-ops, and post graduate opportunities.
- **Produces career-ready alumni** – Provides student with the exposure to working professionals and various standard industry practices that are followed by our faculty and staff to operate the university
- **Increases university donations** – Creates a sense of community and engagement while on campus producing positive foundational memories that will follow our students for years to come creating happy future donors!

“An average of 70-80% of full-time or part-time students are employed either on- or off-campus” ([NASPA 2019](#))



# How is Student Employment Funded? – Types of Student Employment

[Federal Work-  
Study](#)

[Budget](#)

[Graduate  
Assistantships](#)

Click the hyperlinks to jump to material.

# Federal Work-Study

- **What is it?** Federal Work-Study (FWS) is a need-based employment program administered by the University. Students must submit a FAFSA and demonstrate financial need to qualify for federal work-study. Federal work-study is awarded based on the information provided on a student's FAFSA. Because federal work-study is a need-based award, not every student qualifies.
- **Additional Details:**
  - All recruiting conducted via **Handshake**
  - Every department is eligible to hire a Federal Work-Study (FWS) student worker
  - Your department's budget is **not** responsible for paying a Federal Work-Study student's pay.
  - More info:
    - [Student Employment Page – Career Center](#)
    - [Student Employment Page – Financial Aid](#)

# Budget

- **What is it?** A budget job allows a student to work on campus and be paid through a department's budget. Eligibility for a need-based Federal Work-Study is **not** required in order to apply for a budget position. The ability to have a budget position is dependent upon your department's individual budget. Most of the time, student worker salary funds are a part of the department's budget and can be found in BIRT.
- **Additional Details:**
  - All recruiting conducted via **Handshake**
  - Budget student workers (non-FWS student workers) should be hired **only** when the duties are absolutely required and another alternative is not available (including but not limited to hiring a FWS student or assigning the duties temporarily to a regular staff member within that department or any regular employee at the University)
  - Budget student worker approvals should include the rationale for why this is the only alternative and that rationale must be signed off on by the Division Head.
  - More info:
    - [Student Employment Page – Career Center](#)
    - [Student Employment Page – Financial Aid](#)

# Graduate Assistantships

- **What is it?** Graduate Assistantships offer students the opportunity to work on campus, learn more about different aspects of higher education, and to serve the La Salle community in a meaningful way. These positions are for enrolled La Salle graduate students, in good standing with the University, who are student employees doing work that is related to their course of study in exchange for compensation and a tuition benefit.
- **Additional Details:**
  - All recruiting conducted via **PeopleAdmin**
  - Budget approvals for Graduate Assistant positions should include the rationale for why this is the only alternative and that rationale must be signed off on by the Division Head.
  - Currently done outside of the Career Center and are exclusively affiliated with HR and Financial Aid.
  - More info:
    - [Graduate Admissions Page – Graduate Assistants](#)

# Expectations of On-Campus Supervisor (OCS)

**Conducting Evaluations** – Supervisors are to conduct semesterly evaluations with the uniform evaluation form provided by the Career Center

## **Rights & Responsibilities**

- On – Campus opportunities are at will – Students can be terminated based on performance and/or behavior
- All incidences must be addressed in at least 3 coaching sessions which **MUST** be documented to help minimize and mitigate any potential retaliation.
- Documentation also helps with completing university incident reports and/or student of concern form
- Supervisors have the capability to seek any assistance from the Career Center based on the severity of the incidence/s and formation of next steps
- Supervisors are expected to post jobs and follow equitable hiring practices following [NACE standards](#) to ensure fairness of hiring and access to opportunities in **Handshake**, that includes and specifically identifies a supervisor who will take responsibility for the hiring, supervision
- Creative and developmental projects and assignments that can be utilized in interviews and the workforce! We encourage all departments to think of ways they might utilize an FWS student to assist with appropriate administrative tasks and projects
- Abide by COVID-19 procedures and best practices set by Human Resources

# Expectations of Student-Workers

**Conducting Evaluations** – Students will be provided an opportunity on a semesterly basis to complete a survey about their supervisors, competency development and voice any other concerns that occurred over the semester. This evaluation is optional and is incentivized with by each entry entering them into a sweepstakes.

**Orientation** – The Career Center will be conducting semesterly orientations to assist with the onboarding and professional development of student workers.

## **Rights & Responsibilities**

- Students have the opportunity to reach out to the Career Center, Dean of Students and/or fill out incidence report/s to acquire support with any issue/s occurring during their on-campus jobs
- Students are able to quit jobs, but should provide notice
- Students are expected to perform the defined job duties as prompted in the job description and conduct themselves professionally while at their on-campus job
- Students are responsible to apply to on-campus jobs via Handshake using a Career Center approved resume and seek assistance with the Career Center for assistance with resume edits as prompted
- Student is responsible to connect with Financial Aid about their Federal Work Study status [Student Employment Page – Financial Aid](#)

## Planning

- **Department** determines position and payroll type dependent on department's individual budget (found on BIRT)
- **Department** develops job responsibilities and description
- **Career Center** assists department in creation of Handshake account and Handshake use

## Recruiting

- **Department** posts position on Handshake
- **Career Center** approves and promotes position
- **Department** views applicants in Handshake
- **Department** chooses candidates to interview and conducts interviews
- **Department** advises student/s to confirm Federal Work Study Status with Financial Aid Office.
- **Department** selects new student employee/s
- **Department** closes job posting on Handshake or notifies Career Center to assist

## Human Resources Clearance

- **Department** is to share documents from HR that will require immediate action with student and initiate Student Hiring Form
- **Student** will submit completed I-9 to HR for clearance
- **Department** designates new student employee supervisor (person who approves time sheets)
- **Human Resources** processes I-9 and activates student assignment
- **Department** can now approve time sheets bi-weekly

## Onboarding

- **Department** hosts specific department training for new student employees
- **Career Center** provides additional resources and training connected to student employment

# The Student Employment Process at La Salle University

# Using Handshake

[Types of Handshake Accounts](#)

[How to Toggle Between Multiple Handshake Accounts](#)

[How to Register as an Employer on Handshake](#)

[Handshake Account Approval](#)

[How to Log Into Your Handshake Account](#)

[How to Post a Job on Handshake](#)

[Reviewing Your Job Posting](#)

[Reviewing Applications](#)

[Hiring Selections & Next Steps](#)

Click the hyperlinks to jump to material.



# Types of Handshake Accounts

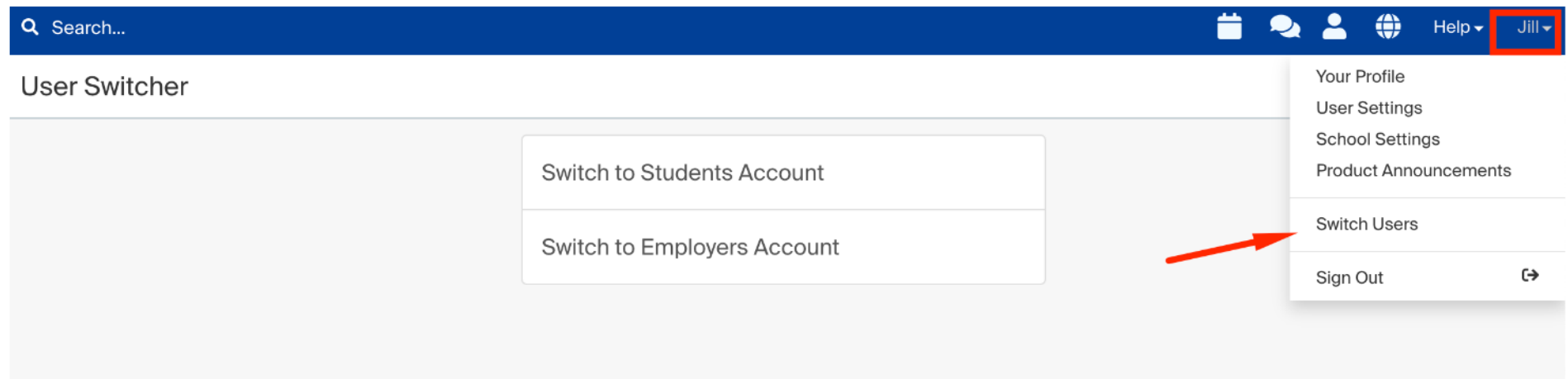
- 1. Student Account** – Created utilizing Banner student data with anyone who has enrolled in any academic program offered at La Salle University. If you would like to see the student view you are able to create a student account by contacting the Career Center via email at [careers@lasalle.edu](mailto:careers@lasalle.edu) .
- 2. Employer Account** – Created manually by registering and is the account ***required of On-Campus Supervisors***. This type of account offers you the ability to see student applicants (with CC approved resumes) and select, email and notify students you would like to hire or have hired. **\*Note:** You will NOT be able to view student applications/resumes if the student has not uploaded one or it was declined by someone in our office. See [Resources & Materials](#) for rubric
- 3. Administrator Account** – Provides a back end view of Handshake allowing for more customization of permissions to more students. This view is usually provided to faculty and select individuals based on their needs. If you would like to inquire about establishing an administrator account please contact the Career Center via email at [careers@lasalle.edu](mailto:careers@lasalle.edu).

**Note:** You are able to have multiple accounts and have the ability to toggle through them. The next slide contain the relevant instructions.

# How to Toggle Between Multiple Handshake Accounts

To follow these instructions you **MUST** already have another type of account established.

- 1. Locate your name in the upper-right corner of the Handshake screen, and click the dropdown arrow to the right of your name.
- 2. Click **Switch Users**.
- 3. All connected accounts will be listed—click on "Switch to X Account" to access that account type.



The screenshot displays the Handshake user interface. At the top, a dark blue navigation bar contains a search bar on the left and icons for calendar, chat, user profile, globe, and help on the right. The user's name, "Jill", is displayed in the top right corner with a dropdown arrow. Below the navigation bar, the "User Switcher" section is visible, featuring two buttons: "Switch to Students Account" and "Switch to Employers Account". To the right of the user switcher, a dropdown menu is open, listing options: "Your Profile", "User Settings", "School Settings", "Product Announcements", "Switch Users", and "Sign Out". A red arrow points to the "Switch Users" option in the dropdown menu. The "Jill" dropdown arrow in the top right corner is also highlighted with a red box.

# How to Register as an Employer on Handshake

# How to Register as an Employer on Handshake

- Email [careers@lasalle.edu](mailto:careers@lasalle.edu) if you need access to Handshake. Most departments will only need one administrator to have access to post jobs.
- Registration Link: [https://app.joinhandshake.com/employer\\_registrations/new](https://app.joinhandshake.com/employer_registrations/new)
- Clicking the registration link provided to you will bring you to this page.
- Fill in the required information to create your account.

## Sign up as an Employer

First Name  Last Name

Email Address (use your work email)

Password  Confirm Password

Phone Number

Job Title

## One Trusted, Integrated Network

Recruit top students from over 800 University partners



# How to Register as an Employer on Handshake

- Choose the “types” of students you wish to hire. If you usually hire for work study general jobs, feel free to select all or most of the fields. If you hire for very specific jobs, feel free to select more specific “types.”
- Enter information about your educational background – if you did not graduate from a post-secondary program, write in none.

Welcome to Handshake

Before continuing, we need a bit more info

Tell us the types of students you wish to recruit

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civics & Government
- Communications
- Computer Science, Information Systems & Technology
- Education

Add your Alma Mater

School Name

Graduation Year

Select School

2019

My school is not listed, let me type my own

[Add another Alma Mater](#)

[Next: Employer Guidelines](#)

Rich, Validated Data

Find the right fit across 8.5 million verified student profiles

550k business students

360k finance students

245k computer science students





435k consulting students

# How to Register as an Employer on Handshake

- Read and agree to the Handshake terms of service in order to make an account.
- Select “No” when asked if you are a third-party recruiter.

Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):

 <b>Be Accurate and Trustworthy:</b> Tell the truth about your company, your team and the jobs available.	 <b>Keep Your Commitments:</b> When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.
 <b>Be Fair:</b> Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.	 <b>Keep Student Info Confidential:</b> Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of another company?

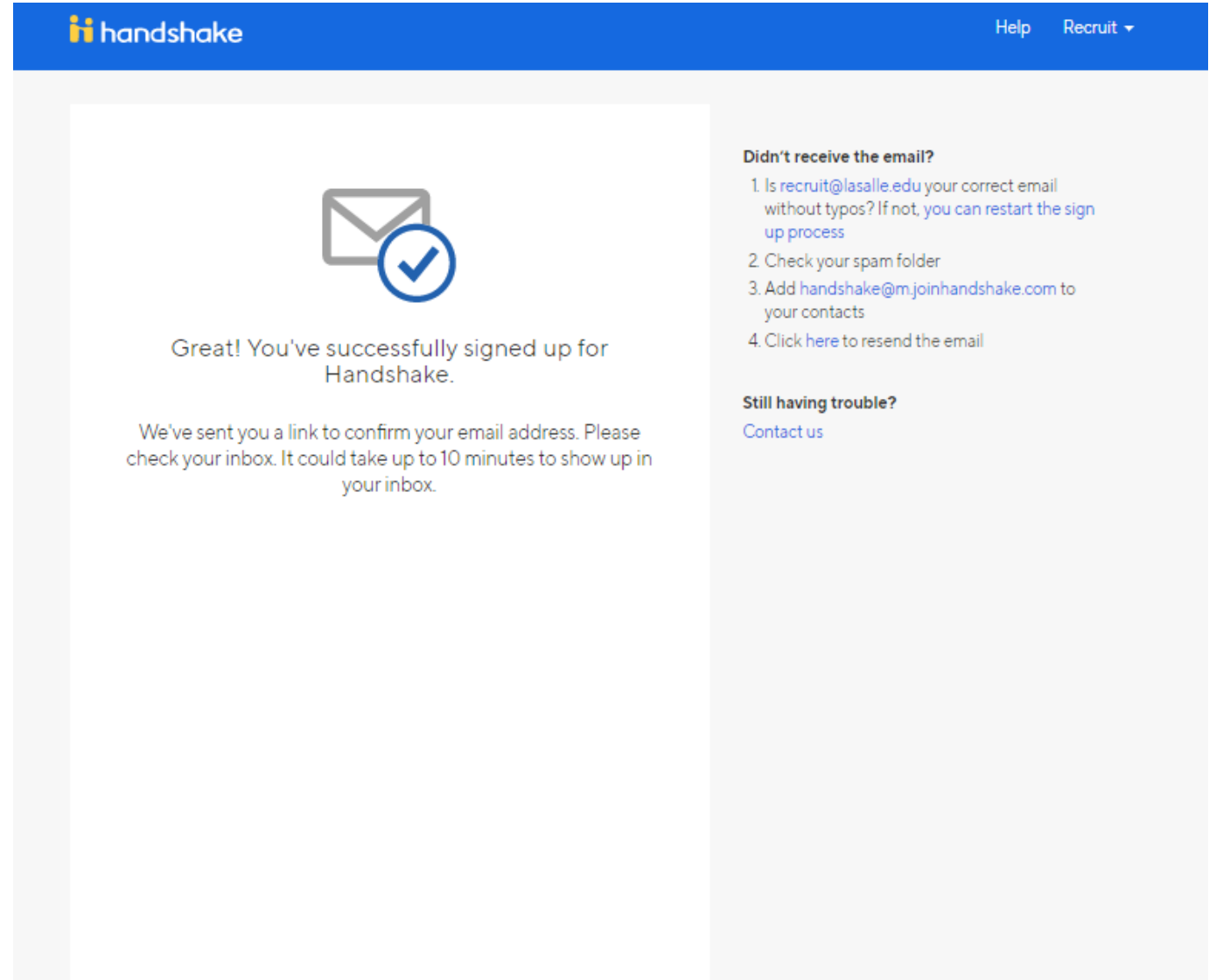
By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities. [Next: Confirm Email](#)

\*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

[Next: Employer Guidelines](#)

# How to Register as an Employer on Handshake


- Upon successfully inputting your information, you will come to this screen.
- Check your lasalle.edu email address find an email from Handshake to complete registration.



The screenshot shows the Handshake website interface. At the top, there is a blue navigation bar with the Handshake logo on the left and 'Help' and 'Recruit' with a dropdown arrow on the right. The main content area is white and features a central illustration of an envelope with a blue checkmark inside a circle. Below this illustration, the text reads: 'Great! You've successfully signed up for Handshake.' and 'We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.' To the right of the main content, there is a sidebar with two sections: 'Didn't receive the email?' with a list of four steps (1. Is recruit@lasalle.edu your correct email without typos? If not, you can restart the sign up process; 2. Check your spam folder; 3. Add handshake@m.joinhandshake.com to your contacts; 4. Click here to resend the email) and 'Still having trouble?' with a 'Contact us' link.

handshake

Help Recruit ▾



Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

**Didn't receive the email?**

1. Is [recruit@lasalle.edu](mailto:recruit@lasalle.edu) your correct email without typos? If not, you can restart the sign up process
2. Check your spam folder
3. Add [handshake@m.joinhandshake.com](mailto:handshake@m.joinhandshake.com) to your contacts
4. Click [here](#) to resend the email

**Still having trouble?**

[Contact us](#)

# How to Register as an Employer on Handshake

- Once you have received the email sent by Handshake, click on the link to confirm your email address (must be your la salle e-mail).

Subject: Email Confirmation

 handshake [Need Help?](#)

Confirm your email address on Handshake

Hi Recruit,

Welcome to Handshake! Please confirm your email address to get started:

[Confirm Email](#)

If this is a mistake, you can [cancel the registration](#) at any time.

HAVE QUESTIONS?

[Check out our help center](#) or sign up for one of our [upcoming webinars](#)


If you don't want to hear from us at all again you can [unsubscribe](#) from all Handshake notifications



# How to Register as an Employer on Handshake

- Once you have registered as a user, you will need to join La Salle as your company
  - Join a company:** Handshake will recognize your “@lasalle.edu” email address and suggest you request La Salle University automatically.
- Click “**Request**” next to La Salle.
  - Click “**Next: Connect to Schools**”

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




1 → Request

**La Salle University**

La Salle University is a Catholic university in the tradition of the Brothers of the Christian Schools. To a diverse community of learners, La Salle University offers a rigorous curriculum and co-curricular experiences designed to help students gain theoretical and practical knowledge, deepen their ethical sensibilities, and prepare for a lifetime of continuous learning, professional success, and...

Philadelphia, PA, USA | <http://lasalle.edu>



Request

**Galia and Johnson**

Galia & Johnson Executive Search is a privately held company in Lansdale, PA and is a Single Location business. Categorized under Executive Search Consultants. Our records show it was established in 2010 and incorporated in Pennsylvania. Current estimates show this company has an annual revenue of 193,887 and employs a staff of approximately 3.

22 Douglass Road, Lansdale, Pennsylvania 19446, United States | <https://www.facebook.com/pages/galia-and-johnson-executive-search/209857329815380>

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.

Not your company?

The email domain you used to sign up with (@lasalle.edu) has already been taken. Please [contact us](#) for additional help.

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.

# How to Register as an Employer on Handshake

- Search in the search box “La Salle University” to connect to our campus. Then click “**Next: Finish**”.

[Search](#)Showing 1 result • [Select all](#)

La Salle University

Philadelphia, Pennsylvania • 3,652 students • Top 50 Regio...



Done selecting schools to recruit at? Click “Finish” above to finish signing up.

 My Selected (0) [Clear](#)

Filter Schools by

Region ▾

- Midwest
- Northeast
- South
- West

Location ▾

Rank ▾

# Handshake Account Approval

# Handshake Account Approval

- Once you have successfully set up your account. You will be led to this screen for pending approval.
- **Once you have completed these steps, please email [careers@lasalle.edu](mailto:careers@lasalle.edu) or Victoria Jones at [jonesv4@lasalle.edu](mailto:jonesv4@lasalle.edu) to notify the office that you need to be accepted in the Handshake system as an employer.**

Thank You for Signing up for Handshake!

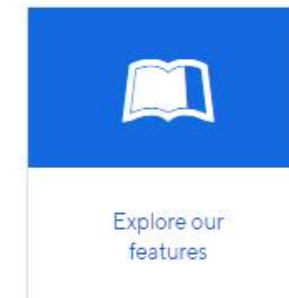
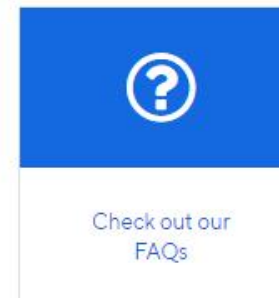
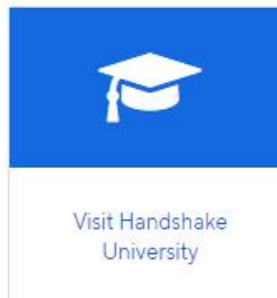
Your Current Status:  
Pending approval at La Salle University  
Pending connections with 0 schools



Your approval request has been sent to the Account Administrator(s) at La Salle University: J. Wessell and S. Vinci. **As soon as you're approved, we will notify you via email.**

While You Wait

Get started by learning more about Handshake



# Handshake Account Approval

- Upon approval, log into your account at this link: <https://lasalle.joinhandshake.com/login>
- **Please note:** You cannot access the system through the portal as an employer unless you are currently registered in an academic program at La Salle. [See Additional Help](#)
- You will see this message asking whether you'd like to set up automatic replies to your applicants.
- We recommend you initially opt out of sending status messages. In the future you can explore this feature through your user settings.

The screenshot shows the Handshake user interface. At the top, there is a search bar and navigation links for 'Favorite Schools' and 'Help'. A modal dialog is open in the center, titled 'Automatically update students about their status'. The dialog explains that Handshake will send customizable messages to keep students updated about their application status at three key moments:

- Upon receiving an application to a job you posted:** Send a personalized greeting to the students.
- Upon reviewing a profile or documents:** Let students know their application is being reviewed.
- Upon choosing Declined:** Send a sincere follow-up to students about their application.

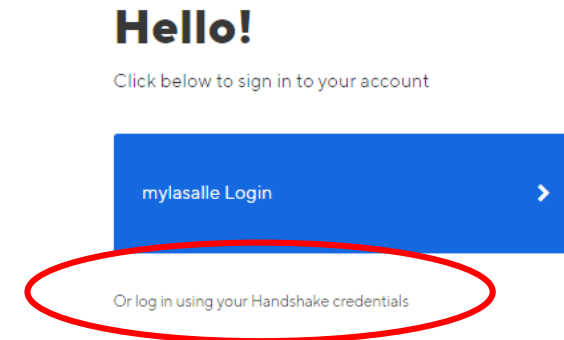
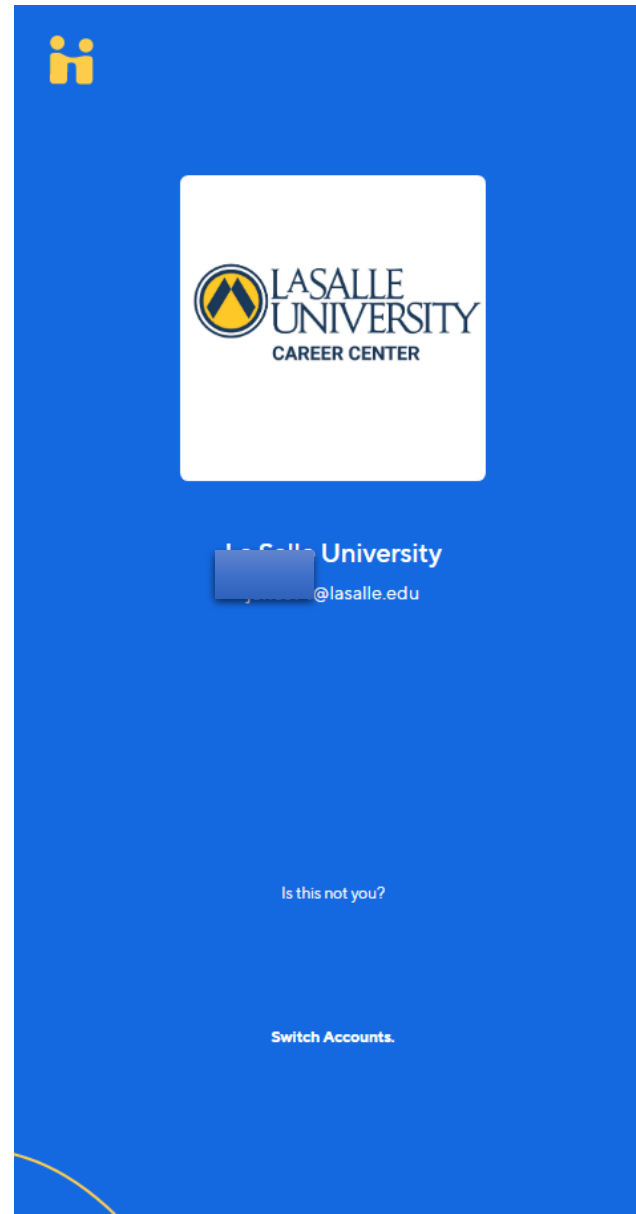
The dialog also notes that the status message can be customized or turned off at any time in the Status Messaging Preferences. At the bottom of the dialog, there are two buttons: 'Never Send Status Messages' (disabled) and 'Edit & Activate Status Messages' (active).

In the background, the user's profile is visible, showing a list of job applications. Two applications are listed: 'Graduate Assistant' (Approved May 15 at 1:05pm) and 'Area Coordinator - Graduate Assistant' (Approved May 15 at 12:07pm). Below the job list, there is a section for 'Upcoming Career Fairs' with several events listed, including 'Temple University Career Guide', '2019 Consulting & Strategy Conference', '2019 Fall Mock Case and Behavioral Interviews', '2019 Fall Resume Marathon - All Industries, Non-Technical', and '2019 Fall Engineering Resume Marathon'.

# How to Log into Your Handshake

# How to Log into Your Handshake

- After setting up your account, log in to Handshake through using this link:  
<https://lasalle.joinhandshake.com/login>
- **Do not go through the my.lasalle.edu portal.** It will block you from accessing Handshake as an **EMPLOYER unless** you are currently enrolled in an academic program offered at La Salle University
- Once you are on this page click **“Or log in using your Handshake Credentials”**



# How to post a Job on Handshake



# How to Post a Job on Handshake

- Once you have been approved and have access to your account, this is what your home page will look like.
- To post a job you can click in either of these options:
  1. **“Jobs”** in the left tab or
  2. **“+Post a Job”**

The screenshot displays the Handshake user interface. At the top, there is a search bar and navigation links for 'Favorite Schools', 'Help', and 'Recruit La Salle'. The left sidebar contains a menu with options: Home, My Profile, Company Profile, Postings, **Jobs** (highlighted with a red arrow), Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area features three prominent blue buttons: '+ Post a Job' (with a red arrow pointing to it), '+ Request an Interview', and '+ Create an Event'. Below these buttons are three panels: 'Jobs' (listing five approved work study and graduate assistant positions), 'Interview Schedule Postings' (with a message: 'You have not requested any on campus interviews yet.'), and 'Upcoming Events' (with a message: 'You have not RSVP'd to any upcoming events.'). At the bottom, there is a section for 'Upcoming Career Fairs' listing events like 'Temple University Career Guide', '2019 Consulting & Strategy Conference', '2019 Fall Mock Case and Behavioral Interviews', '2019 Fall Resume Marathon - All Industries, Non-Technical', and '2019 Fall Engineering Resume Marathon'.

# How to Post a Job on Handshake

1. If you clicked **“Jobs”** on the left side, below, is what your screen will look like:

2. If you clicked on **“Post a Job”** this is what your screen will look like. It will direct you to fill out the job application form as shown below:

The image shows two screenshots of the Handshake website interface. The left screenshot displays the 'Jobs' page for La Salle University, featuring a table of job listings with columns for ID, Job, Applicants, School, Expires, Status, and Campus Interview. A red arrow points to the 'Create Job' button in the top right corner. The right screenshot shows the 'New Job' form, which includes sections for application submission location, job title, company division, contact information display, job type, and employment type.

ID	Job	Applicants	School	Expires	Status	Campus Interview
2190460	MBA Mock Interview Room 2	5	La Salle University	11/20/2018	Pending	Yes
2833305	GRADUATE ASSISTANTSHIP - SOCIAL WORK DEPARTMENT	4	La Salle University	7/31/2019	Approved	No
1849455	Residence Life and Community Development - Graduate Assistant	7	La Salle University	8/17/2019	Approved	No
2732106	Assistant Area Coordinator	0	La Salle University	8/17/2019	Approved	No
2823768	Office Receptionist - Work Study	9	La Salle University	9/15/2019	Approved	No
2785409	Communication - Fed. Work-Study Student	0	La Salle University	9/30/2019	Approved	No
2853599	Work Study	8	La Salle University	9/30/2019	Approved	No
2681437	Student Worker 2019-20 - Multicultural & International Center	0	La Salle University	10/4/2019	Approved	No
2785329	Explorer Connection - Fed. Student Worker	0	La Salle University	11/29/2019	Approved	No
2823823	STUDENT ACCOUNTS RECEIVABLE - Work Study	5	La Salle University	12/31/2019	Approved	No

**New Job Form Fields:**

- Where should students submit their application?
  - Apply in Handshake
  - Apply through external system
- Job title:
- Company Division (Optional):
- Display your contact information to students?
  - Name only
  - Don't show my info
- Job Type
  - Internship
  - Cooperative Education
  - Experiential Learning
  - On Campus Student Employment
  - Fellowship
  - Graduate School
  - Job
  - Volunteer
- Employment Type
  - Full-Time
  - Part-Time

# How to Post a Job on Handshake

- When filling out the job criteria, please be sure to make sure everything on the “Basics” page and items marked with an \* filled out accordingly.
- Job Title Format should be as follows:
  - **Office/Department**
  - **Role**
  - **Employment Type:** Work Study, Budget, Volunteer, etc.
  - Semester & Year
  - Example: Career Center Employer Relations Assistant - Work Study/Budget

The screenshot shows the Handshake job posting interface. The left sidebar contains navigation options: Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area is the 'Basics' tab of the job posting form. Red arrows point to the 'Where should students submit their application?' section, the 'Job title' input field, and the 'Company Division (Optional)' dropdown menu. Red circles highlight the 'On Campus Student Employment' option under 'Job Type', the 'Part-Time' option under 'Employment Type', and the 'Temporary / Seasonal' option under 'Duration'. The 'Duration' section also has a radio button selected for 'Permanent'. At the bottom, there are navigation buttons: Cancel, a back arrow, 'Basics' (selected), 'Details', 'Preferences', 'Schools', 'Preview', 'Next >', and 'Save'.

Handshake Search...

Home  
My Profile  
Company Profile  
Postings  
Jobs  
Relationships  
Search Students  
Schools  
Contacts  
Campus  
Events  
Interviews  
Fairs

Where should students submit their application?  
 Apply in Handshake  
 Apply through external system

Job title  
Enter Job Title

Company Division (Optional)  
Select a division

Display your contact information to students?  
 Name only  
 Don't show my info

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

Employment Type  
 Full-Time  
 Part-Time

Duration  
 Permanent  
 Temporary / Seasonal

Is this a Work Study job?  
Work study jobs are for eligible students only.

Cancel < Basics Details Preferences Schools Preview Next > Save

# How to Post a Job on Handshake

...Continue the form by filling out the following information on the “Details” page...

Please disregard clicking any check boxes under the “Required Documents”

handshake Search...

Home  
My Profile  
Company Profile  
Postings  
Jobs  
Relationships  
Search Students  
Schools  
Contacts  
Campus  
Events  
Interviews  
Fairs

Heading 1 B I U A [Image] [Image] [Image] [Image] [Image] [Image] [Image]

Enter job description based on the Career Center's suggestions/best practices here

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

Job function  
Choose a job function...

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

How many students do you expect to hire for this position?  
[Input field]

This number can be approximate and will not be displayed to students.

Approximate salary  
 Paid  Unpaid  
\$ [Input field] Per hour [Dropdown]

Enter a number, not a range. Specifying a salary value is optional.

Job location  
Search [Input field] 1900 W. Olney Ave....  
[+ add another location](#)  
 Allow remote workers

Required documents (Optional)  
 Resume  
 Cover Letter  
 Transcript  
 Other Document (e.g. work sample, course schedule, or other misc documents)

Cancel < Basics Details Preferences Schools Preview Next > Save

# How to Post a Job on Handshake

- ....Next, is the “Preferences” page.
- You will be prompted to select school year information.
- Feel free to **skip over** “Earliest Grad Date”, “Minimum GPA” and “Major categories” if it **does not apply** to your needs, as is it not required....

Handshake logo and search bar at the top.

Navigation menu on the left: Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, Fairs.

Information banner: Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

Graduation date range (Optional):  
Earliest grad date: month, year  
Latest grad date: month, year  
Hiring alumni? You can leave earliest graduation date blank.

School years (Optional):  
 Freshman  
 Sophomore  
 Junior  
 Senior  
 Masters  
 Doctorate  
 Alumni  
 Postdoctoral Studies  
 Masters of Business Administration

Minimum GPA (Optional): [text input field]

Major categories (Optional):  
 Agriculture, Food & Horticulture - 0 of 9 majors selected  
 Arts & Design - 0 of 17 majors selected  
 Business, Entrepreneurship & Human Resources - 0 of 24 majors selected  
 Civics & Government - 0 of 9 majors selected  
 Communications - 0 of 7 majors selected  
 Computer Science, Information Systems & Technology - 0 of 10 majors selected  
 Education - 0 of 10 majors selected

Bottom navigation: Cancel, < Basics Details Preferences Schools Preview Next >, Save

# How to Post a Job on Handshake

- ...Lastly, the “Schools” page.
- If you have not added La Salle to your favorite schools this is what your school page will look like. It is not required that you select La Salle as one of your favorited schools to post a job.
- In the search bar begin typing “La Salle University” and select.

The screenshot shows the 'New Job' page on Handshake. The left sidebar contains navigation options: Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area is titled 'New Job' and has a 'Jobs' tab and a 'New Job' button. Below this is a 'Job postings' section with a search bar containing 'Searching...', 'Add All Schools', 'Add Favorite Schools', and 'Find More' buttons. To the right are 'Global apply start date' and 'Global expiration date' fields, both circled in red with a red 'X' over them. Below this is a table with columns: Schools, Interview on campus?, Apply start date, and Expiration date. The 'Schools' column shows 'La Salle University' with a red arrow pointing to it. The 'Apply start date' column shows '2019-07-23 02:00 pm'. The 'Expiration date' column shows 'yyyy-mm-dd' and is highlighted with a red box. At the bottom, there is a navigation bar with 'Cancel', '<', 'Basics', 'Details', 'Preferences', 'Schools', 'Preview', 'Next >', and 'Save' buttons.

# How to Post a Job on Handshake

- Do not click the **interview on campus box** - this would put in a request with the Career Center for them to manage your interview schedule.
- Instead, you will be in touch directly with your applicants to schedule interviews.

The screenshot displays the Handshake 'New Job' posting interface. The top navigation bar includes the Handshake logo, a search bar, and links for 'Favorite Schools', 'Help', and 'Recruit La Salle'. The left sidebar contains navigation options: Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area is titled 'New Job' and features a 'Job postings' section with a search bar containing 'Searching...', 'Add All Schools', 'Add Favorite Schools', and 'Find More' buttons. Below this are 'Global apply start date' and 'Global expiration date' fields. The 'Schools' section contains a table with columns for 'Schools', 'Interview on campus?', 'Apply start date', and 'Expiration date'. The first row lists 'La Salle University' with a red circle and slash over the 'Interview on campus?' checkbox. The 'Apply start date' is set to '2019-07-23 02:00 pm' and the 'Expiration date' is a placeholder 'yyyy-mm-dd'. The bottom navigation bar includes 'Cancel', a back arrow, 'Basics', 'Details', 'Preferences', 'Schools', 'Preview', 'Next', and 'Save' buttons.

# How to Post a Job on Handshake

- Please choose when you would like your posting to be made visible to students, and when you would like it to expire (to be removed from active listings and to stop collecting applications).
- Click save in the bottom right corner to finish your posting.
- It will then be sent to us to approve.
- After it is approved, it will be posted at the date and time you selected, and students will be able to view it and apply.

handshake Search...

Home  
My Profile  
Company Profile  
Postings  
Jobs  
Relationships  
Search Students  
Schools  
Contacts  
Campus  
Events  
Interviews  
Fairs

New Job


Jobs New Job

Job postings

Global apply start date ⓘ Set global start

Global expiration date ⓘ Set global expiration

Searching... Add All Schools Add Favorite Schools Find More

Schools	Interview on campus?	Apply start date	Expiration date
 La Salle University	<input type="checkbox"/>	2019-07-23 02:00 pm	yyyy-mm-dd

Cancel < Basics Details Preferences Schools Preview Next > Save



# How to Post a Job on Handshake

- Once you have completed filling out the “Schools” page info, you will then be prompted to preview what your job posting will look like in the student view.
- When you have completed your review of the posting. Click on the “Save” button
- **Now, your job posting has been successfully shared with the campus!**

The screenshot shows the 'New Job' page on the Handshake platform. The top navigation bar includes the Handshake logo, a search bar, and links for 'Favorite Schools', 'Help', and 'Recruit La Salle'. A left sidebar lists navigation options: Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area is titled 'New Job' and features a preview of the job posting. At the top of the preview is a blue information bar: 'Preview how your job content will look to students before you post it.' Below this is the La Salle Explorers logo. The job title is 'Test' at La Salle University, located in Philadelphia, Pennsylvania, United States of America. The job is categorized as 'Higher Education' and is a 'Seasonal Part-Time On Campus Student Employment' position. It is a 'Paid' position with 'No on-campus interviews'. The application deadline is 'Applications close on July 31st, 2019 at 12:00 am'. At the bottom of the preview, there is a 'Job Description' section with the text 'Job' and a 'Share Job' section with social media icons for Facebook, Twitter, LinkedIn, and Email. At the very bottom of the interface, there is a navigation bar with buttons for 'Cancel', '<', 'Basics', 'Details', 'Preferences', 'Schools', 'Preview', 'Next >', and 'Save'. A red arrow points from the '41' page indicator to the 'Save' button, which is circled in red.

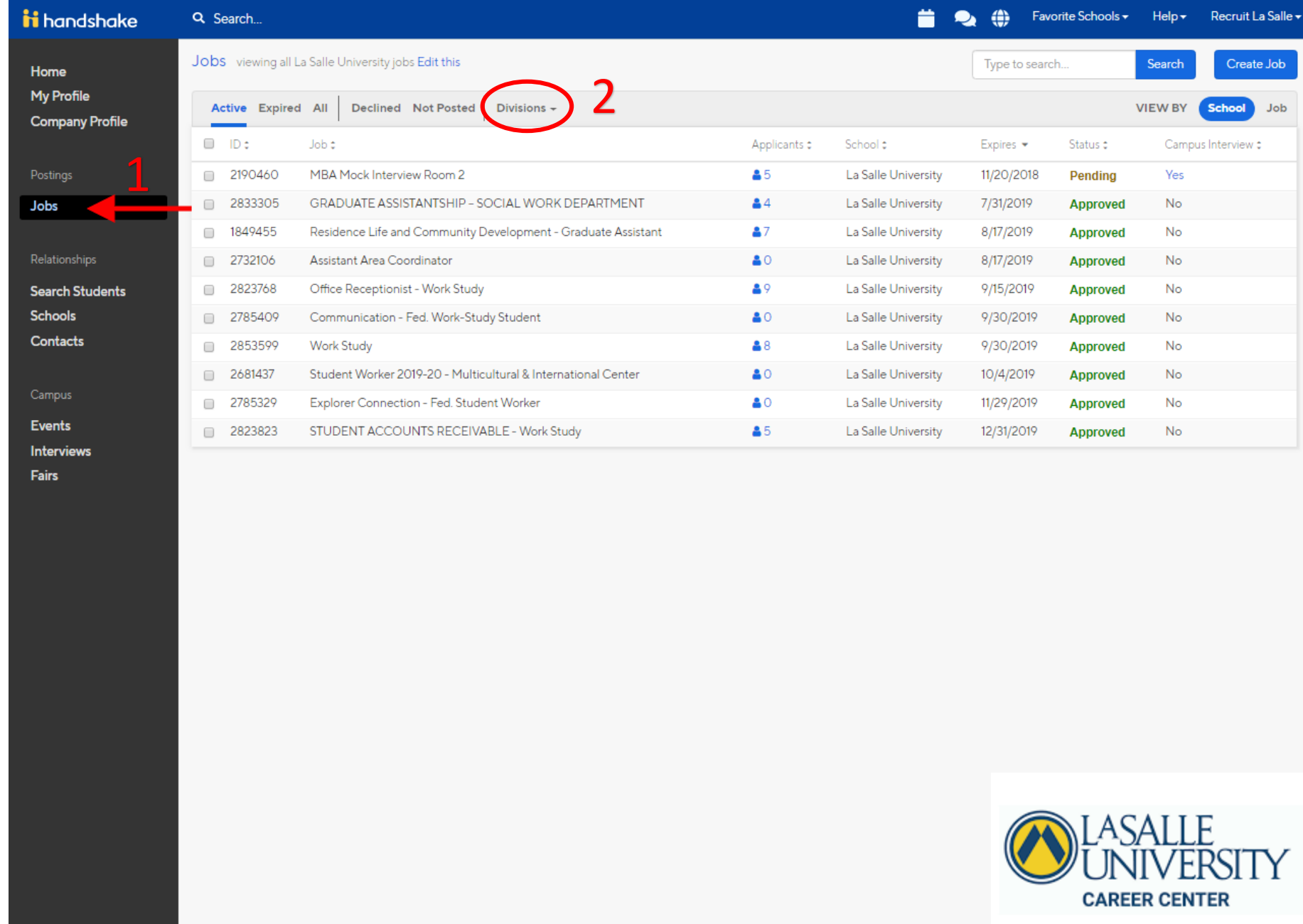
# Reviewing Your Job Posting

# Reviewing Your Job Posting

In order to find your job, you will need to:

1. Choose **“Jobs”** on the left-hand side of the page,
2. Then choose **“On Campus Student Employment”** from the **Divisions** filter.
3. Continue filtering by **Active, Expired, or All jobs** to refine your search.
4. Please do not click jobs that were posted by other departments as this will interfere with their hiring process.

To view your division’s post, use the **“Divisions”** Drop down to filter.



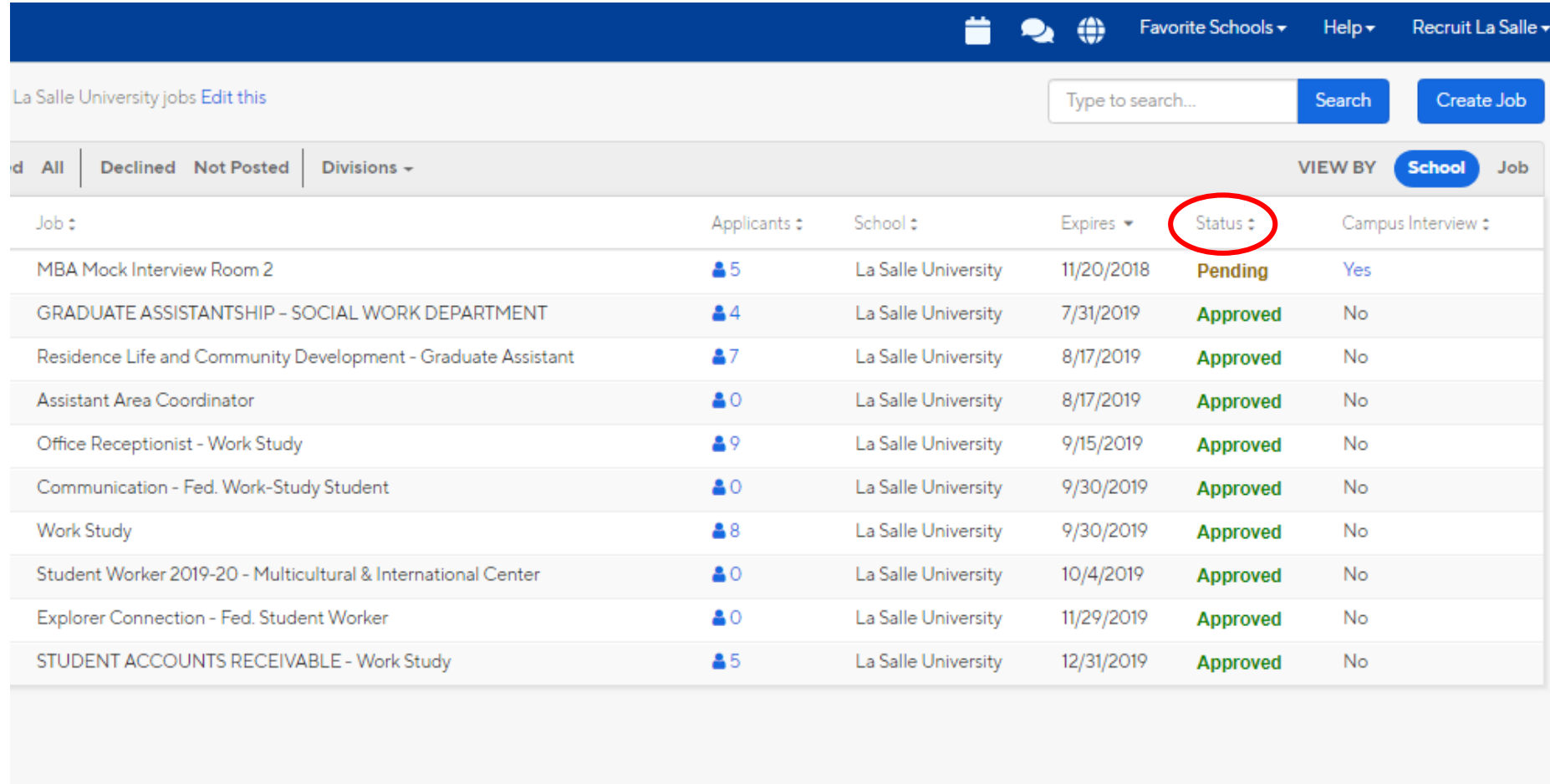
The screenshot shows the Handshake website interface. The top navigation bar includes the Handshake logo, a search bar, and links for Favorite Schools, Help, and Recruit La Salle. The left sidebar contains navigation options: Home, My Profile, Company Profile, Postings, **Jobs** (highlighted with a red arrow and the number 1), Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area is titled 'Jobs' and shows a list of job postings for La Salle University. The filter tabs at the top of the list are Active, Expired, All, Declined, Not Posted, and Divisions (circled in red with the number 2). The table below lists job postings with columns for ID, Job, Applicants, School, Expires, Status, and Campus Interview.

ID	Job	Applicants	School	Expires	Status	Campus Interview
2190460	MBA Mock Interview Room 2	5	La Salle University	11/20/2018	Pending	Yes
2833305	GRADUATE ASSISTANTSHIP – SOCIAL WORK DEPARTMENT	4	La Salle University	7/31/2019	Approved	No
1849455	Residence Life and Community Development - Graduate Assistant	7	La Salle University	8/17/2019	Approved	No
2732106	Assistant Area Coordinator	0	La Salle University	8/17/2019	Approved	No
2823768	Office Receptionist - Work Study	9	La Salle University	9/15/2019	Approved	No
2785409	Communication - Fed. Work-Study Student	0	La Salle University	9/30/2019	Approved	No
2853599	Work Study	8	La Salle University	9/30/2019	Approved	No
2681437	Student Worker 2019-20 - Multicultural & International Center	0	La Salle University	10/4/2019	Approved	No
2785329	Explorer Connection - Fed. Student Worker	0	La Salle University	11/29/2019	Approved	No
2823823	STUDENT ACCOUNTS RECEIVABLE - Work Study	5	La Salle University	12/31/2019	Approved	No



# Reviewing Your Job Post

On this page you will also be able to see your job postings' status as **“pending”** **“approved”** or **“rejected”**



La Salle University jobs [Edit this](#)

Type to search... [Search](#) [Create Job](#)

VIEW BY [School](#) [Job](#)

Job	Applicants	School	Expires	Status	Campus Interview
MBA Mock Interview Room 2	5	La Salle University	11/20/2018	Pending	Yes
GRADUATE ASSISTANTSHIP - SOCIAL WORK DEPARTMENT	4	La Salle University	7/31/2019	Approved	No
Residence Life and Community Development - Graduate Assistant	7	La Salle University	8/17/2019	Approved	No
Assistant Area Coordinator	0	La Salle University	8/17/2019	Approved	No
Office Receptionist - Work Study	9	La Salle University	9/15/2019	Approved	No
Communication - Fed. Work-Study Student	0	La Salle University	9/30/2019	Approved	No
Work Study	8	La Salle University	9/30/2019	Approved	No
Student Worker 2019-20 - Multicultural & International Center	0	La Salle University	10/4/2019	Approved	No
Explorer Connection - Fed. Student Worker	0	La Salle University	11/29/2019	Approved	No
STUDENT ACCOUNTS RECEIVABLE - Work Study	5	La Salle University	12/31/2019	Approved	No

# Reviewing Applications

# Reviewing Applications

## To Access Applicants Through a Job Posting:

- Click **Jobs** in the left hand navigation bar
- Locate the job you'd like to view applicants for. **Click** on the **Expired** tab at the top of the page if you're trying to locate a job that has since expired.
- **Click the number and person icon** under the *Applicants* column, connected to the job you wish to view the applicants for

From here, you will be brought directly over to the Applicants page for this specific Job Posting.

handshake Search...

Jobs only viewing jobs created by you [Edit this](#)

Type to search... Search Create Job

Active Expired All Declined Not Posted Divisions VIEW BY School Job

ID	Job	Applicants	Schools	Created	Type	Status
1518	Spring Internship	4	30	4/26/2018	Internship	28 2

Can't find a job you're looking for? Make sure you've [added a school](#) it's posted to.

handshake Search...

#1518 Spring Internship Job Details Edit Applicants

Showing All Applicants at Your Schools EDIT

Export CSV Export Documents

Exclude Students That Do Not Match

School Year or Graduation Date  Minimum GPA

Major  Work Authorization Status

First	Last	School	Preferences	Status	Date
Arwen	Undómiel	Rivendell University		Pending	09/17/18
Student	Accidental Saints Academy	Accidental Saints Academy		Pending	08/16/18
Zoë	Fluger	Rivendell University		Pending	08/16/18
Aubree	Chapman	Rivendell University		Pending	06/06/18

# Reviewing Applications

- To review the applicants documents and information click on their name, then on "Documents".

Handshake #3052444 Office Assistant

Showing All Applicants at Your Schools

Exclude Students That Do Not Match

- School Year or Graduation Date
- Minimum GPA
- Major
- Work Authorization Status

First	Last	School	Preferences	Status	Date
Kyleigh		La Salle University		Pending	10/29/19
Lymarys		La Salle University		Pending	10/29/19

Handshake Kyleigh

NAME: Kyleigh

EMAIL ADDRESS: [Redacted]

SCHOOL YEAR: Sophomore

MAJORS: Undecided Liberal Arts

Applied To	Status	Application Date	Created By	Preferences
Office Assistant	Reviewed	October 29th 2019	Kyleigh Vitacolonna	2/5

Profile Documents (1) Notes (0)

**La Salle University** Primary Education  
Bachelors  
Majors: Undecided Liberal Arts

**St Huberts Catholic High School for Girls**  
High School

**Work Experience**

**Karley's linens**  
Assistant  
August 2017 to July 2018  
Philadelphia, Pennsylvania, United States of America  
Created decorative chair accessories for events. Set up tables for the events. Folded linens for events such as weddings and parties.

**Karley's Linens**  
Assistant  
August 2017 to July 2018  
● Created decorative chair accessories for events.  
● Set up tables for the events.  
● Folded linens for events such as weddings and parties.

**Bucks County Ice sports center**  
Customer Service  
September 2015 to March 2017  
Philadelphia, Pennsylvania, United States of America  
Answered customers' questions, and provided information on procedures or policies. Cooked customers food using the oven and fryer. Counted money in cash drawers at the beginning of shifts to ensure that amounts were correct and that there was adequate change.

**Bucks County Ice Sports Center. City State**

# Hiring Selection & Next Steps



# Hiring Selection & Next Steps

You completed your interviews; you have selected your student worker. The next steps include:

1. [Communicating with Students who did not receive an offer](#)
2. [Select Student/s who were Hired](#)
3. [Expire your Job Posting](#)

# Hiring Selections & Next Steps

## Step 1: Communicating with Students who did not Receive an Offer

### How to Mass Email:

- Click Check marks after the names of students who were not selected
- Once of the students who were not selected were chosen click **“Mark Applications as declined”** located above the columns under the **“more”** drop down.
- A message text box will pop up. Please review the next slide for the standard messaging to be sent to students.

#2823823 STUDENT ACCOUNTS RECEIVABLE - Work Study

Home Profile La Salle University

STUDENTS Manage (7) Experiences (5) Applications First Destination Reviews

COMMUNICATE Emails Resources

SCHEDULE Events (1)

Filters CLEAR

Keyword

Categories

Pending Documents Only

Withdrawn Only

Status

Pending (59) View all

Label

resume approved (21)

resume not approved (16)

Showing All Applicants EDIT

Exclude Students That Do Not Match

School Year or Graduation Date  Minimum GPA

Major  Work Authorization Status

4 of 59 students selected Select all Download Applicant Packages Send Email to Applicants More

Jorge

Michael

Derek

Alison

Muawi

La Salle University

La Salle University

La Salle University

La Salle University

La Salle University

La Salle University

Export CSV

Export Documents

Add Label

Remove Label

Download Applicant Packages: 2

Mark Applications as Hired

Mark Applications As Declined

#2823823 STUDENT ACCOUNTS RECEIVABLE - Work Study

Home Profile La Salle University

STUDENTS Manage (7) Experiences (5) Applications First Destination Reviews

COMMUNICATE Emails Resources

SCHEDULE Events (1) Fairs (1) Appointments (2)

POSTINGS Jobs (4) Interviews

Filters CLEAR

Keyword

Categories

Pending Documents Only

Withdrawn Only

Status

Pending (59) View all

Label

resume approved (21)

resume not approved (16)

fr resume approved (14) View all

Not Labels

Confirm Decline Email

Please review this email

Editing this message will not affect your Decline message template. You can edit the Decline template or change your status message preferences in User Settings

Subject

Message

Normal text Black Bold Italic Underline

Insert Variable

Cancel Decline with no email Send Decline

Job Details Edit Applicants

Export CSV

Export Documents

Send Email to Applicants More

Pending 11/05/19

Pending 11/03/19

Pending 11/01/19

Pending 10/31/19

Pending Documents 10/31/19

Pending 10/30/19

Pending 10/29/19

Pending Documents 10/23/19

# Hiring Selection & Next Steps

## Step 1: Communicating with Students who did not Receive an Offer

### Messaging for Text Box or Outlook Email:

Subject: Thank you for Applying to the *insert Department Office*

Body:

Hello,

Thank you for applying for the *Title of your Job Posting* position at the *Department Office* at La Salle University. We appreciate your considering our office for your on-campus employment experience. Unfortunately, we have selected another student/s for this position. We encourage you to re-apply next semester if you are still interested in an experience in our office.

To ensure that you have on-campus employment, please contact the Career Center at La Salle University via email at [careers@lasalle.edu](mailto:careers@lasalle.edu).

Regards,

# Hiring Selection & Next Steps

Step 2: Select Student/s who were Hired

## How to Change Applicant Status Individually:

Open dropdown menu under *Status* on desired applicant and select either **Hired** or **Reviewed**.

An applicant's status **will automatically change to Reviewed** once you download the documents, they used to apply to the job posting.

*Keep in mind:* Unless you have set up applicant messaging, changing an applicant's status from pending to declined or hired will *not* send any notification to the applicant. However, the applicant will be able to check their status on their Handshake account and see that their status has changed.

Handshake

Home Profile Handshake

POSTINGS Jobs

RELATIONSHIPS Students Schools Contacts

CAMPUS Events Interviews Fairs

OTHER Surveys

#5 Software QA Engineer Intern

Job Details Edit Applicants

How would you rate our new applicant management page?

Showing All Applicants at Your Schools

Export CSV Export Documents

Exclude Students That Do Not Match

School Year or Graduation Date  Minimum GPA  Major  Work Authorization Status

First	Last	School	Preferences	Status	Date
<input type="checkbox"/>	Kelly	Allen	Boston College	Pending	04/17/18
<input type="checkbox"/>	Danny	Oliver	Jade University	Reviewed	11/25/17
<input type="checkbox"/>	DShull	Amaranta University	Amaranta University	Declined	08/22/17
<input type="checkbox"/>	Mallory	Wheaton	Midwest University	Hired	08/14/17
<input type="checkbox"/>	Constance	Lawson	Andover College	Declined	08/05/17
<input type="checkbox"/>	Martin	Lowe	Brit University	Reviewed	07/29/17

Can't find an applicant you're looking for? Make sure you've added the school they belong to.

First	Last	School	Preferences	Status	Date
<input type="checkbox"/>	Joe	Wyzgoski	Andover College	Declined	09/25/17
<input type="checkbox"/>	Zoë	Fluger	Rivendell University	Hired	10/11/17

Can't find an applicant you're looking for? Make sure you've added the school they belong to.

# Hiring Selections & Next Steps

## Step 3: Expire Your Job Posting

*Rather than deleting job postings, we strongly encourage employers to expire the job postings instead. Expiring a job posting will retain all helpful and important data, while still removing it from your immediate view.*

- **Click Jobs** from the left-hand menu, and then **click** directly on the name of the job title of the job you wish to expire.
- This will take you to that job's overview page. From here, **click** on **Expire Job** towards the tops of this page.
- You will then receive a warning message confirming that you wish to expire the posting, which will completely expire it across all schools. **Click** on **Confirm** to proceed with expiring your job posting.
- All the postings for this job will now show as Expired. **Please note:** it can take a few minutes for this update to fully reflect.

The image shows two screenshots of the Handshake interface. The top screenshot displays the 'Jobs' overview page. A red box highlights the 'Jobs' link in the left-hand navigation menu. A red arrow points to the 'Cupcake Decorator' job listing in the main table. The table has columns for ID, Job, Applicants, Schools, Created, Type, and Status. The 'Cupcake Decorator' job has ID 1520, 0 applicants, 5 schools, and was created on 4/27/2018.

The bottom screenshot shows the job details page for '#1520 Cupcake Decorator'. A red box highlights the 'Expire Job' button in the top navigation area. Below this, there is a table of schools and their application status:

School	Applicant Count	Last Update	Status	Comment Count
School of Life		Expired 9 months ago	Expired	None
Johns Hopkins University		Requested a year ago	Pending	None
Britain University		Requested a year ago	Pending	None
Jade University		Requested a year ago	Pending	None
Amaranta University		Requested a year ago	Pending	None

Below the table, there is a section for 'About this Job' with questions like 'Do you like cupcakes?' and 'Do you have a creative side?'. On the right side of the job details page, there are sections for 'Posted to 5 Schools', '4 pending postings', and '1 expired posting'. There is also a 'Labels' section with a 'Create New Label' button and a 'View & Add Notes' button.

# Human Resource's Requirements

Required Documents

Approving Time Sheets – (External Link)

Click the hyperlinks to jump to material.

# Required Documents

- If you are hiring a graduate assistant, budget, or FWS student worker all supervisors are required to fill out a hiring form at least **3 days** prior to the student's start date on their behalf
  - [Graduate Assistant Hiring](#)
  - [\(Undergraduate\) Student Hiring Form](#)
- If the student has never worked an on-campus job before they will need to complete the [New Hire Packet](#).
- To submit to Human Resources for processing they must have 2 (two) forms of ID (ie. Driver's License, Passport, Social Security Card, etc.)

# Resources & Materials

[NACE's Faculty Guide to Ethical and Legal Student Hiring Process](#)

[Job Description Outline](#)

[Frequently Asked Questions \(FAQ\)](#)

External Links & Documents:

[Career Center Resume Rubric](#) – Used for resume approvals in Handshake

[Student Worker Guide](#) – Can be used as a basis to create a departmental guide

[Confidentiality Agreements](#)

[Handshake Help Center](#)

[Student Evaluation Form](#)

Click the hyperlinks to jump to material.



## DO

**SHARE** employment and internship opportunities with ALL of your students (post signs, send mass e-mail, send to career center, and so forth)—do not hand pick students to share information with.

**ADHERE** to FERPA guidelines when disclosing information about a student to employers and be sure to secure permission from the student to speak about them. All information shared should be firsthand and based when possible on factual or written documentation.

**CONSULT** your campus career center on ALL employment and internship requests, including those seeking to connect with specific groups of students (by major, race, gender or other protected categories)

**AVOID** discussing personal matters and areas that fall outside the job requirements when providing references and recommendation.

## DON'T

**LIMIT** opportunity and access by sharing information with select students.

**VIOLATE** privacy and FERPA standards by disclosing information about top students, sharing information without student consent, or sharing personal details unrelated to the job description.

**ASSUME** that you are the only person with a relationship with the employer—share information with the career center so that strategic employer engagement can occur to ensure equal and fair service is provided to each employer

**UNDERESTIMATE** the liability assumed by you personally and by the school when the above standards are not followed.

*Courtesy of the [National Association of Colleges and Employers](#).*



## Faculty Guide to Ethical and Legal Student Hiring Practices

The National Association of Colleges and Employers has established best practices for faculty involvement in student hiring efforts. These recommendations are to protect YOU, your STUDENTS, and the SCHOOL and are based on *notions of fairness, equal opportunity, truthfulness, non-injury, confidentiality, and lawfulness*.

# NACE's Faculty Guide to Ethical and Legal Student Hiring Practices

1. WHERE STUDENTS SUBMIT APPLICATION	APPLY IN HANDSHAKE OR THROUGH EXTERNAL SYSTEM (EX. GOOGLE FORM)
2. *Job Title	Description of work to be performed and must include whether it is FWS or Budget in title (ex. Career Center Work Study position; Career Center Office Assistant Budget position)
3. Company Division	Department/Division Name
4. Display Contact Information to Students	Name only, or don't show my info
5. *Job Type	On Campus Student Employment (use for all on campus employment, including GSA positions)
6. *Employment Type	Part-time
7. Duration	Permanent (academic year) vs Temporary/Seasonal
8. Is this a Work Study Job?	Yes if you can only hire FWS
9. Apply start and *expiration date	Recommend post for 3-30 days
10. Description	<p>Primary responsibilities and duties in bullet point format</p> <ul style="list-style-type: none"> <li>· Answer all incoming phone calls, answer questions and/or direct to appropriate staff</li> </ul> <p>Required and desired skills: (See attachment for definitions of each)</p> <p>Identify top 2 competencies that you feel a student in this role uses or learns the most from the following:</p> <ul style="list-style-type: none"> <li>· Critical Thinking/Problem Solving</li> <li>· Oral/Written Communication</li> <li>· Teamwork/Collaboration</li> <li>· Digital Technology</li> <li>· Leadership</li> <li>· Professionalism/Work Ethic</li> <li>· Career Management</li> <li>· Global/Intercultural Fluency</li> </ul> <p>Required availability Expectations of employee</p>
11. *Job Function	Drop down list
12. *How many students expected to hire	Drop down list
13. Pay rate	Approximate Salary/Hourly Rate/Stipend
14. *Job Location	1900 West Olney Ave (on google maps)
15. Required Documents	Resume recommended
16. Applicant Package Recipients	Specify who should receive the applicants information

## Job Description Outline

- Review of the different selections you have to make and which option(s) to choose when creating/posting the job

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# Frequently Asked Questions (FAQ)

# How does a student receive work study?


- Federal Work-Study (FWS) is a need-based employment program administered by the University. Priority is given to full-time students who fill out the FAFSA on time.
- Students must submit a FAFSA and demonstrate financial need to qualify for federal work-study.
  - Federal work-study is awarded based on the information provided on a student's FAFSA. Because federal work-study is a need-based award, not every student qualifies.
  - Students must also complete all outstanding requirements with the Financial Aid Office before they can receive federal work-study.
  - Because the university receives a limited amount of federal work-study funds each year, students who submit their paperwork late will be put on our work-study waitlist. This is done in an effort to ensure that we do not overspend our work-study funds or spent our allocation too quickly.

## When is the FAFSA deadline?

- The deadline for a student to submit their FAFSA to secure their financial aid for the upcoming school year is due **June 30, 2023**. Students should follow up with the Financial Aid office after they submit this request or if they need any assistance.



# What if I have returning students that confirmed they have appropriate funding?

- All returners who were previously awarded **FWS** must confirm that they have received FWS in their financial aid package for the current academic year.
  - If your student is a **budget worker** please confirm with your supervisor that this position is still adequately funded before completing the form below.
- 

# What if I want to compensate students more than minimum wage?

- Supervisors can pay students more than minimum wage however, it is recommended that you do not pay students more than \$10 an hour to ensure that they do not exhaust their work-study funds too quickly unless otherwise funded via budget.

## Does my raising pay past minimum wage affect how many hours or how long my student-worker can work?

- If a student receives a raise in pay greater than minimum wage, it could affect how many hours or how long they can work. If the student receives a wage but continues to work the same number of hours per week, they could exhaust their work-study funds quicker. Supervisors are encouraged to reach out to the Financial Aid Office at [finserv@lasalle.edu](mailto:finserv@lasalle.edu) to discuss how a raise could affect your student worker's hours.

# Requesting Additional Help

- Email [careers@lasalle.edu](mailto:careers@lasalle.edu) to request further assistance, questions or concerns
- [Handshake Help Center](#)
- Please contact us if you would like to utilize the on-campus interview module in Handshake
- On-Campus Student Employment [website](#) for FAQs, additional info, hiring forms, and updates