



Employer Frequently Asked Questions

WPI Career Development Center

Topics:

1. [How to Create a Handshake Account](#)
2. [Using Handshake for Job/Internship/Co-ops](#)
 - a. [Posting a job on Handshake](#)
 - b. [Submission Approval Timeline](#)
 - c. [Job Posting Duration](#)
 - d. [Resume Submission Deadline Extension](#)
3. [Using Handshake for Recruiting](#)
 - a. [Recruit students and alumni](#)
 - b. [Career Fair Registration](#)
 - c. [Sending Mass Emails Through Handshake](#)
 - d. [Cost of Recruiting](#)
 - e. [Past-recruiter: Having Problems with Handshake](#)
 - f. [Types of Company Workshops Available](#)
 - g. [How to Receive Student Resumes](#)
 - h. [Advertising a Company Information Session/Table Sitting](#)
 - i. [Information Session Request](#)
4. [On-Campus Interviews](#)
 - a. [On-campus Interviews Logistics](#)
 - b. [Requesting an On-campus Interview](#)
 - c. [Selecting Students for an On-campus Interview](#)

How to Create a Handshake Account

1. First, log into Handshake <https://wpi.joinhandshake.com/> and select “sign up for an account”
2. Click “Employer” from the three boxes that appear on the registration page.
3. Fill out the information requested, read the terms of service, and check the box agreeing to the “terms of service” and “privacy policy.” Click Submit.
4. You will receive a confirmation email with a link to confirm your account. This email is sent from Handshake so please check your “junk mail” if you do not receive it in your in box. You must confirm your account to proceed.
5. Connect with schools of your choice by searching for a particular school (i.e. WPI) and clicking “request to connect” once you locate it.
6. Connect your account with an employer profile in Handshake.
 - a. For users whose employer already exists in Handshake search for it in Handshake in the “**Find your Company**” screen. The person from your employer who set up the Handshake account will be sent an email to approve your use in Handshake.
 - b. For users whose employer is new to Handshake you can create a new company profile. You will enter your company’s information once you select “**Create New Employer**”.
7. Once you have been approved at your company or created a new company you can start using Handshake and connect with WPI talent.

For more information on creating a Handshake account, please visit [Handshake Knowledge Base](#).

Using Handshake for Job/Internship/Co-ops

“How do I post a job on Handshake?”

1. Log-in to Handshake by clicking this URL: <https://wpi.joinhandshake.com/> . Make sure to post after registering on Handshake (see directions in question 1).
2. From the home screen, select “New Job” at the top of the page or by selecting the “Job Postings” tab on the left navigation bar. This will bring up the Job Postings page with all of your current posting listed. To add a new job posting, select “New Job” in the upper right hand corner to begin filling out information.
3. As you complete the required information on each page, click the next” button in the bottom right corner. We encourage you to fill out as many of the fields as possible to ensure the position shows up in as many student/alumni searches as possible. The last page of this process asks you to select those schools where you would like the position posted (this is where you select WPI). Once you're finished completing the information through the pages (Basics, Details, Preferences), then click “create.” This will bring you to the job summary page, where you can see all the information you just entered.
4. The new job has now been submitted for approval. The WPI Career Development Center will review the posting request within 48 hours of submission.

“I posted a job on Handshake but don’t see that it has been approved. How long does it take for a job to be approved?”

At WPI, our goal is to review and approve all jobs that meet our posting criteria within 2 business days.

“How long does a posting remain on Handshake?”

The default is 90 days but an employer can indicate when they would like the post to expire and can also extend the posting date if needed.

“Can we extend the resume submission period?”

Yes, by going into the position on Handshake and hitting “edit” then changing the submission deadline to your preference.

Using Handshake for Recruiting

“How do I recruit students and/or alumni using Handshake?”

There are multiple ways to recruit at WPI using Handshake. Use it to post jobs, schedule an information session, participate in on-campus interviewing, and to register for our Career Fairs. Need more help with the system? Visit the [Handshake Knowledge Base](#) for employers.

“How do I register for a Career Fair?”

Registration is through your [Handshake account](#). Once you have logged into Handshake, choose Fairs under the *Campus* column then type Worcester Polytechnic Institute in the search bar. If there is currently a registration open, the name of the fair will appear. Choose the fair link to register. Once your registration is approved, you will receive a confirmation email with an invoice attached.

“Are we able to send out an email through Handshake to help increase applicant flow?”

While neither the employer nor WPI CDC staff can send out a mass email to students, an employer can request a free one-month resume access on Handshake during which time they can search for students that meet their qualifications and send emails using the student contact information from their resumes. You can also send individual messages to students of interest through the Handshake system. Please email Eileen Gallant at egallant@wpi.edu for access to this service.

“How much does it cost to recruit from WPI on Handshake?”

It is free! All of our recruiting services are free, except for our Career Fair and additional items that can be purchased through that registration form (I.e. Annual subscriptions for access to student resumes, sponsorship opportunities, etc.)

“We are a third-party recruiter who has worked with WPI in the past. Why can't we recruit using Handshake now?”

WPI no longer allows third party recruiters to post positions at WPI.

“We noticed on Handshake that an employer can choose “workshop” under events. What types of workshops can an employer present?”

We encourage employers to use information sessions to present on their company as well as topics that are relevant to their specific industry. In the past, such topics have included: “Tech Talks,” “Pricing and Profitability,” as well as Coding Contests. Requests are subject to review and approval by the WPI Career Development Center

“How does an employer gain access to students’ resumes on your Handshake database?”

Companies are eligible to receive a complimentary one-month access to search our students and their resumes in Handshake. This access is granted once per academic year and the company must have a job posting in our system for the duration of this permission. This feature will allow you to search students utilizing various filters, including major, GPA, and class year, to help you narrow down your candidate pool. If this is something you are interested in pursuing, please contact Eileen Gallant at 508-831-5260 or egallant@wpi.edu.

“How does our company advertise an on-campus information session or table sitting?”

An employer is responsible for creating advertisements for their session and can send these advertisements to the Career Development Office to be posted on campus. Additional ways an employer can increase student turn-out include reaching out to WPI student groups, utilizing alumni within their company, or using the student database in Handshake (see question 13).

“How do I request an information session at WPI?”

Information Sessions are available on most Monday-Thursday evenings throughout the academic year. They are a great way to provide students with more information about your organization and the opportunities available. Tabling in our campus center to interact with a wide range of WPI talent can also be arranged. Requests can be made through your Handshake account or by emailing Cathy Tomaso at catomaso@wpi.edu.

Follow the instruction below to request an interview schedule through your Handshake account.

1. Click on “Events” in the left side navigation bar.
2. Select “Request Event”.
3. Input “Info Session” as the type and then fill out the Event Name, Start and End Date, Description and Host School (WPI).
4. The Employer Relations team will approve the information session once space is reserved and will contact you if any additional information is needed about the event.

Need more help? Visit [Handshake Knowledge Base](#).

On-Campus Interviews

“What are the logistical details for my on-campus interview day?”

All on-campus interviews take place in the Career Development Center, unless indicated otherwise. The week before your interviews, you will receive an email contacting a parking pass and campus map that can be used during your visit. We ask that all employer representatives park in the Park Ave Garage at 151 Park Ave. and place the printed parking pass on your vehicle’s dashboard. The same parking pass can be printed multiple times for multiple vehicles. Lunch is not provided but there is a food court in the WPI Campus Center and local restaurants are within walking distance. Both students and employers will check in at the front desk of the Career Development Center on the day of their interviews, and they will be directed where to go by a staff member of our office. Room assignments are not available in advance, but all are located in the same area. Please bring business cards with you as we will be requesting one upon your arrival.

“How do I request an on-campus interview at WPI?”

On-Campus Interviewing (OCI) utilizes the corporate interview suite at the Career Development Center and is generally available throughout the academic year. Many companies use these as a first screen in place of phone interviews. Having 30-45 minute interviews during the course of a day allows employers and students to find best-fits in an efficient way. Requests can be made through your Handshake account or by emailing Allyson Bernard at ajbernard@wpi.edu.

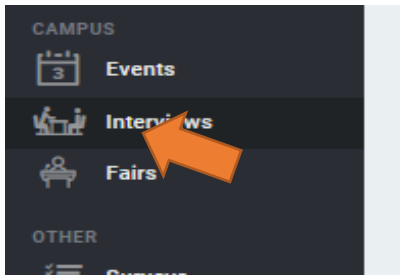
Follow the instructions below to request an interview schedule through your Handshake account:

1. Start by selecting “interviews” on the left side navigation bar.
2. To create and request a new interview schedule, select “Request Interview Schedule in the upper right corner of the page.
3. Fill out all required fields
4. Types of Interview Schedules:
 - a. **Room Only:** This option means you will be serving slots in a specific room for interviews. Handshake will not be used for scheduling these slots.
 - b. **Preselect:** With this option, you will set both an application period and a signup period. Once the application period expires, you will select primary and alternate candidates. When the sign up period begins, the primary candidates will be able to sign up for an interview slot before the alternates.
5. Once you are finished, hit “Request Interview Schedule” at the bottom of the page. This will send the request to the Employer Relations team to create a new interview schedule.
6. The Employer Relations team will approve the request within 2 business days.

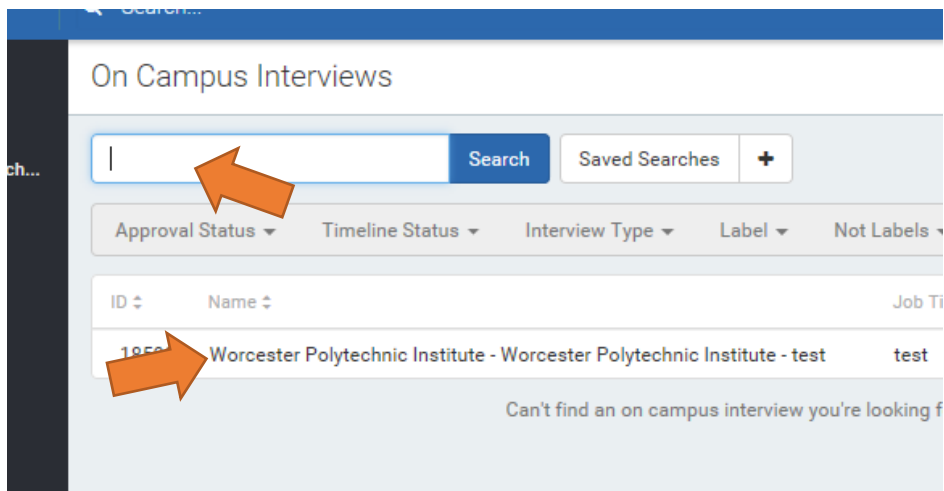
Need more help? Visit [Handshake Knowledge Base](#).

“How do I add students to an On-Campus Interview Schedule in Handshake?”

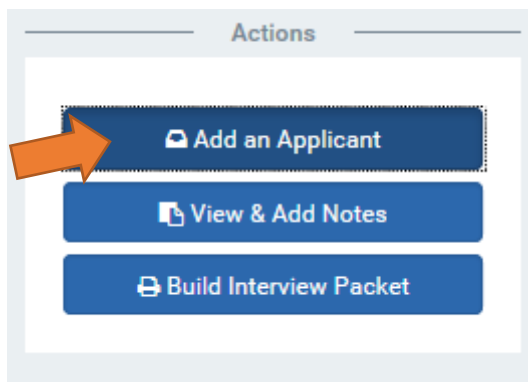
1. Select Interviews in the Left Navigation Bar.



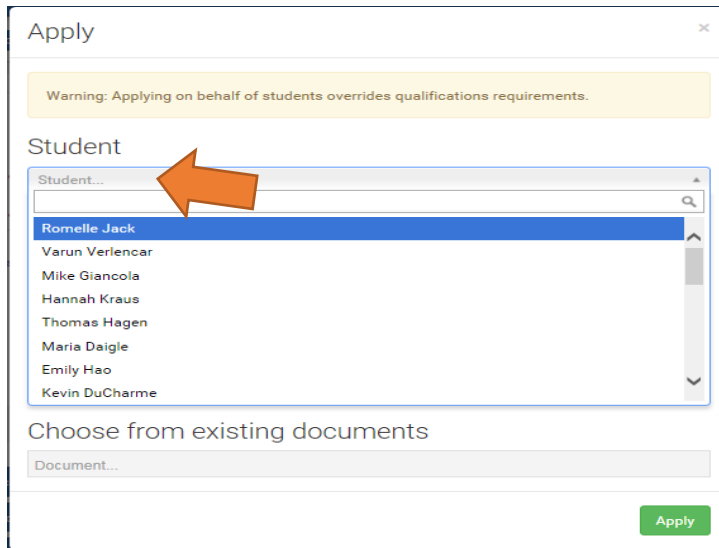
2. Search and select the desired interview schedule.



3. Scroll to the 'Actions' section. Click on 'Add an Applicant'.

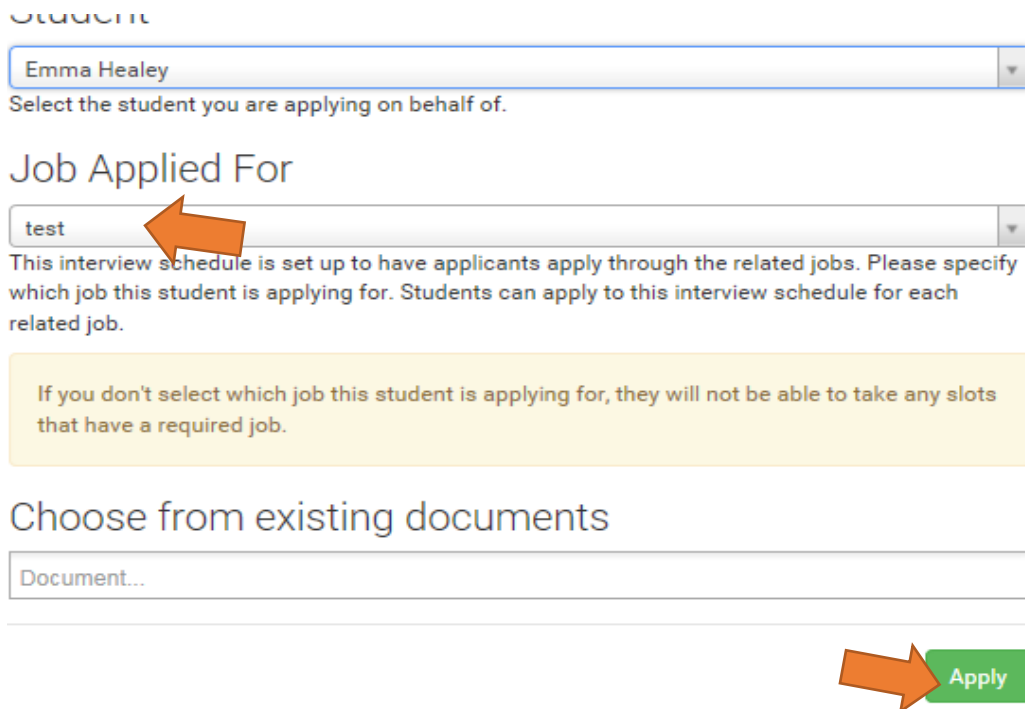


4. Click on the 'Student' drop down menu. Search and select desired student.



The screenshot shows a window titled "Apply" with a close button in the top right corner. Below the title bar is a yellow warning box that reads "Warning: Applying on behalf of students overrides qualifications requirements." Underneath is the "Student" section, which contains a search input field labeled "Student..." with an orange arrow pointing to it. Below the search field is a list of student names: Romelle Jack (highlighted in blue), Varun Verlencar, Mike Giancola, Hannah Kraus, Thomas Hagen, Maria Daigle, Emily Hao, and Kevin DuCharme. Below the list is a section titled "Choose from existing documents" with a "Document..." input field. At the bottom right of the window is a green "Apply" button.

5. Click on 'Job Applied For...' Search and select desired job. Select apply.



The screenshot shows a section of the "Apply" dialog box. It features a "Student" dropdown menu with "Emma Healey" selected. Below it is the text "Select the student you are applying on behalf of." The next section is "Job Applied For" with a dropdown menu containing "test" and an orange arrow pointing to it. Below this is the text: "This interview schedule is set up to have applicants apply through the related jobs. Please specify which job this student is applying for. Students can apply to this interview schedule for each related job." A yellow warning box follows, stating: "If you don't select which job this student is applying for, they will not be able to take any slots that have a required job." Below this is the "Choose from existing documents" section with a "Document..." input field. At the bottom right, there is a green "Apply" button with an orange arrow pointing to it.

Need more help? Visit [Handshake Knowledge Base](#).