



Reviewing Applications/Updating Status in Handshake

Handshake will provide you with a list of applicants for the job you posted. All applicants will automatically receive the Status: Pending.

To begin, select the relevant job (click on Jobs on the left menu, then click on the title of the job) to access the list of applicants, then navigate to the Applicants page. On the job overview page, click on the **Applicants** tab.

Test Position Live Job #10949739 • Created on Apr 15, 2026, by Tara Moughan • Closes May 15, 2026

Overview Schools Matches Applicants (4) Job details

Search for an applicant Status Filters Clear all

3 applicants

- Tierney GallFall Stud...
Applied April 22, 2026
- Racquel Student
Applied April 22, 2026
- Tara McStüdent
Applied April 22, 2026

Tara McStüdent Status: Reviewed

Profile Application documents Activity and notes

Applied on April 22, 2026

Highlights

- Financial Engineering
- Authorized to work in US
Does not require visa sponsorship
- Graduates May 2035
Masters (18th year)
- Preferred work locations
Bethlehem, Pennsylvania, United States

About

I have been fascinated with space explorations since I watched Neil Armstrong walk on the moon. It is my dream to work for NASA and be the first female to walk on Mars.

Work experience

- Lehigh University-Center for Career & Professional Development
Bethlehem, PA
Coordinator
March 2015 - Present

To view an applicant's Handshake profile, click directly on the name of the applicant to view their profile. The student must have opted into sharing their profile with employers. If the student has marked their profile as private, and you click on it, an error message will appear saying, "This user's profile is private."

View Application Documents (PDF)

While on the student's profile, click **Application Documents**. The applicant's attached documents will appear in a dropdown.

The screenshot shows a job application interface. At the top, it says "Test Position" with a "Live" indicator, job ID #10949739, created on Apr 15, 2026, by Tara Moughan, and closes May 15, 2026. Below this are tabs for "Overview", "Schools", "Matches", "Applicants (4)", and "Job details". A search bar and "Status" dropdown are present. On the left, a list of 3 applicants is shown, with "Tara McStüdent" selected and circled in red. The main profile area for Tara McStüdent shows a "Status: Reviewed" and a "Move to" button. The "Application documents" tab is highlighted with a red circle. Below this, the profile includes "Highlights" such as "Financial Engineering", "Authorized to work in US", "Graduates May 2035", and "Preferred work locations". An "About" section and "Work experience" at Lehigh University are also visible.

Once you have clicked on an applicant, their status will automatically change to Reviewed. If you want to move the student back to Pending, click on Move to and select Pending. From this page, you can also change the student to Rejected, Rejected (with message) or Hired.

This screenshot shows the same job application interface as above, but the status of the selected applicant, Tara McStüdent, has changed to "Status: Pending". The "Move to" button is now circled in red, indicating the next step in the process. The rest of the profile information, including the "Application documents" tab and highlights, remains the same.

Test Position Live Job #10949739 • Created on Apr 13, 2026, by Tara Moughan • Closes May 13, 2026

Overview Schools Matches Applicants (4) Job details

Search for an applicant Status 5 Filters 5 Clear all

3 applicants Most recent

- Tierney GallFall Stud...
Applied April 22, 2026
- Racquel Student
Applied April 22, 2026
- Tara McStüdent
Applied April 22, 2026

Tara McStüdent Message Status: Reviewed Move to ^

Profile Application documents 0 Activity and notes 0

Applied on April 22, 2026

Highlights

- Financial Engineering
- Authorized to work in US
Does not require visa sponsorship
- Graduates May 2035
Masters (18th year)

Pending
Rejected
Rejected (with message)
Hired

Students can track the status of their application in their Handshake account. They will not receive any automatic notifications when a decision is made about their application.

We ask that if you Decline a student that you change their status to Rejected (with message). A message box will pop up and you can send a message to the student.

If you hire a student, please change their status to Hired.

If you have any questions about Handshake, please contact Tara Moughan, in the Career Center, at 610-758-8506 or tmm213@lehigh.edu.

If you have any questions about Federal work-study positions and Financial Aid, please contact the Financial Aid Office at inwork@lehigh.edu.

