Caring Connections Employer Handshake User Guide

Updated 10.23.2020

DISCLAIMER

The University of South Carolina (UofSC) Career Center and Handshake act as a conduit to connect students/alumni as caregivers/tutors and the minor children of UofSC faculty and staff as recipients of caregiving/tutoring in order to benefit UofSC families.

Users of the Handshake system, including UofSC faculty, staff and students/alumni, agree to indemnify and hold harmless the University of South Carolina, its representatives, officers, and fellow employees from any and all liabilities, claims, obligations, judgments, suits, costs, damages, expenses, attorneys' fees, incurred or paid, arising from or on account of engaging in recruiting activities and/or employment as a result of connections made through UofSC's Handshake system, any property damage or destruction, personal injury or death or any other damages of whatsoever nature and kind, arising from or on account of this private employment connection opportunity.

The listings of employers, employee candidates and/or work opportunities hosted within Handshake are offered solely as information to University of South Carolina students/alumni, faculty, and staff. UofSC cannot guarantee the completeness or accuracy of such information. Inclusion of any employers, employee candidates and/or work opportunities in Handshake does not constitute, and shall not be construed or reported as (1) an endorsement or approval by UofSC of the agents, agency, or its business practices, or (2) a warranty or representation by UofSC as to the quality, safety or other features of such agency and/or its owners or employees. UofSC expressly disclaims any and all responsibility for any problems that may arise with regard to such agencies and/or work opportunities with regard to disputes between employers and employees/employee candidates.

All parties must exercise their own due diligence and good judgment when evaluating a prospective employment opportunity or hiring an individual to care for minor children. UofSC does not provide background checks on either those persons recruiting or being recruited/hired. UofSC has not vetted any potential caregivers or tutors for DSS licensing requirements or other health and safety regulations. All employers and prospective employees using Handshake must abide by federal, state and local labor and tax laws regarding what constitutes taxable income.

All organizations/contacts utilizing Career Center services and/or Handshake are expected to abide by all common legal and ethical practices of recruiting and employment. It is understood that all contacts agree to abide by the NACE Principles for Ethical Professional Practice as defined by the National Association of Colleges and Employers (NACE) when registering for their Handshake account.

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REQUEST ACCESS

Only UofSC faculty/staff may post opportunities to the Caring Connections employer account in Handshake. Users must have an @sc.edu email address that can be confirmed in the UofSC faculty/ staff directory. To gain access to Handshake, request access by submitting the **Caring Connections Employer Interest Form.**

- After you have requested access to connect to Caring Connections on Handshake, you will receive an email similar to below.

- Please confirm your account to ensure you will have access to post your opportunity to UofSC students.

Subject: *You have been invited to Handshake*

ii Handshake

You have been added as a staff member
Hello "",
You have been added as a staff member with Caring Connections by Tasha Jenkins. An initial account has been set up for you. Your username is "".
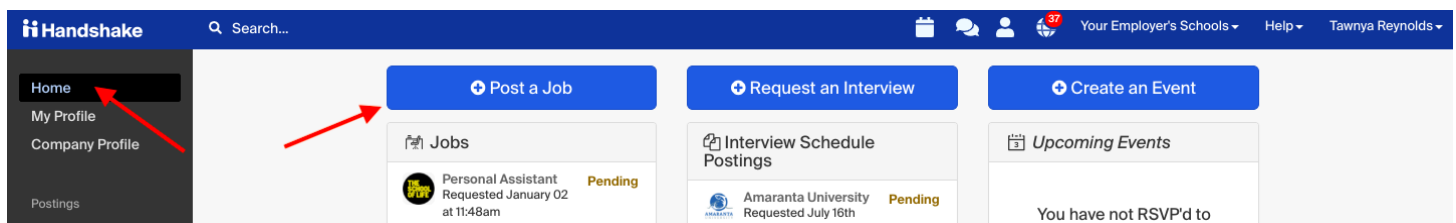*Please confirm your account by clicking this link: "Confirm My Account".*
Thank you,
The Handshake Team

POST A POSITION

1. Start by clicking **Post a Job**

- Click **Post a Job** from your home dashboard, or clicking on **Jobs** in the left hand navigation bar and clicking **Create Job** in the top right hand corner.

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- You will now be asked to complete 3 tabs in the posting. These include the job **Basics**, **Details**, and **Preferences**. **You will not be completing the School Selection section.** You also have an option to use the **Preview** tab to see what your posting will look like to students/alumni. .

- All fields are *required*, save for the fields that state "(Optional)" next to the field name.

- ***Helpful Tip:*** *the more fields you complete, the more well defined your job posting will be (and the more likely you'll be to attract well-qualified candidates).*

  2. Complete the **Job Basics**:

- **Where should students submit their application?**
    - *Choose Apply in Handshake. You will return to Handshake to review all of your applicant's profiles and resumes.*
- **Job Title**
    - *Fill in the appropriate title in this text field*
    - *Suggestions include Babysitter, Caregiver, Learning Coach, Virtual School Learning Coach, Nanny, Tutor: "Subjects Covered"*
    - *Please include your name in the title of the posting. This will help with distinguishing between multiple positions with the same title. For example: Brenda Smith- Babysitter or Bob & Lucy Conner Family- Nanny*

- **Under Display Your Contact Information to Students**
    - *Choose Name Only*

- **Job Type**
    - *Choose Job*

- Add an **Employment Type & Duration**
    - *Select either Part-Time or Full-Time AND indicate Temporary / Seasonal*
    - When selecting Temporary / Seasonal, you'll need to add both the start and end dates.

- **Work Study Job**
    - Indicate *No*

Where should students submit their application?
○ Apply in Handshake
○ Apply through external system

Job title

[   ]

Company Division (Optional)

[Select a division   ▼]

Display your contact information to students?
◉ Name only
○ Don't show my info

Job Type
○ Job
○ Internship
○ Cooperative Education
○ Experiential Learning
○ On Campus Student Employment
○ Fellowship
○ Graduate School
○ Volunteer

Employment Type
○ Full-Time
○ Part-Time

Duration
◉ Permanent
○ Temporary / Seasonal

Is this a Work Study job?
Work study jobs are for eligible students only.
○ Yes
◉ No

Cancel   ‹ | Basics | Details | Preferences | Schools | Preview | Next › | Save

3. Once you're finished with **Job Basics**, choose **Next** along the bottom of your screen, or you can select the **Details** tab.

- Add a **Description** for your job opportunity
    - Please provide specifics such as: Number of and ages of children to be tutored or cared for, grade level and subjects to be tutored, if caregiving will be provided in your home or in another setting, if caregiver will be expected to provide transportation for children, etc.

- Choose **Job Roles** from the dropdown
    - This helps students search for jobs by their functional area

- Add **how many students** you plan on hiring for this position

- Adding a **Job Salary** is optional. However, it is suggested that you list this in order to get the best response rate.
    - All Caring Connections opportunities must be paid at least Federal Minimum wage

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- Enter a **location** for your job
    - This should be general city like "Columbia, SC", "Lexington, SC", etc.

New Job   Jobs   New Job

Description

Heading 1 ▾   B   I   U   A   🖍   ☰ ☰ ☰   🔗 🖼 𝐼ₓ

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

Job role(s)

Type to search...   ▾

Job roles are search facets for students who are looking for a certain type of work. Your selection(s) will help the students interested in these roles find your jobs. Learn more.

How many students do you expect to hire for this position?

This number can be approximate and will not be displayed to students.

Approximate salary
● Paid   ○ Unpaid

$ [   ]   Per hour ⇅

Enter a number, not a range. Specifying a salary value is optional.

Job location

Search

+ add another location
☐ Allow remote workers

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

Cancel   ‹ | Basics | **Details** | Preferences | Schools | Preview | **Next ›**   **Save**

- Choosing a job location in the United States, will prompt a question: "Does this position require U.S. Work Authorization?"
    - Choose *YES*

- Finally, if you'd like for a student to submit documentation such as a resume in Handshake, you can select **documents to require** students to submit with their application.

    4. Once you're finished with **Job Details**, select **Next,** or click directly on the **Job Preferences** tab**:**
    Also note: all of these preferences are completely optional.

- Add a **Graduation date range** for your job by specifying the earliest and latest graduation date for qualified applicants

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- If you prefer to qualify students by **School Year** - like Freshman, Sophomore, Junior? You can select the link below to toggle to that option instead.

- Add a **Minimum GPA** value.

- Choose which **Majors** would make a student qualified for your job. This step is discussed in more detail below.

- Setting up your **Major Preferences**
  - Once you select a category (by clicking on the checkbox next to it), that category will expand to show the majors within it.

  - All majors within a category will be selected by default. But you can remove them by simply clicking on the major you'd like to remove.

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Minimum GPA

[   ]

Major categories

☐ Agriculture, Food & Horticulture - 0 of 9 majors selected

☐ Arts & Design - 0 of 19 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 - 8 of 10 majors selected

(Agriculture Education) (Early Childhood Education) (Education Administration)

(Elementary Education) (Health & Physical Education) (Higher Education)

(Language Arts Education) (Mathematics Education) (Secondary Education)

(Special Education)

☐ 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

Cancel   [<] [Basics] [Details] [Preferences] [Schools] [Preview] [Next >]   [Save]

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handshake   🔍 Search...

📅 💬 🌐 Favorite Schools ▾   Help ▾   Zoe Delaney ▾

Home
My Profile
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Search Students
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Campus
Events
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Fairs

(Language Arts Education) (Mathematics Education) (Secondary Education)

(Special Education)

☐ 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 consolidate individual majors across every school on Handshake. Choose a specific major by school.

Applicant package recipients

[Choose recipient   ▾]

Not seeing the recipient you're looking for? Create a new contact

✕ **Zoe Delaney**

☑ Email a summary of all applicants once my job expires

☐ Email every time a new student applies

  ○ Send all applicants

  ○ Only send applicants who match all preferences

Cancel   [<] [Basics] [Details] [Preferences] [Schools] [Preview] [Next >]   [Save]

- Setting up how you will receive **Applicant Packages from UofSC students**

  - **Email a summary** - you'll receive one email once your job expires

  - **Email every time** - you'll get emails each time a new student applies. If you choose this option, you can then specify whether you want to receive an email

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notification for every student who applies, or only students who match all of your preferences (i.e. grad date / year, GPA, and Major).

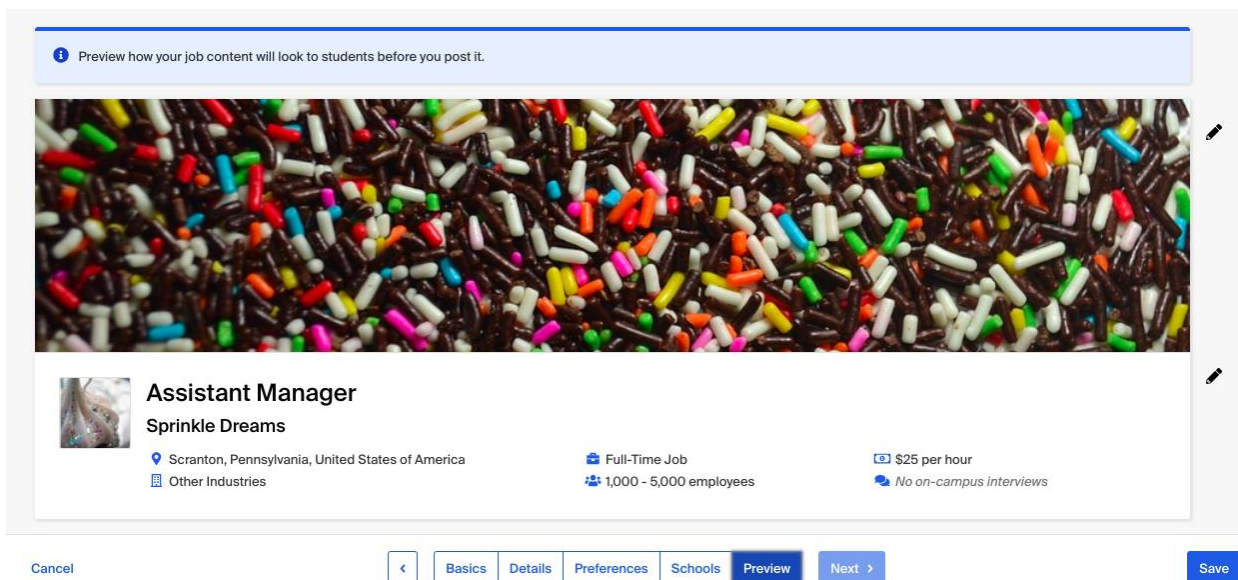- You'll see your name listed first. You can select (or remove) the following options:

Applicant Packages *Specify who should receive the applicant packages*

👤 Employer Dolores University

☑ 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 | ▾]

5. Once you're finished with **Job Preferences**, choose **Next** along the bottom of your screen.

6. **School selection: You will not need to select any schools. UofSC has been set as the only school allowed.**

7. Select **Next** or **Preview** on the bottom navigation to preview your job

ℹ Preview how your job content will look to students before you post it.

Assistant Manager
Sprinkle Dreams

📍 Scranton, Pennsylvania, United States of America   💼 Full-Time Job   💲 $25 per hour

🏛 Other Industries   👥 1,000 - 5,000 employees   💬 No on-campus interviews

Cancel | ‹ | Basics | Details | Preferences | Schools | **Preview** | Next › | Save

If you're happy with how your posting looks, click **Save** in the lower right corner to save the job and submit it through UofSC's Handshake platform to be reviewed by Career Center staff. Please allow up to 72 hours for your posting to be reviewed and approved for visibility to UofSC students/alumni. You will receive an email to alert you (if you have this notification selected) once the position is approved. If the position needs to be updated or corrected, we will communicate with you through the comments box on your job posting.

ACCESS YOUR CANDIDATE POOL

To view your applicant pool and change the status for each applicant, please review this link.

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CONSIDER USING THE INTERVIEW SCHEDULER

The Career Center at UofSC provides interviewing services for employers and candidates. These can be facilitated virtually or using a Career Center interview room.

If you would like to use the Handshake platform to manage/schedule candidate interviews, please review this link or watch this video. It is important that you indicate your interest in interviewing services at the time that you post your position. Once you submit this request a member of the Career Center staff will follow up with you.

REPORT YOUR HIRE

Once you have reviewed and/or interviewed your applicants, it is important that you indicate who you have hired, as well as decline (or waitlist candidates you'd like to save for later) all other applicants for your posting. Please review this link that provides a step by step on how to do this. Please allow up to 72 hours for your posting to be reviewed and approved for visibility to UofSC students/alumni. You will receive an email to alert you once the position is approved.

IMPORTANT NOTE

Please note, when choosing to employ an individual to work on behalf of your household, you are expected to abide by laws regarding the withholding of taxes for such employees. Please see: https://www.irs.gov/pub/irs-pdf/p926.pdf and consider consulting with a tax attorney for more information.

QUESTIONS

If you have any questions about Caring Connections, please contact **caringconnections@mailbox.sc.edu**