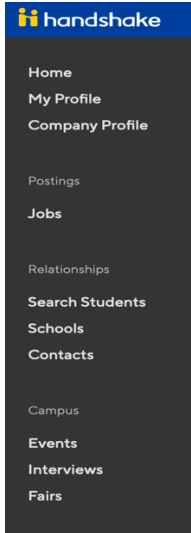


Managing Applications in Handshake:

- 1) Login to <https://app.joinhandshake.com/login> and make sure your department's Employment dashboard is visible.
- 2) On the left-hand menu, select **Jobs**.



- 3) Select the job you are hiring for by clicking on the job title.

Active	Expired	All	Declined	Not Posted	Divisions	VIEW BY	School	Job
ID	Job	Applicants	Schools	Created	Type	Status		
<input type="checkbox"/>	2696479 Marketing Intern for the Lougheed Center for Applied Learning	4	1	5/2/2019	On Campus Student Employment	1		
<input type="checkbox"/>	2216915 Social Media and Marketing Intern	4	1	12/4/2018	Internship	1		

- 4) On the top of the page, click on **Review (#) Applicants**.

Note: if it states, “Review 0 Applicants”, you did not receive any applicants for your position. If you need help marketing your job, please contact career@potsdam.edu and we are happy to assist in this process.

Job [Preview job posting](#)

[Duplicate job](#)

Applicants

View profiles and download application documents.

- 5) Click on the name of the applicant to view the application documents.

First	Last	School	Preferences	
<input type="checkbox"/>	First Name.	Last	The State University of New York at Potsdam	
<input type="checkbox"/>	First Name.	Last	The State University of New York at Potsdam	
<input type="checkbox"/>	First Name.	Last	The State University of New York at Potsdam	
<input type="checkbox"/>	First Name.	Last Name	The State University of New York at Potsdam	

6) Select **Documents** to view the applicant documents such as resume, cover letter, etc.

Profile Documents (3) Notes (0)

Select Document

Resume.pdf - Resume

7) Hiring, declining, pending, and setting up interviews with applicants.

DECLINING: If the applicant is not qualified for the position, you may decline the application. If you decline, you will be prompted to send a message to the student. Under **Status**, select **Decline** and write a message to the student explaining why they do not qualify.

HIRING: If the application is qualified and you wish to hire without an interview, you may select **Hired** under **Status**.

PENDING: If you are still considering, you may select **Pending**

INTERVIEWS: Completing interviews are strongly encouraged as they give our students real-world experience to prepare them for post-graduation careers. You may choose to contact each applicant directly to schedule interviews, our use the built in Interview option in Handshake. To learn how to request an interview schedule in Handshake, contact career@potsdam.edu or see the “How to Post an Interview Schedule” handout.

<input type="checkbox"/>	First ↕	Last ↕	School ↕	Preferences ↕	Status ↕	Date ↕
<input type="checkbox"/>	First Name.	Last Name	The State University of New York at Potsdam		Declined	05/26/19
<input type="checkbox"/>	First Name.	Last Name	The State University of New York at Potsdam		Declined	05/14/19
<input type="checkbox"/>	First Name.	Last Name	The State University of New York at Potsdam		Hired	05/13/19
<input type="checkbox"/>	First Name.	Last Name	The State University of New York at Potsdam		Declined	05/03/19

Subject
Julie from SUNY Potsdam On-Campus Employment has sent you a message on Handshake

Message

Heading 1 ↕ B I U A

Insert variable ↕

Send Save to Template Insert Template

EXAMPLE DECLINE MESSAGE – NO INTERVIEW:

Thank you for applying for the **{enter position name here}**. Our candidates brought a number of skills and experience and we have selected the candidate that best meets the needs of our department and will gain most from the experience as it related to their career goal. Unfortunately, you were not selected at this time. To be considered for a future opportunity, it may be beneficial for you to gain skills in **{enter skill area here}**.

Best of luck with your semester!

EXAMPLE DECLINE MESSAGE – AFTER INTERVIEW:

I wanted to thank you for applying for the **{enter position name here}**. I truly enjoyed chatting with you about your career goals and research you will be doing on social media. Our candidates brought a number of skills and experience and we have selected the candidate that best meets the needs of our department and will gain most from the experience as it related to their career goal. Unfortunately, you were not selected at this time. To be considered for a future opportunity, it may be beneficial for you to gain skills in **{enter skill area here}**.

Best of luck with your semester!

EXAMPLE HIRING MESSAGE - Internship:

It was such a pleasure getting to know you during your interview. I am happy to say that we would like to offer you the **{enter position name here}** at the **{enter program/department name here}** for the **{enter semester/year}** semester.

If you accept this internship opportunity, please reply to this email with your confirmation along with the faculty member you have secured to sponsor your internship.

Looking forward to hearing from you.

EXAMPLE HIRING MESSAGE – Campus Job:

It was such a pleasure getting to know you during your interview. I am happy to say that we would like to offer you the **{enter position name here}** at the **{enter program/department name here}** for the **{enter semester/year}** semester.

If you accept this opportunity, please reply to this message with your confirmation.

We look forward to hearing from you.