



Career Development Office • Campus Center 201 • cdo@bard.edu • 845-758-7539 • www.bard.edu/cdo

WELCOME TO HANDSHAKE

The NEW job board for campus employment/Work Study

This document will help walk you through the new process for registering and posting on-campus employment/work study jobs at Bard College. While the system is relatively intuitive, we have provided helpful tips and explanation in this guide. If you would like additional assistance, have questions or trouble setting up your account/posting jobs, please be sure to contact CDO Staff, extension 7539 or cdo@bard.edu.

BEGIN REGISTRATION PROCESS:

Step 1: To register and join the new posting site for On Campus Employment at Bard College, go to:

https://app.joinhandshake.com/register?user_type=Employers&employer_invite_token=P R2VxOXmzTpvqxZfisE-S072rSmfHOEB

Step 2: Complete the initial registration information. Be sure to use your Bard email address in this step.

Sign up as an Employer

First Name

Last Name

Email Address (use your work email)

Password

Confirm Password

Phone Number

Sign Up

Be sure to use your @bard.edu email address here. ←

Step 3: You need to select the types of students you are looking to hire. Unless your position has very specific needs, we advise checking off all of the major options. You do not need to fill in your alma mater and graduation year if you do not want to.

Welcome to Handshake, Career

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
- Engineering

Add your Alma Mater

School Name

Select School

Graduation Year

2017

My school is not listed, let me type my own

[Add another Alma Mater](#)

Next: Employer Guidelines

Step 4: Review employer guidelines; select “No” for third party recruiters and proceed to confirm your email.

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](#):



Be Accurate and Trustworthy: Tell the truth about your company, your team and the jobs available.



Keep Your Commitments: 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.



Be Fair: Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.



Keep Student Info Confidential: 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?

Be sure to select “No” here.



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).



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.

Step 5: Check your inbox for email confirmation and follow next steps.

Step 6: Because you used the link in Step 1 to set up your account, you will be automatically approved as part of the “Bard College – On Campus Employment at Bard College” employer account. If you do not see this message, please let CDO know.

Your email has been confirmed and you have been automatically approved to join the Bard College - On Campus Employment at Bard College employer account

Step 7: Next, the system will ask you to connect with the schools you would like to recruit with. Search for Bard College and click the icon to add Bard College as your selected school. Click the “Next: Finish” button.

**Please note that if you are hoping to post jobs NOT considered “campus employment” or “work study,” and you would like to connect with other schools to recruit, you should be setting up a different type of account. Please contact CDO about this, cdo@bard.edu.*

Step 4 of 4 - Connect with Schools 0 Schools selected [Next: Finish](#)

Search

Showing 1 result • [Select all](#)

Bard College

Bard College

Annandale-on-Hudson, New York • 0 students • #4 Most Inn...

+

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 ▲

Step 8: You will then see the main dashboard for the “Bard College – On Campus Employment at Bard College” employer account. This is where *ALL* campus hiring departments will post their positions (see job posting instructions in next section).

Jobs from all campus hiring departments will be listed here, not just yours. →

Step 9: You can customize and add details to your profile on Handshake, but please do not change “company settings” as those are the settings for the “Bard College – On Campus Employment at Bard College” employer account.

Customize your profile with your office information and description.

Editing Career Development Office

Profile Account Calendar

Account Information	* First name Career
Notification Preferences	Last name Development Office
Create Notes from Email	Title
	Public profile <input type="checkbox"/> Checking this box will allow students at schools you have connected with to see your Handshake profile, and to see your contact information on your company's profile page.
	Mobile Format: +15556667777
	Bio
	Change Password

After completing Step 9 (above) your account for posting jobs will be complete. If you have any questions, concerns or issues with the registration process please contact us in CDO. Extension 7539 or cdo@bard.edu.
Next we will review how to post your positions.

BEGIN JOB POSTING PROCESS

Step 1: Always log in at: bard.joinhandshake.com/login

When signing in, you will always land on the dashboard for the “Bard College – On Campus Employment at Bard College” employer account. For most campus hiring managers, you will likely only be using this system for the “Post a Job” process.

Step 2: Click on the “Post a Job” button to begin.

The screenshot shows the Handshake dashboard for Bard College. The top navigation bar includes the Handshake logo, a search bar, and user account options. The left sidebar contains navigation links for Home, Profile, and Bard College - On C... under POSTINGS, Relationships (Students, Schools, Contacts), Campus (Events, Interviews, Fairs), and Other (Surveys). The main content area features three primary action buttons: "Post a Job" (highlighted with a red box and a blue arrow pointing to it with the text "Click here to start the job posting process"), "Request an Interview", and "Create an Event". Below these buttons are three panels: "Jobs" (listing four expired job postings from Bard College), "Interview Schedule Postings" (stating "You have not requested any on campus interviews yet."), and "Upcoming Events" (stating "You have not RSVP'd to any upcoming events."). At the bottom, there is a section for "Upcoming Career Fairs".

Step 3: The system will walk you through a relatively straightforward posting process. In the next few steps, we will point out suggestions and best practices for this new system.

Tips: Initial Information

Include the position and your office name in your "Job Title"

*** Job Title**

+ add an ATS / job code to match against your applicant tracking system (this will **not** sync applications)

Require students to also apply through website or applicant tracking system?

Yes No

← We suggest marking "no" here as Handshake will deliver applications directly to you.

Display your contact information to students?

Name Only Name and Email Don't show my info

However, if you do decide to also collect applications through another system (ie: Google Forms), you can include that link here by checking "Yes". We suggest that you also include written instructions about this process in your description.

*** Job Type**

Job
 Internship
 On Campus Student Employment
[Show more options](#)

← Be sure to check this off so that the position is categorized correctly.

*** Employment Type**

Full-Time
 Part-Time

Duration

Permanent
 Temporary / Seasonal

Start date

End date

Work Study Job?

Yes No

Work study jobs are for eligible students only

← If you only accept WS students, select "Yes" and make sure to reference this again in your job description so there is no confusion for students. If you'll accept applications from both WS and non-WS, select "No".

Tips: Description Details

* Description

A Normal text ▾ Black ▾ **Bold** *Italic* Underline ☰ ☷ ☹ ☺

☰ ☷ ☹ ☺ ✎ ↗ 🖼

The Career Development Office (CDO) seeks a front desk assistant for the fall semester. Responsibilities include scheduling appointments in Google Calendar, answering the phone and email, creating posters and various handouts, and assisting CDO staff with a variety of tasks when needed.

Students must be Work Study eligible and available to work six hours per week. Prior office experience preferred, but not necessary. Students should have good verbal and written communication skills, an ability to multi-task, and an interest in learning about the Career Development Office.

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



Include information about your office and the position in your description. Remember to explain if the position is only open to Work Study-eligible students and/or if you are asking students to also apply through another system. This is a good place to reiterate specific instructions.

* Job functions

✕ Administration ✕ Other

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



Options here may not match up to exactly what you are looking for. That's ok. Try your best to match the functions they list; select them all; or simply select "Other".

Approximate Salary (enter a number, not a range)

\$ 9.70 Per hour ▾

Paid Unpaid

* Job Location

Annandale on Hudson, New York, United States

[Add Another Location](#)

Allow remote workers?

Required Documents

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

← Select what application materials you would like to receive. Students will be blocked from applying if they do not include what you select here.

Tips: Hiring Preferences & Receiving Applications

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 *Hiring alumni? You can leave earliest grad date blank*

Earliest grad date

December 2017

Latest grad date

May 2021

School years

- | | |
|---|---|
| <input checked="" type="checkbox"/> Freshman | <input checked="" type="checkbox"/> Sophomore |
| <input checked="" type="checkbox"/> Junior | <input checked="" type="checkbox"/> Senior |
| <input type="checkbox"/> Masters | <input type="checkbox"/> Doctorate |
| <input type="checkbox"/> Postdoctoral Studies | <input type="checkbox"/> Alumni |

Minimum GPA

0.00

Majors *Select a category to choose specific majors*

- 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
- Engineering - 0 of 19 majors selected
- General Studies - 0 of 3 majors selected
- Health Professions - 0 of 17 majors selected
- Humanities & Languages - 0 of 12 majors selected
- Life Science - 0 of 14 majors selected
- Math & Physical Sciences - 0 of 4 majors selected
- Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected
- Social Sciences - 0 of 9 majors selected

These majors consolidate individual majors across every school on Handshake. To choose a specific major by individual school [click here](#).

Applicant Packages *Specify who should receive the applicant packages*

- Career Development Office ✕
- Email a summary of all applicants once my job expires
 - Email every time a new student applies
 - Send all applicants
 - Only send me applicants who match all of my preferences

Add someone else to receive packages

← These broader categories map to more specific majors that are closer to Bard's programs. Select individual groups if you are looking for specific candidates or select all of them if you seek applications from all programs.

← This is where you'll specify how you'd like to receive applications. The default email is the one you registered with. If you would like applications to go to someone else in your department, add their email in the drop-down.

Search Your Schools

All schools added

[Find more schools](#)

Set when you would like the application period to begin and end. →

Global apply start date:

Global post expiration:

School	Interview on campus?	Apply start date	Expiration date
Bard College	<input type="checkbox"/>	<input type="text" value="2017-08-14 09:00 am"/> <input type="button" value="📅"/>	<input type="text" value="2017-09-29 05:00 pm"/> <input type="button" value="📅"/>

[< Previous](#) [Basics](#) [Details](#) [Preferences](#) [Schools](#) [Next >](#) Create

← Click Create to post the job. It will go into a "Pending" bin until CDO staff review and approve.

Tips: Reviewing your Job, Editing, Expiring, etc.

#833112 Front Desk Assistant - Career Development Office

[Job Details](#) [Edit](#)

Review Applicants
View applicant profiles and download application documents.
[Review 0 Applicants](#)

Edit / Renew Job Details
Edit qualifications, target schools and change or renew expiration dates.
[Edit Job](#) [Expire Job](#)

Duplicate Job
Duplicate this job and start editing the duplicate.
[Duplicate Job](#)

School	Application Count	Last Update	Status	Comment Count
Bard College		Requested a few seconds ago	Pending	None

Front Desk Assistant - Career Development Office
Bard College - On Campus Employment at Bard College [Favorite Job](#)

About this Job

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Students must be Work Study eligible and available to work six hours per week. Prior office experience preferred, but not necessary. Students should have good verbal and written communication skills, an ability to multi-task, and an interest in learning about the Career Development Office.

About Bard College - On Campus Employment at Bard College

This is the home for Bard College's on campus employment (both work study and non-work study). If you are a current Bard student seeking campus employment, please look here for positions. All campus hiring departments post positions on this account, please review specific job descriptions to learn about the hiring department, their job(s), and how to apply. Each department may have different application instructions. *If a job is only open to work study eligible students, it will say so within the job description. **If you have questions about work study eligibility, please contact the Student Employment Office, seo@bard.edu. ***For more information about campus employment, please visit: <http://www.bard.edu/financialaid/employment/>

Posted to 1 School

1 pending posting

This job is live to students until September 29, 2017 at 5:00pm.

[Target More Schools](#)

Labels

NORMAL LABELS

[on-campus job](#) [work study job](#)

[Create New Label](#)

[View & Add Notes](#)

Tracking Code

No tracking code added

Social Media

[Like 0](#) [Share](#)

[Tweet](#)

← Add labels for on-campus and/or work study.

Calendar, Chat, User, Help, Career Development Office

Post a Job | Request an Interview | Create an Event

Jobs

- Front Desk Assistant - Career Development Office** Approved
Approved less than a minute ago
- Student Fellowship at HAC**
Expired May 30 at 10:03am
- Test Job - Bard Campus Job**
Expired May 05 at 2:23pm
- Bard SummerScape - Spiegelent Host**
Expired June 01 at 12:00am
- Bard College Career Development Office - OFFICE ASSISTANT**
Expired May 16 at 1:50pm

Interview Schedule Postings

You have not requested any on campus interviews yet.

← Once your job has been approved by CDO staff it will be viewable in the list of all campus jobs and easily searchable by students.

Upcoming Events

You have not RSVP'd to any upcoming events.

You will always be able to log in and access your jobs (active and expired) from this dashboard.

****If you have any questions, concerns or problems posting jobs with this new system, please contact CDO for assistance. Extension 7539 or cdo@bard.edu****