

Hiring Student Workers FAQs

Why do we need to post on Handshake?

By posting in Handshake the university can better track how many student employees we are hiring and the types of positions we are asking them to fill. In addition, having all available jobs in one location will be beneficial to students, and to employers. Centralized posting will allow you to reach a larger audience, with vast and varied skill sets. As of January 1, 2016 hiring managers will need to fill in the Job ID # on the [New Student Hire form](#). This Job ID # is created when you post your position in [Handshake](#).

<input type="checkbox"/> 864350	Student Office Assistant	34	On Campus Student Employment	Part-Time
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I'm hiring more than one student, do I have to make more than one job post?

No, if you are hiring for a large group of students that have the same group title (such as Resident Assistants) just designate how many vacancies you are trying to fill in the space provided. The Job ID # used for that position posting can be used for all new hires for that specific job.

How are students applying to the job I post?

There is an application instruction section on the Handshake form. You choose how you receive applications.

An example would be "Please email your resume and three references to supervisorsname@towson.edu by March 1 to be considered." Or "You must attend one of the following information sessions to learn more about how to apply...."

There is also the option to have resumes emailed to you or even have an external link be a step in the application process.

For how long do I have to post my job?

We suggest to reach the biggest audience that you post and keep it active for at 10 business days.

What if I have specific requirements for my student employees, how does that work?

Handshake has a many different filters you can use to screen the students that see your postings. You can screen by major, GPA, school standing and many other criteria. You can also designate these requirements in the qualification section.

Does my post go live after I submit it?

No, your post will go into a pending status and I will review and approve it before it's published according to your postdate. If you go back in and make any edits, please understand that this puts your post back into a pending status.

We hire on a rolling basis each semester, how many job postings do I need?

We would ask that you post your position and keep the posting active through the end of that semester, noting in the description that applications are taken on a rolling basis.

You would still need to repost when looking to hire after the current posting expires

How do I log into the Handshake website?

Since you are hiring student employees, you will register and sign in under "Employers" on [Handshake](#).

I forgot my Handshake username and/or password, now what?

Your Handshake username should be your entire Towson University email address. You can reset your password yourself via the request link. If you continue to have difficulty, please contact the Career Center's main office at 4-2233.

Who do I contact if I have questions regarding hiring on-campus student employees?

Assistant Director of Student Employment at campusjobs@towson.edu.



Career
Center