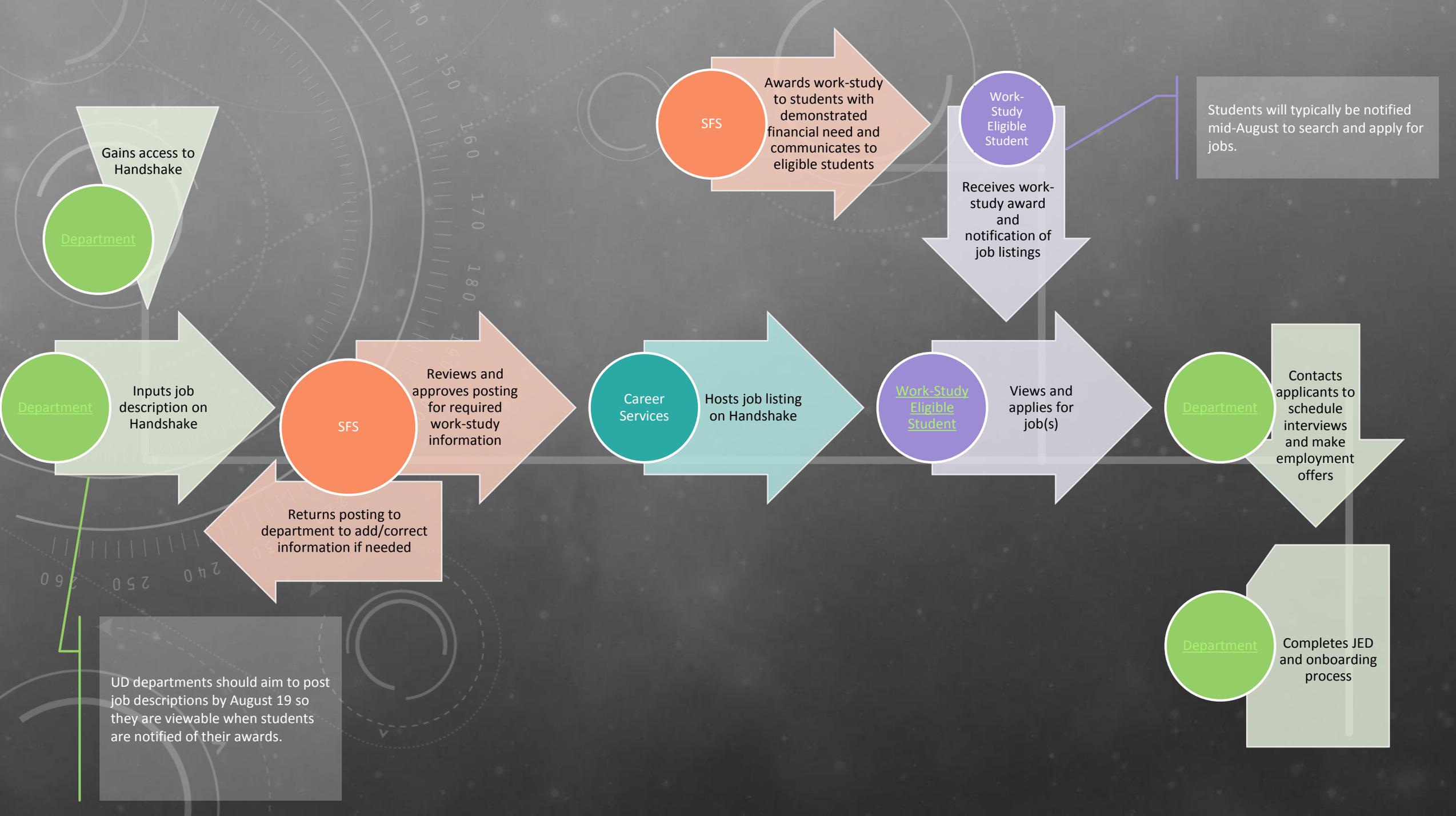


The background features a dark grey gradient with faint, light grey technical diagrams. On the left side, there is a large circular scale with numerical markings from 140 to 260 in increments of 10. Several circular diagrams with arrows and dashed lines are scattered across the background, suggesting a technical or engineering theme.

WORK-STUDY EMPLOYMENT



Gains access to Handshake

Department

Inputs job description on Handshake

Department

SFS

Reviews and approves posting for required work-study information

Career Services

Hosts job listing on Handshake

Work-Study Eligible Student

Views and applies for job(s)

Department

Contacts applicants to schedule interviews and make employment offers

Department

Completes JED and onboarding process

Returns posting to department to add/correct information if needed

SFS

Awards work-study to students with demonstrated financial need and communicates to eligible students

Work-Study Eligible Student

Receives work-study award and notification of job listings

Students will typically be notified mid-August to search and apply for jobs.

UD departments should aim to post job descriptions by August 19 so they are viewable when students are notified of their awards.



GAIN ACCESS TO HANDSHAKE

REGISTER AS AN EMPLOYER WITH CAREER SERVICES' NEW CAREER
MANAGEMENT SYSTEM

HANDSHAKE

- Career Services is happy to announce their new career management system, Handshake.
- Handshake allows departments to post jobs and manage applicants while students can to search opportunities and schedule appointments.
- Access Handshake by clicking “Employers” on Career Services’ home page (www.udel.edu/csc) then “New Employer Registration” to create your employer account.

The screenshot displays the University of Delaware Career Services Center website. At the top, the University of Delaware logo and name are visible, along with a search bar and navigation links (A-Z Index, Maps, People). The main header features the "Career Services Center" title and the tagline "Dare to be first". Below the header, there are four main navigation tabs: "Our Services", "Students", "Employers", and "Blue Hen Careers". The "Employers" tab is highlighted in red, and an orange arrow points from the text "Access Handshake by clicking 'Employers'" to this tab. The "Employers" section contains a welcome message, a list of services, and a list of partner organizations including DuPont, U.S. Army, Enterprise Holdings, Wawa, Highmark, Agilent Technologies, PwC, BLS, Vanguard, and Target. A prominent red-bordered box contains the following text:

▲ BLUE HEN CAREERS SYSTEM TRANSITION

We are happy to announce that the transition to Handshake, our new career management system, is now complete.

CURRENT EMPLOYERS: In order to access the new system you will need to reset your account by clicking on forgot password.

This is the new destination for UD's job & internship listings for students & alumni, on-campus recruiting information, events, career fairs and more.

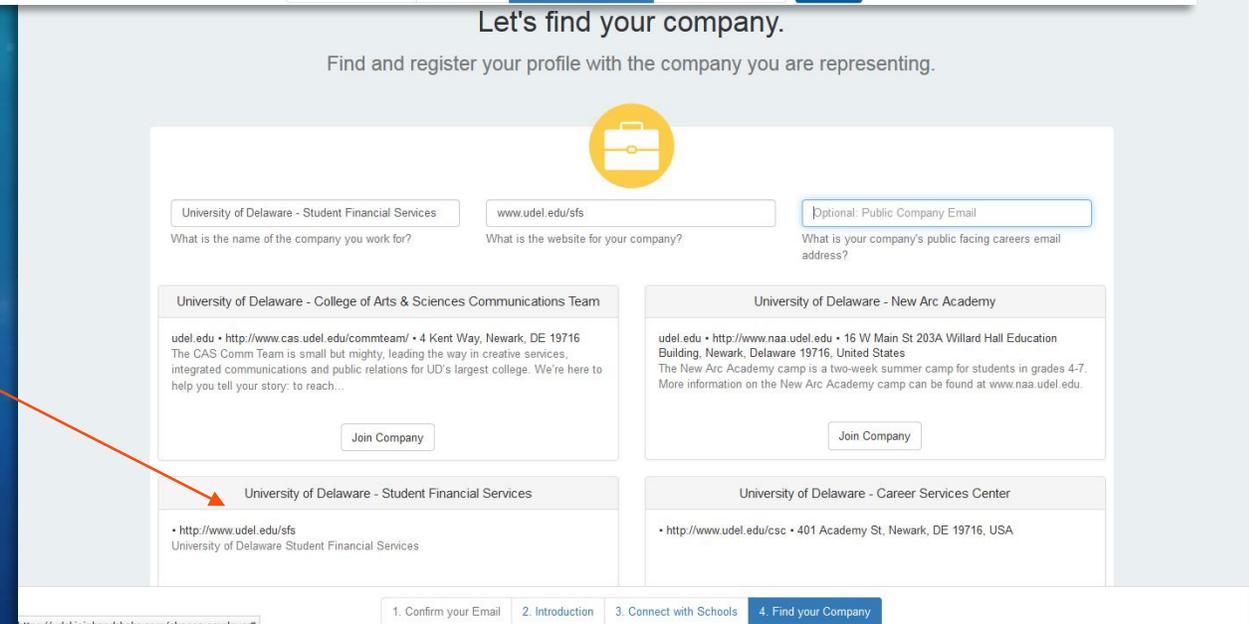
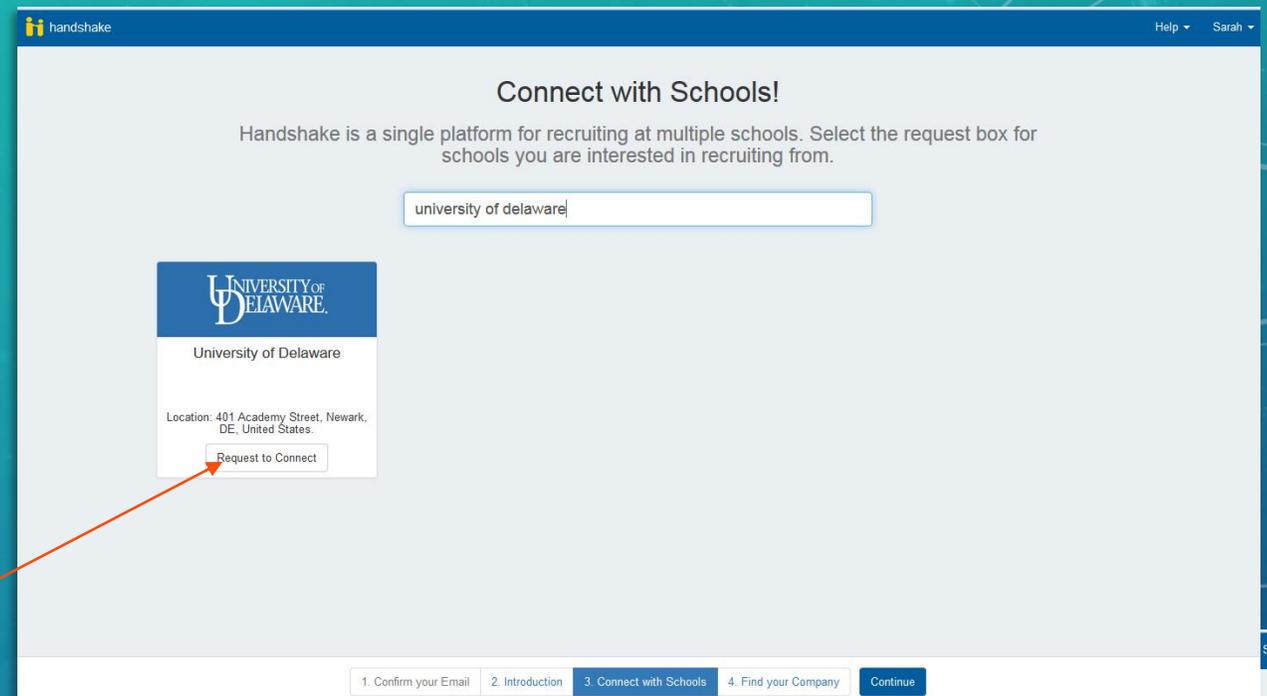
For technical questions email support@joinhandshake.com. Other questions surrounding our offices, or information regarding career fairs or events can be sent to bluehencareers@udel.edu.

We appreciate your patience during this time of transition.

At the bottom of the page, there are two buttons: "Employer LOGIN »" and "New Employer REGISTRATION »". An orange arrow points from the text "then 'New Employer Registration'" to the "REGISTRATION" button. Below these buttons, there are links for "EMPLOYER RECRUITMENT POLICY" and "ACCEPTANCE OF JOB OFFER STATEMENT".

HANDSHAKE

- After registering and confirming your email, request to connect with University of Delaware on the Connect with Schools page.
- To prevent alerts from Handshake going to your spam folder, add handshake@notifications.joinhandshake.com to your contacts list.
- Join your company by typing your department name into the company name search bar.
- Once you join your company, you will be able to post jobs.



The background features a teal-to-blue gradient with various circular and semi-circular patterns. On the left side, there is a large circular scale with numerical markings from 140 to 260. Several smaller circles with arrows and dashed lines are scattered across the background, suggesting a technical or scientific theme.

POSTING A JOB

POST A WORK-STUDY JOB OPENING WITH HANDSHAKE

POSTING A JOB USING HANDSHAKE

- Only employers and school staff can post a job, and jobs must be approved by the school before they can be viewed by students. Work-study jobs must be approved by SFS before they become searchable.
- To post a new job, select “Jobs” from the left navigation pane and click “New Job” in the upper right.
- Enter job title, department, and other information about the position.

The screenshot shows the 'New Job' form in the Handshake application. The left navigation pane is visible, with 'Jobs' highlighted. The form fields are as follows:

- Title:** Student Assistant
- Employer:** University of Delaware - Student Financial Services
- Division:** Choose a division...
- Job Type:** On Campus Student Employment (selected)
- Employment Type:** Part-Time (selected)
- Status:** Approved (selected)
- Default expiration date:** 2015-11-03 03:27 pm

Annotations include a purple box around the 'Title', 'Employer', and 'Job Type' fields, and an orange arrow pointing from the 'Jobs' link in the navigation pane to the 'New Job' button in the top right corner.

POSTING A JOB

- Be sure to select the appropriate job function(s) for the position. Though this field is optional in Handshake, please complete it for work-study job approval.
- “Pay Rate” is also an optional field, but is required for work-study job approval.
- Your location will default to your department’s location, but you may change it if the student will be working at a different site.
- Select your notification option. Regardless which option you choose (or if you choose neither), you will be able to review your applicants by logging in to Handshake.
 - Application Package will send you a notification every time someone applies for your job.
 - Expiration Summary will send you one list at the time your posting expires.

The image displays two screenshots of the Handshake 'New Job' posting form. The top screenshot shows the 'Job functions' field with 'Customer Service' and 'Operations' selected. The 'Salary type' is set to 'Paid' and the 'Pay Rate' is '8.25/hr'. The 'Monthly Housing Stipend' field is empty. The bottom screenshot shows the 'Location' field set to 'Student Services Bldg, Newark, DE 19716, USA' with a map view. Below the map is a table for 'Contacts' with one entry for 'Sarah Ashley' and 'Name Only' display. The 'Application Packages' and 'Expiration Summary' columns are checked. The bottom navigation bar includes 'Cancel', '< Previous', 'Basics', 'Details', 'Description', 'Schools', 'Requirements', 'Next >', and 'Save Changes'.

POSTING A JOB

- Continue completing required fields and other information as needed, then write the job description and any required skills and responsibilities.

The screenshot displays the 'New Job' form in the Handshake system. The interface includes a top navigation bar with the 'handshake' logo, a search bar, and user information (Help, Sarah). A left sidebar contains various navigation options: Profile, University of Delaw..., STUDENTS (Manage, Outcomes, Applications), COMMUNICATE (Mass Emails, Articles), SCHEDULE (Events, Fairs), POSTINGS (Jobs), RELATIONSHIPS (Employers, Contacts), DATA (Analytics, Reports, Surveys), and ENGAGE (Mentors, Mentorships). The main content area is titled 'New Job' and features three text input fields, each with a rich text editor toolbar. The first field is labeled '* Description' and contains the placeholder text 'This is the job description.' The second field is labeled 'Desired Skills' and is currently empty. The third field is labeled 'Responsibilities' and is also empty. At the bottom of the form, there are navigation buttons: '< Previous', 'Basics', 'Details', 'Description' (which is highlighted), 'Requirements', and 'Next >'. A 'Cancel' button is located at the bottom left. Three purple arrows originate from the 'Description' field and point to the 'Description', 'Desired Skills', and 'Responsibilities' fields respectively.

POSTING A JOB

- Check “Work Study Job” to filter applicants by work-study eligibility.
- Further refine your applicant pool as desired with class, GPA, major, or other optional requisites.
- Click “Create” to complete job posting.
- SFS will review work-study job postings to ensure all required information is included, and respond with approvals or requests for more information within one business day.

The screenshot shows the 'New Job' posting interface in the Handshake system. The left sidebar contains navigation menus for Profile, University of Delaware, STUDENTS, COMMUNICATE, SCHEDULE, POSTINGS, RELATIONSHIPS, DATA, and ENGAGE. The main content area is titled 'New Job' and includes a search bar, a 'Postings' tab, and a 'New Job' button. A blue banner at the top states: 'This is a work study job. Only students who are eligible for work study jobs can apply to this job.' Below this, the 'Work Study Job?' checkbox is checked. The 'Required Documents' section includes checkboxes for Resume, Cover Letter, Transcript, Work Sample, and Other Document. The 'Document notes' field is empty. The 'School years' section has checkboxes for Freshman, Sophomore, Junior, Senior, Graduate, Post Graduate, and Alumni. The 'Department GPA Required?' checkbox is unchecked, and the 'Department GPA' field is empty. The 'Cumulative GPA Required?' checkbox is unchecked, and the 'Cumulative GPA' field is empty. The 'Major Groups' section has a 'Select Major Groups' button. At the bottom, there are navigation buttons: '< Previous', 'Basics', 'Details', 'Description', 'Requirements', 'Next >', and a green 'Create' button. Red arrows point from the first bullet point to the 'Work Study Job?' checkbox, from the second bullet point to the 'School years' section, and from the third bullet point to the 'Create' button.

REVIEWING & CONTACTING APPLICANTS

- Review resumes of applicants by clicking “Browse Applicants” while in your job posting.
- View the Fully Qualified tab to find applicants who meet all your criteria (including work-study). Applicants in the Not Fully Qualified tab may not have work-study awards.
- Using their provided contact information, email or call applicants to schedule interviews and make employment offers.
- If your positions are filled before the selected expiration date, you can “Expire Posting Now” to remove the listing.

The image displays two screenshots of the Handshake interface. The top screenshot shows the 'Student Applications' page for a job posting. It features a search bar, tabs for 'Fully Qualified Applicants' and 'Not Fully Qualified Applicants', and a table of applicants. The bottom screenshot shows the 'Job Details' page for a specific job, including contact information for Christine Kendle, qualification requirements, and a list of actions.

Handshake Student Applications

Search... Search Saved Searches +

Show Fully Qualified Applicants Show Not Fully Qualified Applicants Show

Status Label Not Labels Employer Employer Division Job Applied For Skill Major Group Major Application Type College

Service Desk (Work Study) (1) Job (1)

Student First	Student Last	Employer	Application Type	Job Applied For	Status	Application D
YouDee	Blue Hen	University of Delaware - Registrar	Job	Service Desk (Work Study)	Pending	5 days ago

Handshake Job Details

Christine Kendle
JOB FUNCTIONS
Other

Labels
No labels have been added.
Add a label...

Preview Link
<https://udel.joinhandshake.co>

Actions

- View & Add Notes
- Browse Applicants
- Duplicate this Job
- Expire Posting Now
- Edit Advanced Details

Attachments
No files have been attached



HIRING A WORK-STUDY STUDENT

COMPLETE THE HIRING PROCESS FOR NEW WORK-STUDY STUDENT
EMPLOYEES

HR NEW HIRE PROCESS

- Request Criminal Background Check for all student workers who are not active in UD's HR system (http://www.udel.edu/prm/cbc_form.html); student must clear background check before beginning work.
- Newly hired student workers must complete onboarding at www.udel.edu/onboarding.
- Complete I-9 and JED for newly hired student workers.
 - I-9 forms can be accessed at <http://www.udel.edu/prm/i-9.pdf>
 - Collect and photocopy proper IDs for I-9 (shown on I-9 form)
 - Send signed I-9, copied IDs, and voided check (for direct deposit enrollment) to Payroll & Records Management
 - JED instructions on slides to follow
- Request transfer JED or Additional Assignment forms for student workers active in other departments.
- Returning student employees will not need to reapply through Handshake. Simply confirm their work-study awards (as work-study eligibility can vary year to year) before they return to work, using the Work Study Browse feature in Webviews (www.udel.edu/webviews).

JED PROCESSING FOR WORK-STUDY JOBS

- Enter semester start date for the Effective date.
- Select “Work Study Student” under Employee Group.
- Refer to HR’s Salary Structure (<http://www.udel.edu/hrclass/compssystem/salarystructure.html>) to determine the classification and pay rate of your hired student worker and then use the corresponding Job Code on the JED:
 - 4I1006
 - 4I1007
 - 4I1008
 - 4I1009

HRMS: Manage Workforce
UNIVERSITY OF DELAWARE
Req ID: 3425237

Job Data (JED)
If you have any questions, please contact Payroll & Systems Administration at (302) 831-8677 or email hrssystemadmin@udel.edu.

Symbol Key: * Required Information

Employee: Buster Blue Hen (70000001)

Identify Employee

Employee ID: * 70000001 (lookup)
Effective date: * 07/07/2015 (use format mm/dd/yyyy)
Action: * Hire (HIR)
Proprietary group: * Work Study Student
Pay group: * Cleveland Office (COT)

Buttons: Exit without saving, Save & exit, Next step

HRMS: Manage Workforce
UNIVERSITY OF DELAWARE
Req ID: 3425237

Job Data (JED)
If you have any questions, please contact Payroll & Systems Administration at (302) 831-8677 or email hrssystemadmin@udel.edu.

Symbol Key: * Required Information

Employee: Buster Blue Hen (70000001)

Onboarding Employee Form Submission Status

EDD: Not yet submitted
W-4: Not yet submitted
Direct Deposit: Not yet submitted
Has Attachment?: N

Verify Employee

I-9: * Yes
I-9 date: * 07/07/2014 (use format mm/dd/yyyy)
Working papers: If you are hiring someone under the age of 18, they must have working papers from Delaware. No
Action reason: * Miscellaneous/Student Labor
Position/job: * Either a position number or a job code is required.
 Position number
 Job Code
Job code: * 4I1007 Student Worker Class II (4I1007) (lookup)

Buttons: Previous step, Exit without saving, Save & exit (not submitted), Next step

JED PROCESSING FOR WORK-STUDY JOBS

- Earnings Code: Work Study Academic Year.
- Work-study wages will be split behind the scenes, so enter the Speedtype that will be paying the department's portion (State: 20% or Federal: 25%) of the wages.
- Select a Work Study Job Type that matches the duties of the position.

HRMS: Manage Workforce
UNIVERSITY OF DELAWARE

Req ID: 3425237 Menu Help

Job Data (JED)
If you have any questions, please contact Payroll & Systems Administration at (302) 831-8677 or email hrssystemadmin@udel.edu.

Symbol Key: * Required Information

Employee: Buster Blue Hen (700000001)

Compensation Information

Compensation frequency: * If Non-Exempt, Comp Frequency should be hourly
Hourly (H)

Compensation rate: * \$8.50

Earnings distribution type: * By Hours

Funding end date: * Not required for Non-university employees
09/04/2015 (use format mm/dd/yyyy)

LAM distribution

Comp Rate will not be included in the LAM.

Earnings code	Chart of accounts	Amount																														
Work Study Academic Year (WSA)	<table border="1"> <tr> <td>Speedtype: stfs110000</td> <td>Account: 126000 (lookup)</td> <td>Class: 000 (lookup)</td> <td>User field: (lookup)</td> <td>\$8.50 (100.000%)</td> <td><input type="button" value="delete"/></td> </tr> <tr> <td>Fund: OPBAS</td> <td>Program: ADALL</td> <td>Dept: Student Financial Services (04708)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Purpose: STUDENT FINANCIAL SERVICES (STFS110000)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Project ID/grant: (lookup)</td> <td>Source: (lookup)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Resource type: (lookup)</td> <td>Resource category:</td> <td>Resource subcategory:</td> <td></td> <td></td> <td></td> </tr> </table>	Speedtype: stfs110000	Account: 126000 (lookup)	Class: 000 (lookup)	User field: (lookup)	\$8.50 (100.000%)	<input type="button" value="delete"/>	Fund: OPBAS	Program: ADALL	Dept: Student Financial Services (04708)				Purpose: STUDENT FINANCIAL SERVICES (STFS110000)						Project ID/grant: (lookup)	Source: (lookup)					Resource type: (lookup)	Resource category:	Resource subcategory:				
Speedtype: stfs110000	Account: 126000 (lookup)	Class: 000 (lookup)	User field: (lookup)	\$8.50 (100.000%)	<input type="button" value="delete"/>																											
Fund: OPBAS	Program: ADALL	Dept: Student Financial Services (04708)																														
Purpose: STUDENT FINANCIAL SERVICES (STFS110000)																																
Project ID/grant: (lookup)	Source: (lookup)																															
Resource type: (lookup)	Resource category:	Resource subcategory:																														

Wages in Kind

Choose one

Work Study

Work study job code: *

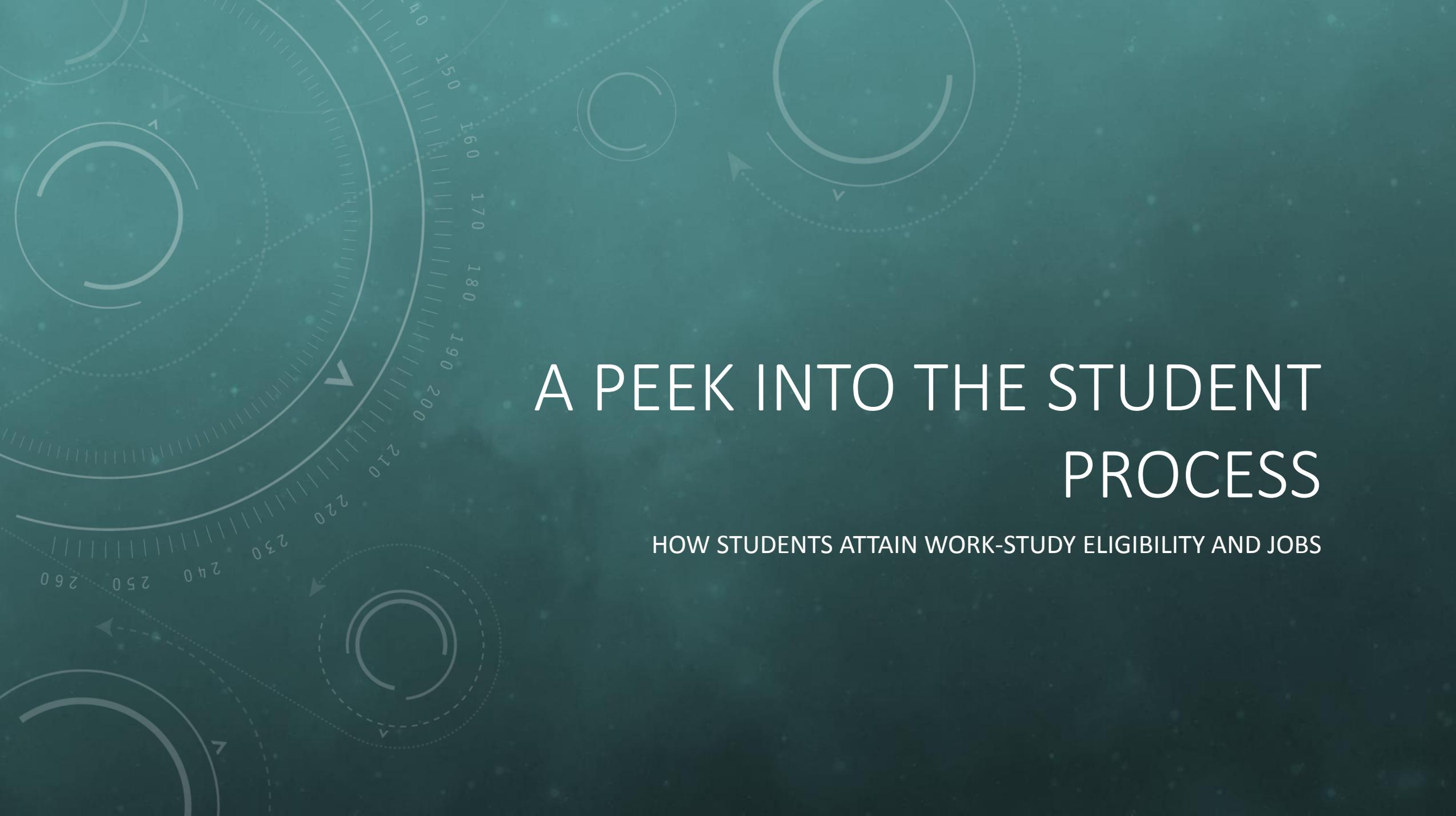
Type	Percentage
Federal (F)	75.0%

Choose one

- Accounting (122)
- Athletics - Sports (100)
- Cashier (132)
- Clerical/Office Assistant (101)
- Computer Support (102)
- Customer Service (118)
- Dispatcher (121)
- Driver (120)
- ELI Mentor (115)
- Enforcement Officer (147)
- Gallery Monitor (103)
- Housing Assistant (117)
- Lab Assistant (106)
- Lab Technician (107)
- Library Assistant (112)
- Marketing (105)
- Music (127)
- Music - Audio/Technical (126)
- Nursing - Scheduling (129)
- Nursing - Theatrical Backgrnd (130)
- Parking Enforcement (131)
- Preschool (124)
- Rec-Cashier (144)
- Rec-Support Staff (145)
- Records Assistant (116)
- Recreation - Club Sports (137)
- Recreation - Fitness (136)
- Recreation - Intramurals (139)
- Recreation - Intramurals Ref (141)

Add a Line

SpeedType	Class	User field	Amount
(lookup)	(lookup)	(lookup)	\$

The background is a teal gradient with various circular and semi-circular patterns. On the left side, there is a large circular scale with tick marks and numbers ranging from 140 to 260. Other smaller circular patterns with arrows and dashed lines are scattered across the background.

A PEEK INTO THE STUDENT PROCESS

HOW STUDENTS ATTAIN WORK-STUDY ELIGIBILITY AND JOBS

STUDENT EMPLOYMENT

- Students must have work-study awards (and not be in verification) in order to view and apply for jobs posted as work-study positions.
- Work-study is awarded based on financial need, therefore students must file the FAFSA each year to have their eligibility determined; most students are awarded by early July each year.
 - Standard work-study award amounts:
 - Resident students - \$1,500
 - Non-resident students - \$2,000
 - If they have filed the FAFSA and are not in verification, but have not been awarded work-study, students can submit an eligibility query at www.udel.edu/askSFS (select Financial Aid and Work Study Eligibility).
 - To inquire about Special Session work-study eligibility, students would also submit an askSFS query.
 - Work-study awards of students who are in the federal verification process will not be active until verification is complete.
- Apply for position using Handshake.*
- Applicants will be contacted by departments to schedule interviews and make hiring offers.
- New student employees must complete a Criminal Background Check (initiated by the hiring department) before they can begin work.
- Upon starting work, new student employees will need to bring their I-9 identification items and a voided check to enroll in payroll's direct deposit system, as well as complete HR's onboarding process.

*Students will typically be notified mid-August to search and apply for jobs. Due to this process transition in Fall 2015, students will be notified by August 24, to give UD departments the opportunity to post the majority of their job descriptions.

The background features a dark grey gradient with faint, light grey technical diagrams. On the left side, there is a large circular scale with numerical markings from 140 to 260 in increments of 10. Several circular diagrams with arrows and dashed lines are scattered across the page, suggesting a technical or scientific theme.

QUESTIONS?

REACH STUDENT FINANCIAL SERVICES VIA EMAIL AT SFS-DEPT@UDEL.EDU