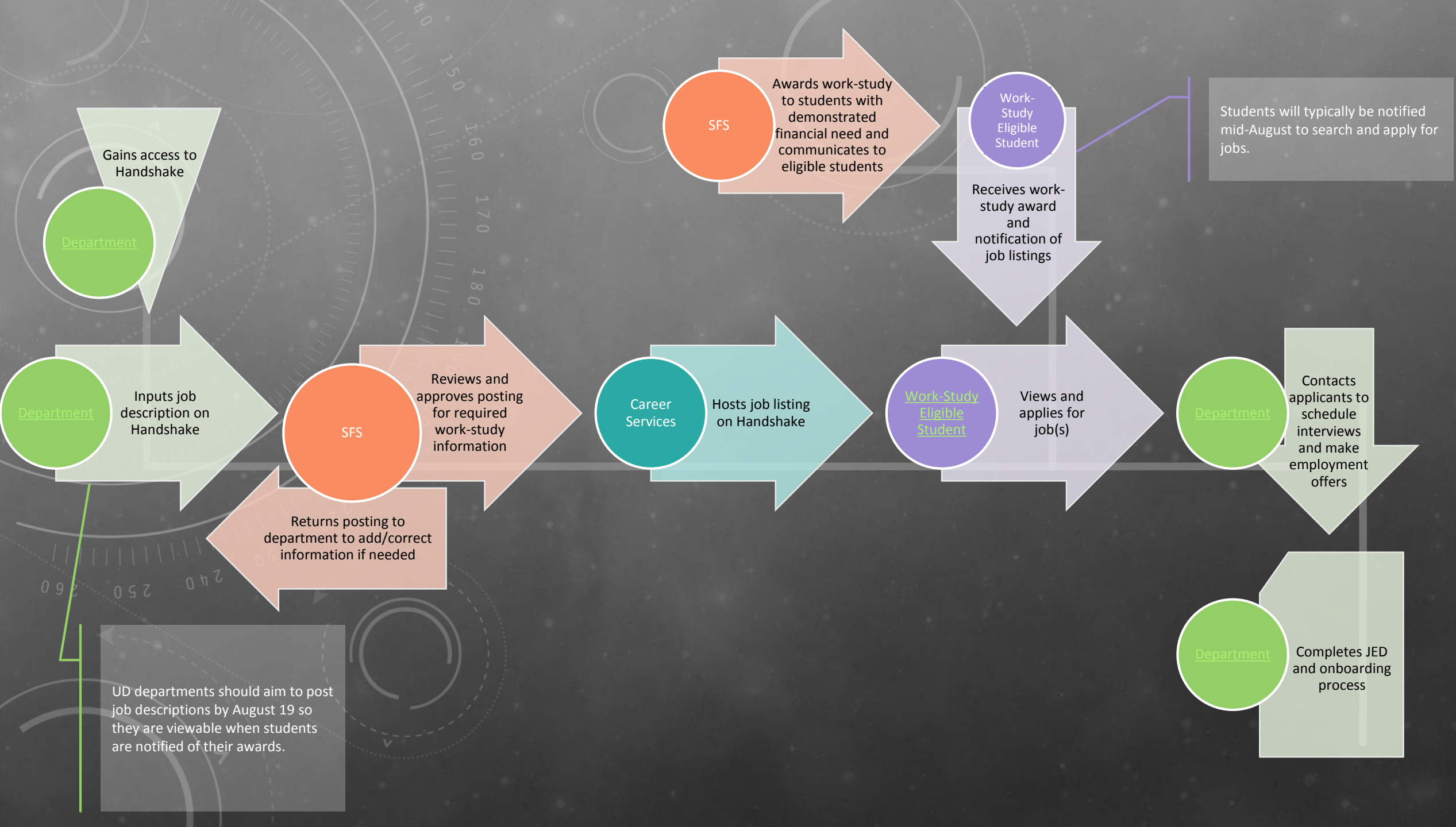


The background is a dark, textured grey with a subtle pattern of small white dots. Overlaid on the left side are several faint, light-grey circular elements. These include concentric circles, dashed lines, and a large circular scale with numerical markings from 40 to 260 in increments of 10. Some of the circles have arrows indicating a clockwise direction. The overall aesthetic is technical and modern.

# WORK-STUDY EMPLOYMENT





# 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](http://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 Google search bar. The main header reads "Division of Student Life Career Services Center" with the tagline "Dare to be first". Below this, there are four navigation tabs: "Our Services", "Students", "Employers", and "Blue Hen Careers". The "Employers" tab is highlighted in red. Under the "Employers" tab, there is a section titled "Employers" with a welcome message and a list of services. A red arrow points from the "Employers" tab to the "Employers" section. Below the "Employers" section, there is a "Blue Hen Careers System Transition" announcement. A red arrow points from the "New Employer Registration" button in the bottom left to the "New Employer Registration" button in the bottom right. The bottom right section contains a "Full List of Employer Partners" link and a list of partner logos including DU PONT, U.S. ARMY, ENTERPRISE HOLDINGS, Wawa, HIGHMARK, SevOne, Agilent Technologies, pwc, BLS, Vanguard, and TARGET.

University of Delaware Career Services Center

Our Services: Providing the tools to launch your future

Students: Empowering you to explore, experience, and excel

Employers: Connecting you to UD's nationally recognized talent pool

Blue Hen Careers: Blue Hen Careers postings for students and alumni

Employers: Welcome to UD Employer Relations. We are committed to providing a one-stop campus needs, from securing connections with faculty.

We can help you:

- Connect with UD departments, units, and student organizations.
- Recruit from a pool of talented undergraduate and graduate students
- Tap into a highly capable network of Blue Hen alumni.
- Advance your brand on campus.
- Build relationships with faculty/researchers working across a broad range of disciplines, from science and engineering to the arts and humanities.

For an overview of services which may be best suited for your needs, please contact the Employer Relations Team by calling (302) 831-2391 or [recruitbluehens@udel.edu](mailto:recruitbluehens@udel.edu).

For directions to the Career Services Center click here.

**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](mailto:support@joinhandshake.com). Other questions surrounding our offices, or information regarding career fairs or events can be sent to [bluehencareers@udel.edu](mailto:bluehencareers@udel.edu).

We appreciate your patience during this time of transition.

Employer LOGIN »

New Employer REGISTRATION »

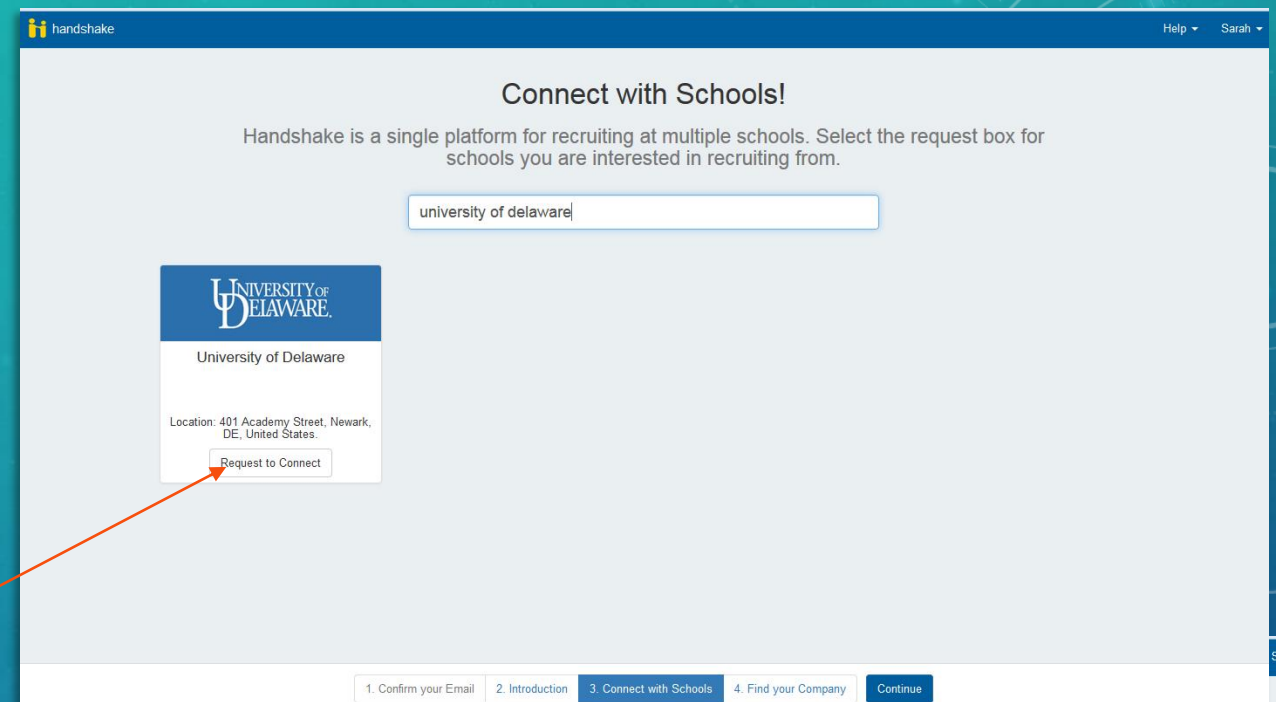
EMPLOYER RECRUITMENT POLICY  
ACCEPTANCE OF JOB OFFER STATEMENT

Full List of Employer Partners

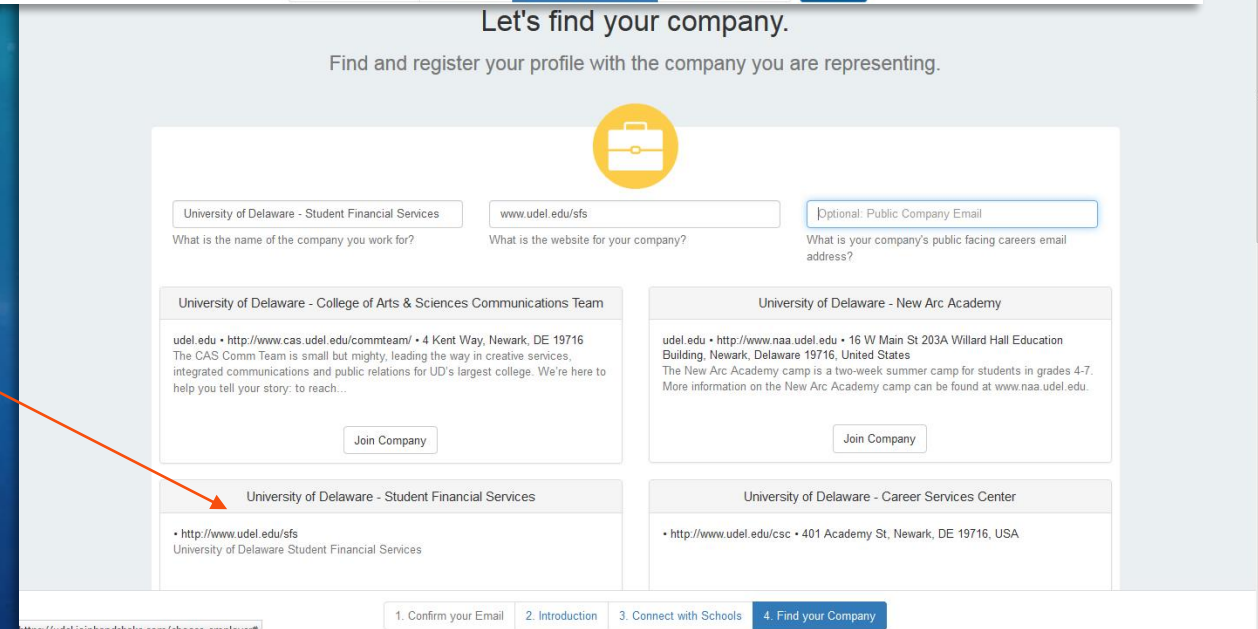
Logos: DU PONT, U.S. ARMY, ENTERPRISE HOLDINGS, Wawa, HIGHMARK, SevOne, Agilent Technologies, pwc, BLS, Vanguard, TARGET, Smithsonian National Museum of American History, BELFINT • LYONS • SHUMAN, Certified Public Accountants.

# 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](mailto: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 screenshot shows the 'Connect with Schools' page on the Handshake platform. At the top, it says 'Connect with Schools!' and 'Handshake is a single platform for recruiting at multiple schools. Select the request box for schools you are interested in recruiting from.' Below this is a search bar containing 'university of delaware'. A card for the University of Delaware is displayed, showing its logo, name, and location: '401 Academy Street, Newark, DE, United States.' A 'Request to Connect' button is visible on the card. At the bottom, a progress bar shows four steps: '1. Confirm your Email', '2. Introduction', '3. Connect with Schools' (which is highlighted), and '4. Find your Company'. A 'Continue' button is at the end of the progress bar.



The screenshot shows the 'Let's find your company' page. It starts with the heading 'Let's find your company.' and the instruction 'Find and register your profile with the company you are representing.' Below this is a search bar with a briefcase icon. The search results are displayed in a grid. The first result is 'University of Delaware - Student Financial Services' with the website 'www.udel.edu/sfs'. The second result is 'University of Delaware - College of Arts & Sciences Communications Team' with the website 'http://www.cas.udel.edu/commteam/'. The third result is 'University of Delaware - New Arc Academy' with the website 'http://www.naa.udel.edu'. The fourth result is 'University of Delaware - Career Services Center' with the website 'http://www.udel.edu/csc'. Each result has a 'Join Company' button. At the bottom, a progress bar shows four steps: '1. Confirm your Email', '2. Introduction', '3. Connect with Schools', and '4. Find your Company' (which is highlighted).



# 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 Handshake 'New Job' form. The left navigation pane has 'Jobs' highlighted under the 'POSTINGS' section. An orange arrow points from the 'Jobs' link to the 'New Job' button in the top right corner. Another orange arrow points from the 'New Job' button to the 'Title' field. A purple line with arrows points from the 'Title', 'Employer', and 'Job Type' fields to the 'Enter job title, department, and other information about the position' step in the list on the left.

**handshake** Search... Calendar Messages 4 1 Help Sarah

**New Job** Postings New Job

**Title** Student Assistant

**Employer** University of Delaware - Student Financial Services

Not seeing the employer you're looking for? Try searching for them or creating their account. This list will automatically be updated to include them once they're approved at your school.

**Division** Choose a division...

**Job Type**

- ☐ Job
- ☐ Internship
- ☐ Cooperative Education
- ☐ Experiential Learning
- ☒ On Campus Student Employment
- ☐ Fellowship
- ☐ Graduate School

**Employment Type**

- ☐ Full-Time
- ☒ Part-Time
- ☐ Seasonal

**Status**

- ☒ Approved
- ☐ Pending

**Default expiration date** 2015-11-03 03:27 pm Calendar

When would you like this job to expire?

Cancel < Previous Basics Details Description Requirements Next >

# 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, and the 'Duration' field is also empty. The bottom screenshot shows the 'Remote Workers Allowed?' and 'Relocation Assistance Available?' checkboxes. The '\* Location' field is set to 'Student Services Bldg, Newark, DE 19716, USA', with a map of Newark, DE below it. The 'Contacts' section shows 'Sarah Ashley' as the contact, with 'Name Only' selected for display. The 'Application Packages' and 'Expiration Summary' sections are also visible. Red arrows point from the text in the first screenshot to the corresponding fields in the screenshots.



# 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 shows the 'New Job' posting interface in the Handshake system. The left sidebar contains navigation links for Profile, University of Delaware, and various categories like STUDENTS, COMMUNICATE, SCHEDULE, POSTINGS, RELATIONSHIPS, DATA, and ENGAGE. The main content area is titled 'New Job' and includes tabs for 'Postings' and 'New Job'. The form is divided into three main sections: 'Description', 'Desired Skills', and 'Responsibilities'. Each section has a rich text editor with a toolbar for formatting (Normal text, Black, Bold, Italic, Underline, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Image). The 'Description' section contains the placeholder text 'This is the job description.' The 'Desired Skills' and 'Responsibilities' sections are currently 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 also present at the bottom left.

# 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' form in the Handshake system. The left sidebar contains navigation links: Profile, University of Delaware, 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 form area is titled 'New Job' and includes a search bar and tabs for 'Postings' and 'New Job'. A blue banner 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. A note says: 'Check this only if the job is a work study job. Work study jobs are jobs for eligible students.' The 'Required Documents' section lists: Resume (checked), Cover Letter, Transcript, Work Sample, and Other Document. The 'Document notes' field is empty. Below this, instructions state: 'Instructions shown to the student when they are submitting documents while applying.' The 'School years' section lists: Freshman (checked), Sophomore (checked), Junior (checked), Senior (checked), Graduate, Post Graduate, and Alumni. The 'Department GPA Required?' checkbox is unchecked, with a corresponding input field. The 'Cumulative GPA Required?' checkbox is unchecked, with a corresponding input field. 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 list items to the 'Work Study Job?' checkbox, the 'Create' button, and the 'Department GPA' and 'Cumulative GPA' fields. A purple arrow points from the 'School years' section to the 'Employers' link in the sidebar.

# 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 web application interface. The top screenshot shows the 'Student Applications' page for a job posting. It features a search bar, filters for 'Fully Qualified' and 'Not Fully Qualified' applicants, and a table of applicants. The bottom screenshot shows the details of a specific job posting, including contact information for Christine Kendle, qualification requirements, and a list of actions.

**Handshake Student Applications Interface**

**Top Screenshot: Student Applications**

- Search bar: Type to search... Search Saved Searches +
- Filters: Show Fully Qualified Applicants Show Not Fully Qualified Applicants
- Dropdowns: Status Label Not Labels Employer Employer Division Job Applied For Skill Major Group Major Application Type College
- Selected filters: Service Desk (Work Study) (1) Job (1)
- Table of Applicants:

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

**Bottom Screenshot: Job Posting Details**

- Profile: 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](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](http://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](http://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 (700000001)

Identify Employee

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

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 (700000001)

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: 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)

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

**Job Data (JED)**  
If you have any questions, please contact Payroll & Systems Administration at (302) 831-8677 or email [hrsystemsadmin@udel.edu](mailto:hrsystemsadmin@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: Work Study Academic Year (WSA)

Chart of accounts

Speedtype	Account	Class	User field	Amount
stfs110000	126000 (lookup)	000 (lookup)		\$8.50 (100.000%)

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 Background (130)
- Parking Enforcement (131)
- Preschool (124)
- Rac-Cashier (144)
- Rac-Support Staff (145)
- Records Assistant (116)
- Recreation - Club Sports (137)
- Recreation - Fitness (136)
- Recreation - Intramurals (139)
- Recreation - Intramurals Ref (141)

Previous step Exit without saving Save & exit (not recommended) Next step



# 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](http://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 is a dark gray gradient with a subtle pattern of white dots. Overlaid on the left side are several faint, light gray circular elements. These include concentric circles, dashed lines, and a large circular scale with tick marks and numbers ranging from 140 to 260. Some of the circles have arrows indicating a clockwise direction.

# QUESTIONS?

REACH STUDENT FINANCIAL SERVICES VIA EMAIL AT [SFS-DEPT@UDEL.EDU](mailto:SFS-DEPT@UDEL.EDU)