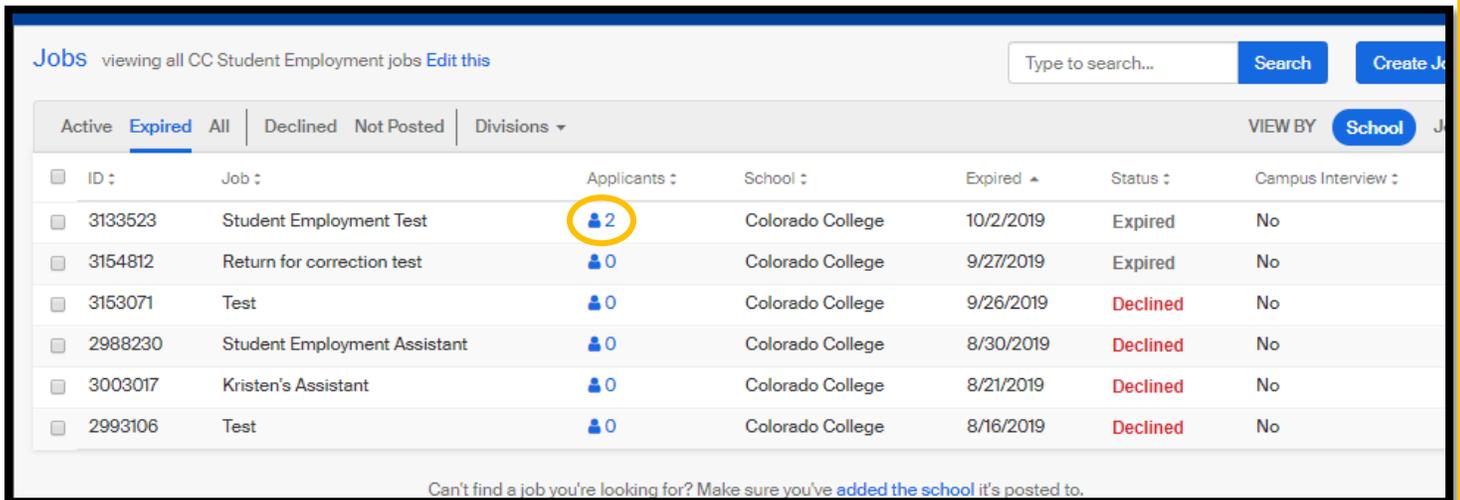


# How to Access & Contact Applicants

To access your applications on Handshake, you'll have to first select the particular Job you're interested in to access the direct list of students that have applied.

## To Access Applicants Through a Job Posting:

1. **Click Jobs** in the left hand navigation bar
2. Locate the job you'd like to view applicants for. **Click** on the **Expired** tab at the top of the page if you're trying to locate a job that has since expired.
3. **Click the number and person icon** under the *Applicants* column, connected to the job you wish to view the applicants for



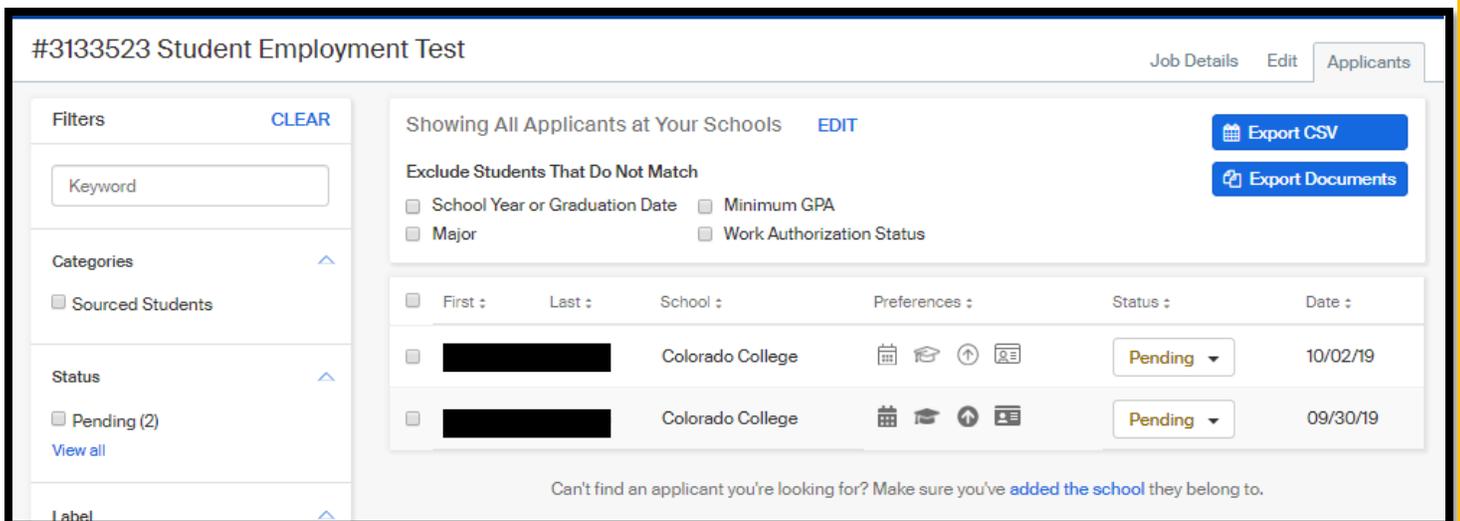
Jobs viewing all CC Student Employment jobs [Edit this](#)  [Search](#) [Create J](#)

Active **Expired** All Declined Not Posted Divisions VIEW BY **School** J

ID :	Job :	Applicants :	School :	Expired ▲	Status :	Campus Interview :
3133523	Student Employment Test	2	Colorado College	10/2/2019	Expired	No
3154812	Return for correction test	0	Colorado College	9/27/2019	Expired	No
3153071	Test	0	Colorado College	9/26/2019	Declined	No
2988230	Student Employment Assistant	0	Colorado College	8/30/2019	Declined	No
3003017	Kristen's Assistant	0	Colorado College	8/21/2019	Declined	No
2993106	Test	0	Colorado College	8/16/2019	Declined	No

Can't find a job you're looking for? Make sure you've [added the school](#) it's posted to.

From here, you will be brought directly over to the Applicants page for this specific Job Posting.



#3133523 Student Employment Test Job Details Edit Applicants

Filters [CLEAR](#)

Showing All Applicants at Your Schools [EDIT](#) [Export CSV](#) [Export Documents](#)

Exclude Students That Do Not Match

School Year or Graduation Date  Minimum GPA

Major  Work Authorization Status

First :	Last :	School :	Preferences :	Status :	Date :
		Colorado College		Pending ▼	10/02/19
		Colorado College		Pending ▼	09/30/19

Can't find an applicant you're looking for? Make sure you've [added the school](#) they belong to.

In Handshake, you'll be able to reach out to an applicant directly in Handshake, or via your personal email.

For those applicants who are updated to Decline status an automatic email will be sent once you click Send Decline. You can edit the email language or decline the automated message on the screen shown below before sending to applicant. **Be sure to enter your name for the sign off. You can also add in your contact information if desired.**

**There is not an automatic email message for the other status of Hired or Reviewed.** Those will need to be individualized.

**Confirm Decline Email**

**Please review this email**  
Editing this message will not affect your Decline message template. You can edit the Decline template or change your status message preferences in User Settings

Subject  
Thank you for your interest

Message

A Normal text ▾ Black ▾ Bold *Italic* Underline “

☰ ☰ ☰ ☰ ↻ Insert Variable ▾ ☰ ☰ ☰ ☰

Hi {{student\_first\_name}},

Thank you for your interest and application. Unfortunately, we have decided not to move ahead with your application for the role at this time.

Please do not hesitate to reach out in the future if we have another role you think could be a fit for you.

Best,

Cancel Decline with no email **Send Decline**

## To download/view the application documents:

- First, choose the particular Job you're interested in to access the direct list of students that have applied using the directions provided previously.
- From here, you can **click the check boxes** next to the applicants you'd like to contact, or **select the topmost check box** to highlight *all* applicants.

The screenshot shows the Handshake interface for a job titled "#1700 Winter Internship". The left sidebar contains navigation options like Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area displays a list of applicants. The top section includes filters and options to "Export CSV" and "Export Documents". Below this, there are checkboxes to "Exclude Students That Do Not Match" based on School Year or Graduation Date, Minimum GPA, Major, and Work Authorization Status. A summary bar indicates "1 of 5 applicants selected" and provides options to "Select all", "Message Applicants", "Download Applicant Packages", and "More". The applicant list includes:

Name	School	Status	Date
Beverly Nguyen	School of Life	Reviewed	09/24/18
Bessie Morris	School of Life	Pending	09/24/18
Brandy Fletcher	School of Life	Reviewed	09/24/18
Ben Hamilton	School of Life	Pending	09/24/18
Barbara Stewart	School of Life	Reviewed	09/24/18

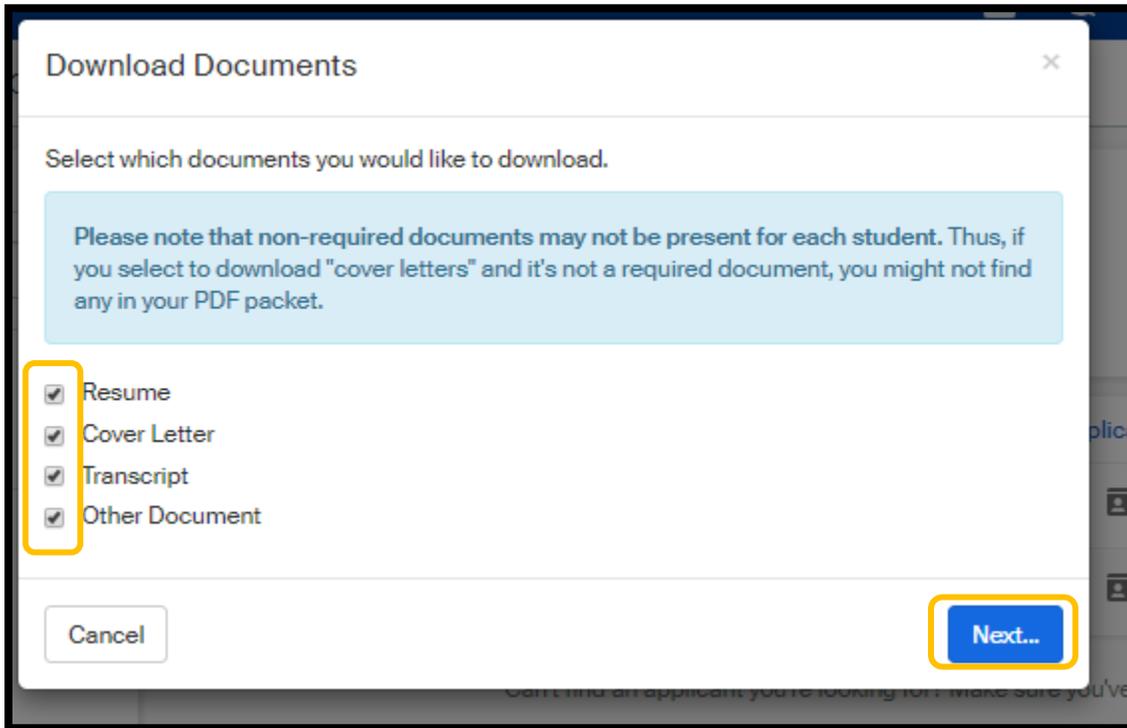
This screenshot shows the same Handshake interface, but now all five applicants are selected. The summary bar indicates "5 of 5 applicants selected". The applicant list is:

Name	School	Status	Date
Beverly Nguyen	School of Life	Reviewed	09/24/18
Bessie Morris	School of Life	Pending	09/24/18
Brandy Fletcher	School of Life	Reviewed	09/24/18
Ben Hamilton	School of Life	Pending	09/24/18
Barbara Stewart	School of Life	Reviewed	09/24/18

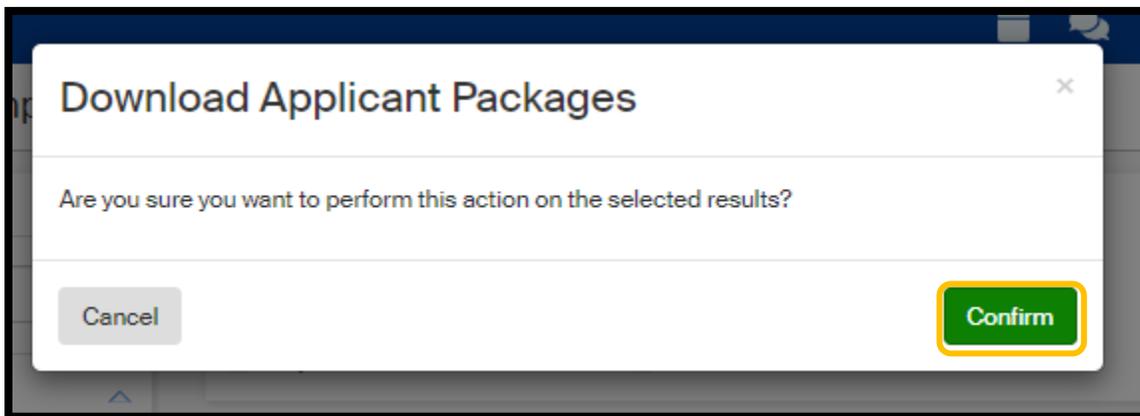
Once you have done this, you will have the option to **Message Applicants, Download Applicant Packages. Information on Messaging Applicants is provided on the following pages.**

The Download Applicant option will allow to select which documents you would like to download using check boxes as shown below.

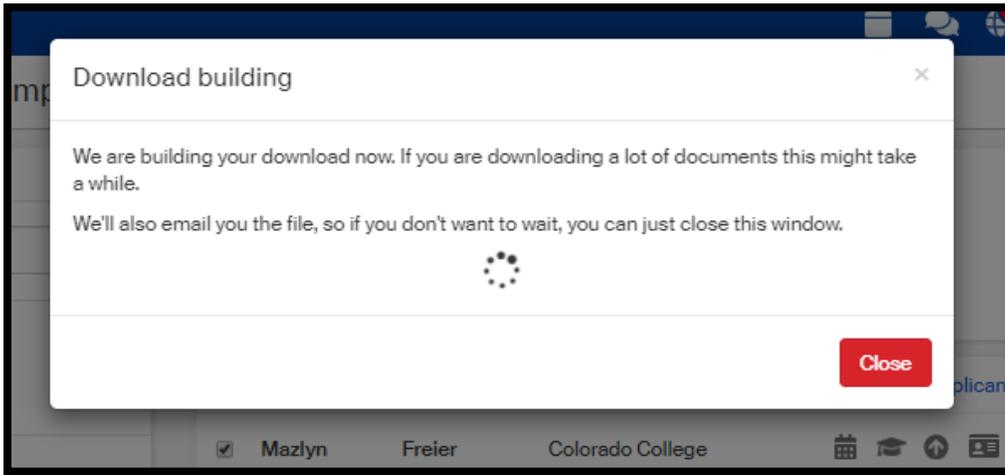
Once your documents are selected using the check boxes click Next.



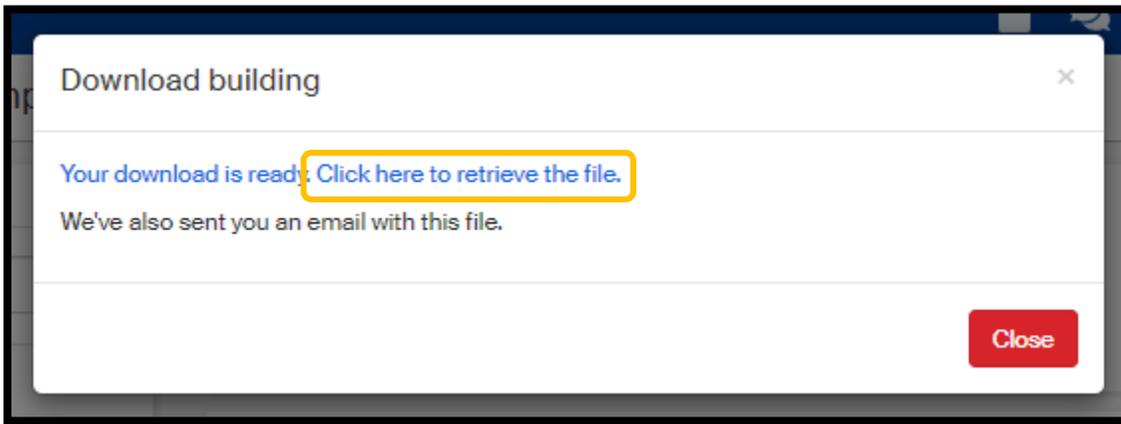
Confirm you would like to receive these documents by selecting Confirm.



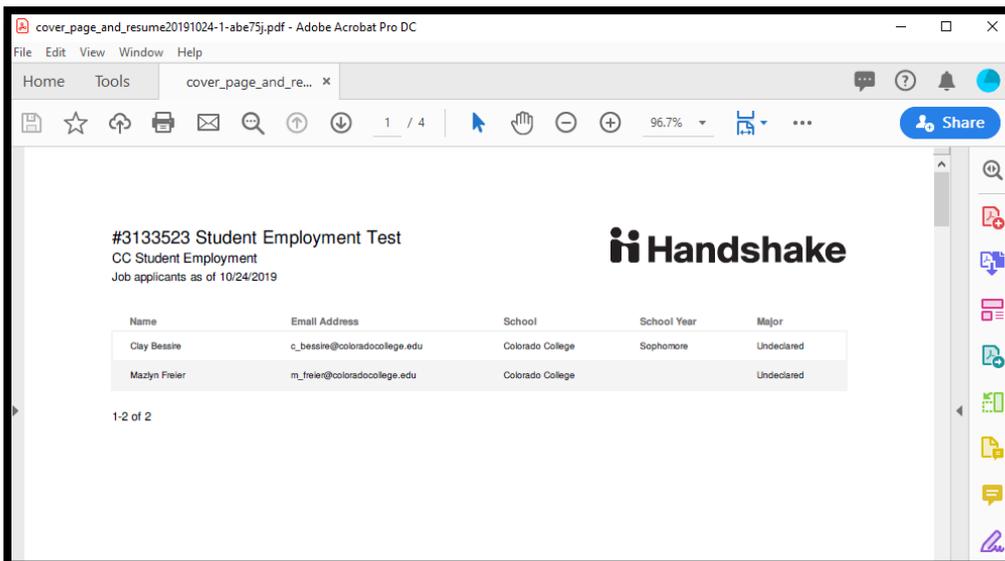
Next you will see a message pop up that is building your download.



Once this loading is done a message will automatically appear where you will have the option to retrieve your file by clicking on the hyperlink.

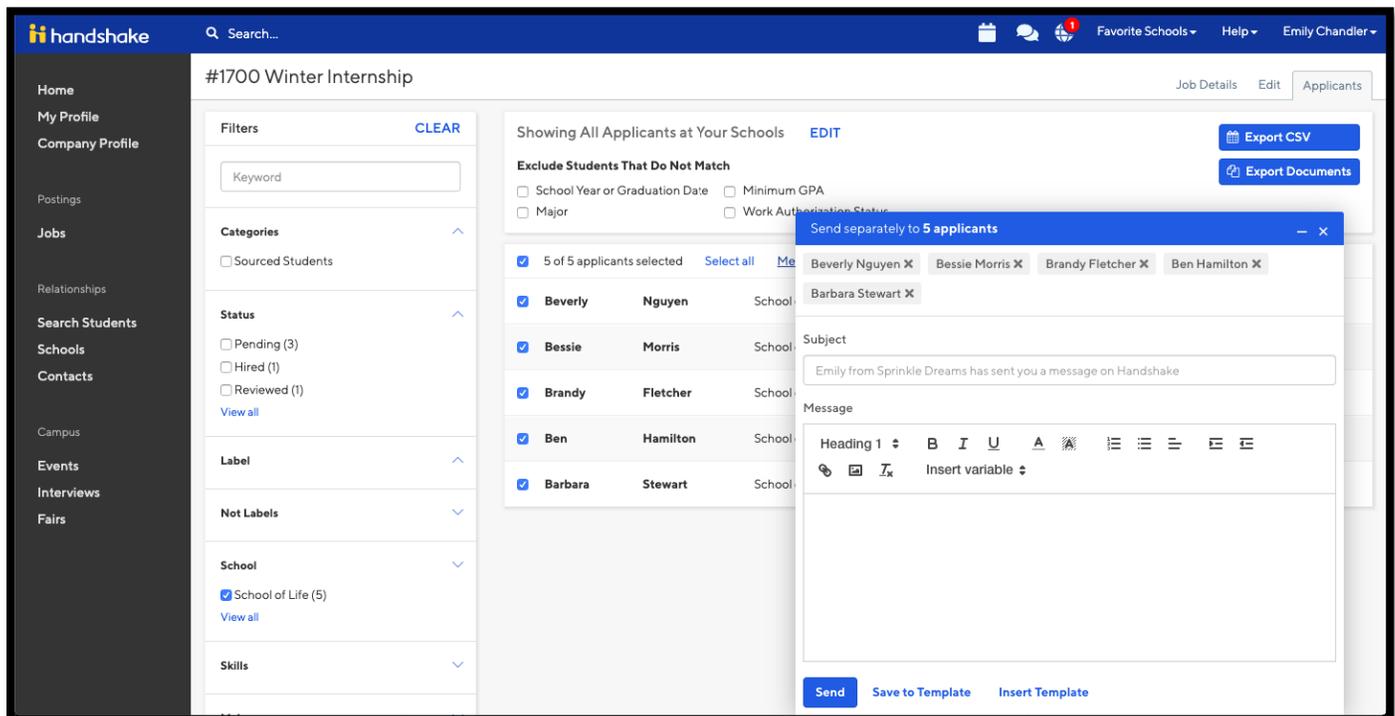
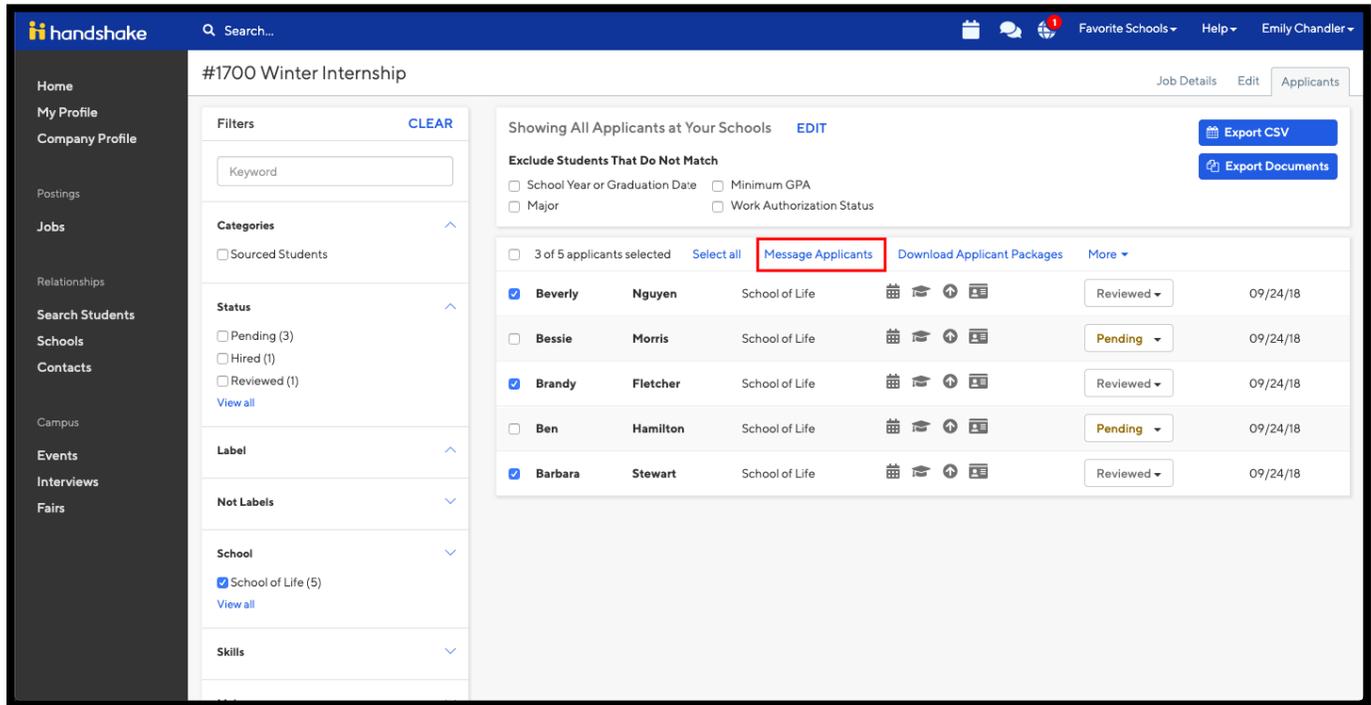


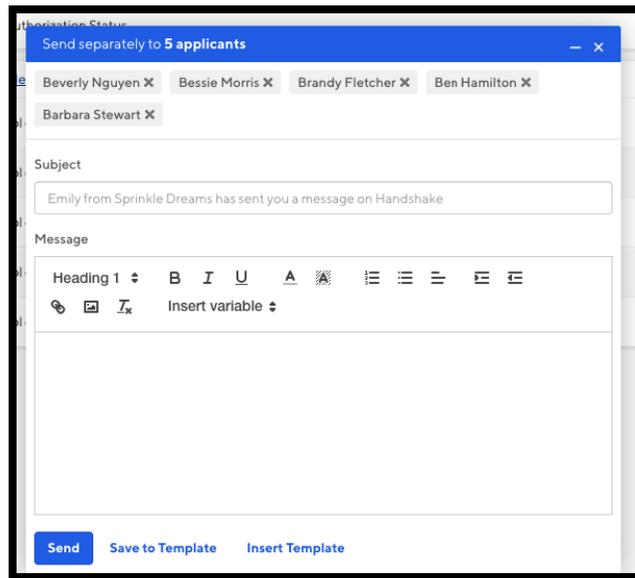
A pdf file will then open with all the application documents. This file can then be save to your personal computer.



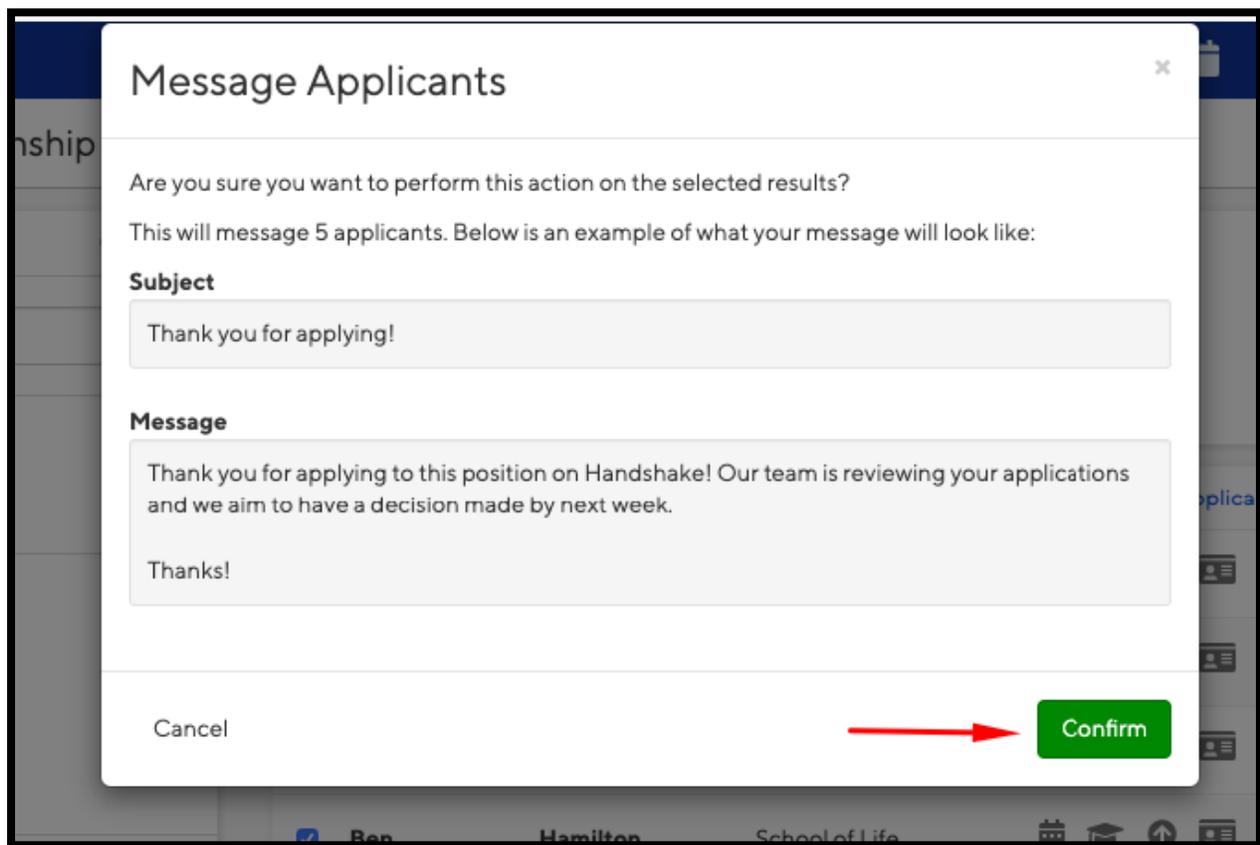
# How to Send a Direct Message to Applicants in Handshake

- Once you have selected the applicants you want to contact, you can message them by **clicking on *Message Applicants*** in the top toolbar:

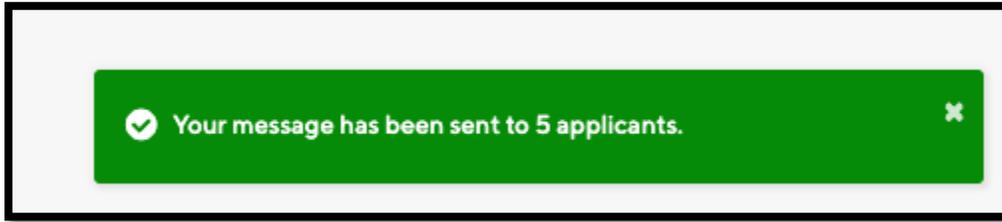




- Any recipients of this message will be listed at the top of the message box.
  - **Applicants will not be able to see any others listed as recipients when they receive your message.**
- Once your message is crafted, **click** on **Send** to send your message to those applicants.
- After clicking send a popup box will appear, prompting you to confirm your message. **Click** on **Confirm** to send your message to the desired applicants.



- The message will send automatically, and you will receive a confirmation of the sent message towards the lower right of your screen



Here is an example of what the message looks like from the student's point of view:

