

This guide will further explain and define the terminology used in the Handshake platform. More specifically, this resource will translate Handshake terminology to the language we use to describe UCSC departments, units, divisions, etc.

The **general terms** section will describe terminology regularly used when navigating the your Handshake account and the platform overall.

Features will cover select features available on Handshake, and if/when to use them for on-campus recruiting.

The **Job Posting Key** will clarify terminology seen when posting a job, and key information when making a hire.

General Terms

- **Company:** An organization recruiting students, UCSC (Name of Org).
- **Company Owner:** One individual who grants access for “employer” requests to join the “company”.
- **Division:** An optional way to organize a “company,” “employers” are affiliated with one division within a company, though they retain access to be able to post positions for the overall “company.” Divisions are a helpful tool to organize current and previous job postings particularly for larger organizations.
- **Employer:** Any user who needs to utilize the Handshake platform for student employment recruitment (faculty or staff). Employers can be a “company owner”, “recruiter” or a “representative”. Employers belong to a company.
 - **Owner:** A single individual who grants access to other employer roles within the company
 - **Recruiter:** The most common role among users connected to a company profile. Recruiters are not able to edit your company branding page, the account information of other recruiters, or approve new recruiters trying to gain access to your company's account. Other than that, recruiters have full access to post jobs, interviews and events.
- **User:** Users may be students, alumni, employers (staff members), or Career Success staff members. All Handshake users have a username (email address) and password. Handshake users are able to actively use the platform. Employer and Career Services users may have limited access based on roles (permissions) assigned.

Features

- **Contacts:** Contacts can be thought of as a virtual address book. Contacts may be employers, community partners, career success team, etc. A contact, unless also a user, does not have the ability to log on to, use, or have direct interaction with the Handshake platform. Although the contact does not use the platform directly, content from Handshake can be sent to contacts via email.
 - For example, an employer contact can be listed on a job and receive applications to that job via email.
- **Events:** Approved “companies” can post career-focused events that will be shared on the events page of Handshake. Information sessions about postings available in your office can be a popular way for you to advertise your open roles.
- **Fairs:** UCSC offers virtual and in-person career fairs for internships and full-time opportunities. We will begin offering a work-study and on-campus jobs fair starting in Fall 2022 that you may register for via your “employer” account.
- **On-Campus Interviews:** Requests from off-campus organizations who want to reserve interview space on campus for interviewing. This is not available to on-campus and off-campus work-study employers.

Job Posting Key

- **Apply Start Date:** The first day that you want the application to be available to students to apply.
- **Expiration Date:** The last day that you want the application to be available to students.
- **Global Apply/Expiration Date:** This is used primarily for off campus companies. To avoid confusion, please disregard this for on campus purposes.
- **On Campus Student Employment:** Use this designation for any UCSC-sponsored experiential learning opportunities, including off-campus work-study. Students see these positions as “on campus” which is important for filtering and highlighting your open roles.
 - **Job Type:** The job type indicates if the role is an internship, fellowship, or other opportunity. **The job type will always be on campus student employment for UCSC student jobs.**
- **Job ID:** This is a unique number assigned to each job posting within Handshake that is searchable to students.

“**Status**”: The current status of your job posting – commonly pending, declined, approved.