



### Review Applications in Handshake

#### Review List of Applicants

- To begin reviewing your applicants, log into Handshake
- Click on Jobs on the left menu, Then click on the title of the job
- On the job overview page, click on the **Applicants** tab.

Note: You can view filter applicants who match your preferences by selecting the preferences listed above the list of applicants. If you've specified preferences, the number of preferences that the candidate meets will be shown in the Preferences column as "X of Y". If the candidate meets all selected preferences, a green check mark symbol will display to either the right of the numbers, or below the selected preference text. Hover over the indicated value or icon for details on which preferences the candidate meets and doesn't meet.

← Jobs Edit More Actions ▾

## Senior Content Marketing Manager

Job #4192 • Created 9/22/2022 by Tina Reynolds • Expires 11/30/2022

Overview Schools Matches **Applicants (3)** Details

Search Download all ▾

Type a keyword

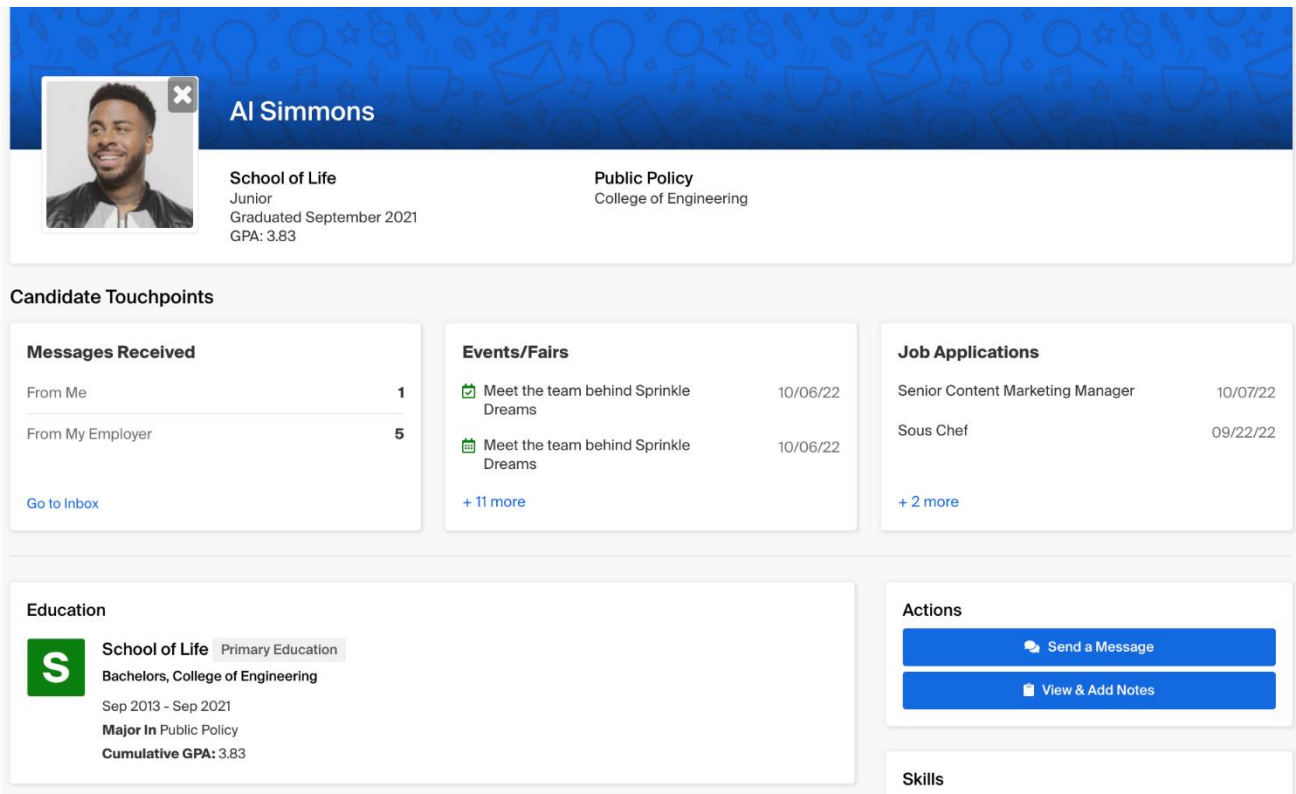
**View only those who match my preferences for:**

Graduation Date / School Years  GPA  Majors  Work Authorization [Select All](#)

| Engagement   | Name   | School         | Status   | Preferences | Date    |
|--|--|----------------|----------|-------------|---------|
| <input type="checkbox"/> Invited to apply to this role | Ethan Rice                                       | School of Life | Declined | 1 of 1      | 10/7/22 |
| Status ▾   | Carl Kuhn  | School of Life | Reviewed | 1 of 1      | 10/7/22 |
| Labels ▾   | Al Simmons                                       | School of Life | Hired    | 1 of 1      | 10/7/22 |
| Not Labels ▾   | <span>⏪</span> <span>1 / 1</span> <span>⏩</span> |                |          |             |         |
| Schools ▾  |  |                |          |             |         |
| Skills ▾   |  |                |          |             |         |
| Majors ▾   |  |                |          |             |         |
| Individual Majors ▾                                    |  |                |          |             |         |
| Date ▾   |  |                |          |             |         |

Start date End date

- Click on the applicant's name to view their profile. If the student marked their profile as private, you will receive an error message saying "This user's profile is private."



**AI Simmons**

**School of Life**  
Junior  
Graduated September 2021  
GPA: 3.83

**Public Policy**  
College of Engineering

**Candidate Touchpoints**

- Messages Received**
  - From Me: 1
  - From My Employer: 5
  - [Go to Inbox](#)
- Events/Fairs**
  - Meet the team behind Sprinkle Dreams: 10/06/22
  - Meet the team behind Sprinkle Dreams: 10/06/22
  - [+ 11 more](#)
- Job Applications**
  - Senior Content Marketing Manager: 10/07/22
  - Sous Chef: 09/22/22
  - [+ 2 more](#)

**Education**

**S** School of Life Primary Education  
Bachelors, College of Engineering  
Sep 2013 - Sep 2021  
Major In Public Policy  
Cumulative GPA: 3.83

**Actions**

- [Send a Message](#)
- [View & Add Notes](#)

**Skills**

### View Application Documents




- From the list of applicants, click the paper icon to the far right in the applicant row. A list of the applicant's attached documents will appear in a dropdown. Click on the desired document name to open a PDF version of the document in a new browser tab. Note: If there is no paper icon, the student has not submitted any documents through Handshake.

### 5 Applicants

[Download all](#)

View only those who match my preferences for:

Graduation Date / School Years  GPA  Majors  Work Authorization [Select All](#)

| Name  | School         | Status   | Preferences                                | Date  |
|---|----------------|----------|--|---|
| <input type="checkbox"/> <a href="#">Joshua Bradley</a> | School of Life | Reviewed | 2 of 2 <input checked="" type="checkbox"/> | 6/28/22  |
| <input type="checkbox"/> <a href="#">Emma Powell</a>    | School of Life | Pending  | 2 of 2 <input checked="" type="checkbox"/> | 6/28/22  |
| <input type="checkbox"/> <a href="#">Jane Spagnelli</a> | School of Life | Pending  | 1 of 2                                     | 6/28/22  |

**IMPORTANT:** Once you have reviewed an applicant, you should change their status accordingly. The applicant will not be notified when their status changes unless you have configured applicant messaging. A candidate can, however, check their status on their Handshake account.

## Setting Up Status Messaging Preferences

With the Status Messaging feature, you can communicate with applicants about their application status by enabling and creating messages that are automatically sent based on the applicant's status. **Note:** your preferences are automatically enabled to **NOT** send a message.

Automated messages can be configured in three stages. To set up Status Messaging:

- Click on your name in the top-right corner of any page, then select **User Settings** from the dropdown.
- Click **Status Messaging Preferences** from the menu on the left of the page.
- Click the dropdown below each status to choose the appropriate action:
  - **Pending** *((default status; as soon as the application is received)*
    - Automatically send Pending message
    - Do not send a message
  - **Reviewed** *(when you view the applicant's profile, download their application documents, or manually mark them Reviewed)*
    - Automatically send Reviewed message
    - Do not send a message
  - **Primary/Alternate**
    - Handshake will email students to choose an interview slot (based on interview settings)
  - **Declined** *(when the Applicant's status is manually set to Declined)*
    - Ask to review/edit Declined message before sending
    - Automatically send Declined message
    - Do not send a message
  - **Hired**
    - There is no automatic or custom message available for the Hired status. Reach out to the student directly to offer them the position. If they accept, change their Status in Handshake to Hired.

### Status Messaging

#### Pending (Application Received)

Do not send a message

Automatically send Reviewed message

✓ Do not send a message

#### Primary/Alternate

Handshake will email students to choose an interview slot (based on interview settings)

#### Declined

Do not send a message

#### Hired

No message will be sent automatically

Click on the tabs above the message box to create your custom message per status.

**Pending Message**

Reviewed Message

Declined Message

Enter the desired subject line in the Subject field and the custom message in the body section of the Message box. Click the blue Save Default Message button in the lower-left corner to save.

Tip: click Insert Variable to have the student's name and job title automatically filled in the email.

**Subject**

Thank you for applying!

**Message**

A Normal text ▾

Black ▾

**Bold**

*Italic*

Underline



Insert Variable ▾

Hi {{student\_first\_name}},

Thank you for applying! We have received your application and will be reviewing it shortly.

Best,

Save Default Messages

Cancel