



HANDSHAKE

ON-CAMPUS EMPLOYERS

On Campus Employment

Sierra College departments are encouraged to post on-campus jobs on Handshake! Doing so provides students and alumni with easy access to opportunities in one centralized platform, encourages greater engagement with campus resources, and simplifies the hiring process for employers. Plus, it enhances the visibility of your job openings.

Getting Started

1. **Register on Handshake:** Go to:
https://app.joinhandshake.com/employer_registrations/new or use the invitation link provided by Career and Transfer Connections.
 - a. **Use Your Sierra College Email:** This ensures your account is connected to Sierra College.
 - b. **Complete Your Profile** – Include job title, candidate type, phone number, and required fields (skip optional ones).
 - c. **Join a Company:** Select **Sierra College - On-Campus Employment**.
 - d. **Wait for Verification:** Once approved, you can post student jobs.

How to Post an On-Campus Job on Handshake

1. **Log in** to your Handshake employer account.
2. From the left menu, click **Jobs**, then select **Create Job** (top-right corner).
3. **Fill out** the job form with detailed information. Be sure to mark it as **On-campus student employment**.
4. On the **Your Hiring Team page**, select your company division matching your department name (e.g., Sierra College – Career and Transfer Connections).
5. Click **Create Post** to publish your job. Your listing is now live!
6. **Update** your job postings regularly to keep details accurate.

Student Hiring Made Easy: Tips for On-Campus Departments

Attracting Student Applicants

- **Focus on What Students Value**
 - Highlight flexible hours, meaningful tasks, and opportunities to connect with peers, staff and faculty
- **Make the Process Clear and Welcoming**
 - Include your office location and simple steps so students know exactly how to apply and what to expect
- **Promote in Handshake**
 - Use the Handshake feed to share jobs and events in fun, visual, student-friendly ways.

Hiring with a Student-Centered Approach

- **Define the Role Clearly**
 - Help students understand what they'll be doing, learning, and how their work fits into your department.
- **Post Early in Handshake**
 - Allow students at least 2-3 weeks to discover jobs and apply before the semester gets busy.
- **Interview with Purpose**
 - Ask open-ended questions that let students reflect on their experience and potential.
- **Include More than One Interviewer**
 - When possible, invite others to join the interview process to bring in multiple perspectives.
- **Hire for Potential**
 - Look for students eager to learn - event if they've just starting out and still building experience.
- **Provide a Strong Start**
 - Set clear expectations, offer training, and make students feel like valued team members from day one.
- **Stay Flexible**
 - School comes first. Check in during busy times, such as midterms and finals, to see how students are managing and remind them it's okay to ask for help if needed.
- **Give Encouraging Feedback**
 - Support student growth through regular, thoughtful communication.

Additional Resources

Need some extra assistance navigating the platform? Handshake has several helpful resources that can guide you through these processes in a bit more depth. Please see the following links, which will take you to the Handshake support website.

- **[On-Campus Employers](#)**
 - This section outlines the processes that on-campus employers go through when joining Handshake and connecting with their university. If you're unsure of how to start using Handshake as an on-campus employer, this is the place to go!
- **[How to Post a Job](#)**
 - This article provides a step-by-step guide to posting a job on Handshake. If you have any questions about the job posting process, this can help!
- **[Meet with Early Talent](#)**
 - This section outlines the processes that employers go through and the opportunities they have to participate in during events, fairs, and meetings with students. If your organization is interested in participating in an upcoming event, this resource can help you prepare and organize before and after!
- **[E-Learning Course for Employers](#)**
 - This training course is designed to guide employers through Handshake's tools, and is a great reference for anyone who needs some extra assistance navigating the platform.

Still unsure, or have a particular question that you need answered? Contact Career and Transfer Connections at ctc@sierracollege.edu or by calling 916.660.7481.