

Work Study Supervisor FAQ

1. *What is Handshake?*

Handshake is an employer platform tool and Career Services database. Employers can post jobs and view applicant information, schedule events, and even reach out directly to students who fit their criteria. Students are able to schedule appointments with Career Services, view jobs and apply, create a profile, and register for events.

2. *What does it mean to be the owner of an employer account?*

There can only be one owner or point person to each employer account. All departments and colleges on campus have been created as their own employer. The owner can post jobs and view applicants and invite other staff members to do the same.

3. *What if I am the owner but I no longer work at WVSU or I'm transferring to a different department?*

At any point you can transfer your ownership to another staff member. It is important to do this step because Career Services cannot do this on your behalf.

4. *Can't my co-workers just create an account and start posting jobs?*

No. They will need to respond to your invite in Handshake. That way they will be connected with the correct employer account.

5. *What website do I use to login to Handshake?*

<https://wvstateu.joinhandshake.com>

6. *When can I start posting my open positions on Handshake?*

Positions can be posted now.

7. *How do applicants apply for my jobs?*

They can send their resumes. Other documents can include class schedule, if necessary. All of these documents can be e-mailed to you, a staff member who has a Handshake account or a contact that you have added into Handshake. You can view the applicant packages in Handshake as well.

8. *Do all jobs have to be posted in Handshake even if I already know who I want to hire or re-hire?*

Yes. For those you want to rehire you will need to have them apply for the job on Handshake. We want to be fair and equitable across campus providing the same opportunities to all of our work study students. We also need to be accurate in our reporting. For those work study students that you want to re-hire, just ask them to apply for the job on Handshake.

9. *I have chosen whom I would like to hire. Now what?*

You will need to send an email to careerserv@wvstateu.edu and let us know the name and A# of the student you intend to hire. You will receive notification from Career Services on the steps of the hiring process.

10. *What if I need to re-post the position?*

You can edit, expire, extend expiration date, or duplicate the position at any point in Handshake.

11. *Once I hire a student should I mark their status as Hired?*

Yes. This will be a very helpful tool for the Office of Career Services.