FAQs

* How do I get started in Handshake? (on campus supervisor)
  + It’s very easy to begin posting your opportunity. The [student employment page](https://www.coloradocollege.edu/admission/financialaid/studentemployment/) has all the instructions for Handshake.
* What is Handshake?
  + A modern platform to post employment opportunities.
* Why did student employment move to Handshake for job postings?
  + In partnership with the Career Center we wanted to offer a centralized location where students can explore their employment opportunities and interests. Career Center has already been utilizing Handshake for outside student opportunities with great success so moving student employment to the already established system allowed our students a smooth transition.
* Will I still need to complete an annual job description?
  + Yes, annual job descriptions will be requested once a year in June. If you will not be on campus during this time you are welcome to submit the updated job description in the Spring.
* Will Handshake replace EPAF?
  + No, Handshake is only utilized as a program to post opportunities. An EPAF will still be required for all hired student employees.
* What is the purpose of the learning competencies?
  + In a joint effort the Career Center, Office of Assessment, and the Student Employment office created these learning competencies in an effort to assist our students in their resume building. By supplying these learning competencies our students can effectively communicate their learning skills on their resume and to other employers.
* Why can’t I use my single-sign on as a supervisor to post positions?
  + We chose to follow a division model of Handshake which allows all supervisors on campus to post positions under a student employment umbrella. This prevents supervisors from having to create and manage employer accounts and pages. With an umbrella account we all need to use the same log in credentials.
* Can I use the “Interview on campus?” option?
  + No, this set up is not supported for student employment. You can interview on campus without checking this box.