![Augusta University Career Services logo]

Campus Student Employment
Best Practices
**Using the Handshake Jobs Portal**

1. **Use Descriptive Titles for your jobs.** Include the type of position, the semester start of employment and office name

   example: Student Assistant or Federal Work Study, Fall 2020 - Career Services

2. **Set the expiration date of the listing for no longer than 1-2 months**. This will keep your posting relevant in student searches. Pushing a deadline to apply too far out actually makes students think you are not serious about hiring and they will ignore the listing. It will also push the order of it being seen by relevance of closing date deep into their searches.

3. **Be detailed and practical in what is required of the position.** This includes hours of availability needed or if they have to be available to work certain times and tasks to be performed. Set realistic expectations. Requiring a high GPA for a student tutor in a subject area is practical, but requiring a 3.5 GPA for an administrative role is not as relevant.

4. **When you need to re-post a previous listing, DUPLICATE the job, do not unarchive and re-post the same listing.** This keeps your applicant pools separate and communications and tracking clean in the system.
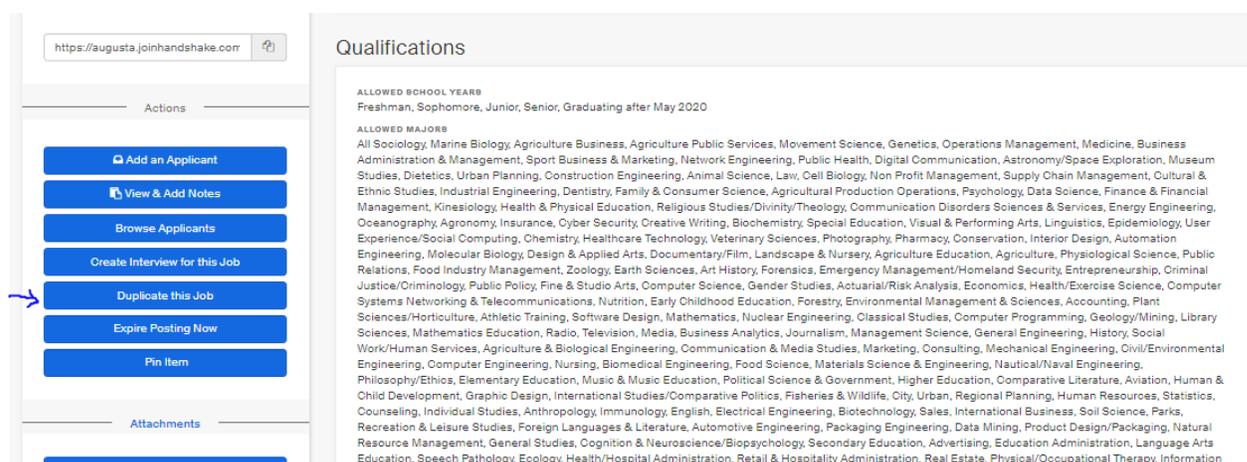
5. **Use the decision tools in your applicant section to let students know the status of their application.** In your application section, you can use the drop down menu to activate if an applicant is under review, if you have selected another candidate, etc. Students get notifications of these actions and they appreciate knowing the status of their application vs feeling as if it is in a black hole with the department.

Showing All Applicants   EDIT

Exclude Students That Do Not Match
- School Year or Graduation Date   - Minimum GPA
- Major   - Work Authorization Status

Export CSV

Export Documents

Preferences ⁞	Status ⁞	Date ⁞
🗓 🎓 ⊕ 📇	Pending ▾	03/13/20
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6. **Once you hire a student, please expire the job in Handshake to stop more students from applying OR call Career Services (706) 737-1604 and we will do it for you.**

7. **FEDERAL WORK STUDY TIPS:**
   - Please put FWS in the job title and in the description a couple times if you are hiring FWS.
   - Remember that students you seek to hire MAY be eligible for FWS and not yet awarded. To ensure a good use of these federal funds and your operational dollars on wages, contact Monet Robinson with Financial Aid to have her determine if your hire is eligible for FWS prior to onboarding. Provide the student's name and student number to her via email monrobinson@augusta.edu