

## Student Employment through Handshake



a. You should end up on a screen that looks like the one below:

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- 3. Click "Divisions" on the top menu. You will type in your department name until you see it populate. Select your department name. NOTE:
- 4. When your position(s) show up, dick the # under "Applicants" for the position you want to see.
- 5. When you see the applicant names for the position you are hiring for, change the applicant status under the "Status" column for each individual applicant.



## STATUS DESCRIPTIONS

• "Pending" is the default status and means that this applicant is waiting to be reviewed by a supervisor.

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