

How to Search for a Student Employee

The Student Employment Office has created generic Handshake job postings, which are recommend to be utilized during the search process. This was done since the duties performed by most student employees are very similar and consist of routine support job duties. The generic job postings are based on job descriptions that are generic in nature and will more easily facilitate the recruitment process of students seeking employment. Any supervisor with access to Handshake can automatically access the postings and review the list of applicants who have expressed interest in a student employment position.

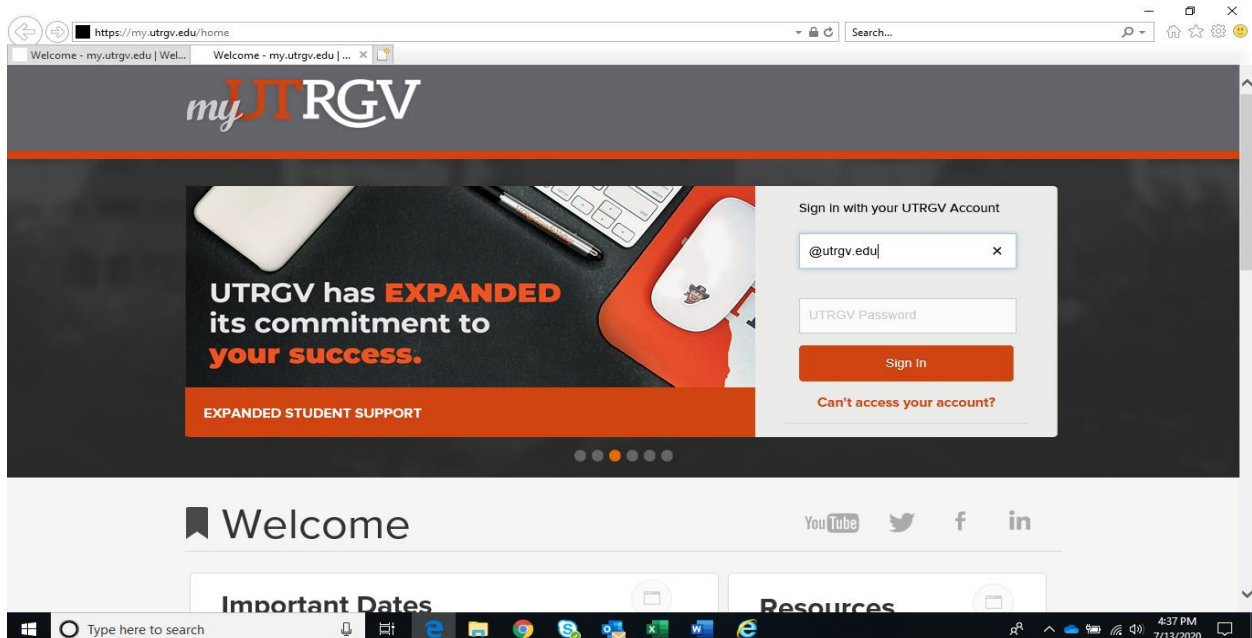
In addition to searching for student employees using these generic postings, a hiring official can also use the database to search for students within Handshake and can filter a search by either major, unique experience, award type or by name. The steps for searching for a student by name, specific information or searching for a student using the generic job postings are below.

Note: A job posting created by the department is supported only for positions that require unique job duties, where the department requires the student to have certain job skills/educational background which are vital to fulfill the position and is unable to find a student in Handshake that matches these requirements.

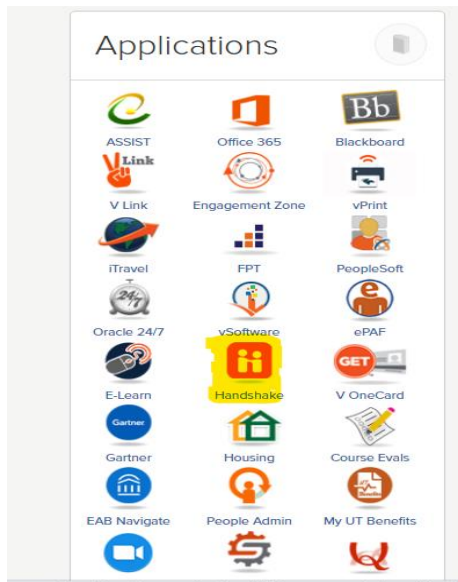
Log into Handshake

There are two ways for logging into Handshake. One is through the Single Sign On <https://my.utrgv.edu> link and the other is directly through the Handshake link <https://utrgv.joinhandshake.com>.

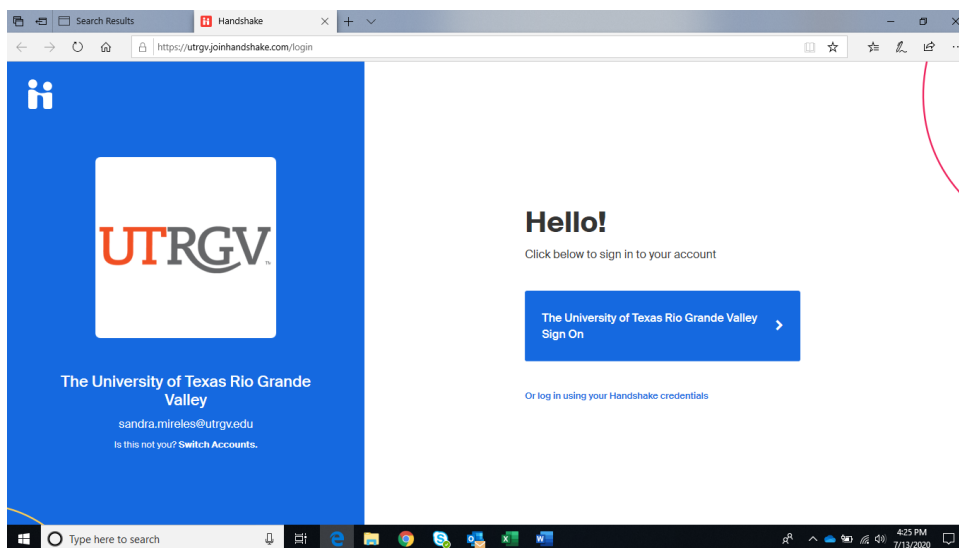
Log into <https://my.utrgv.edu/home> , enter your UTRGV credentials (username/password) and Sign In.



Under **Applications** click on “**Handshake**” and it will take you directly into the Handshake home page.
Tip: Handshake works best if using Chrome.

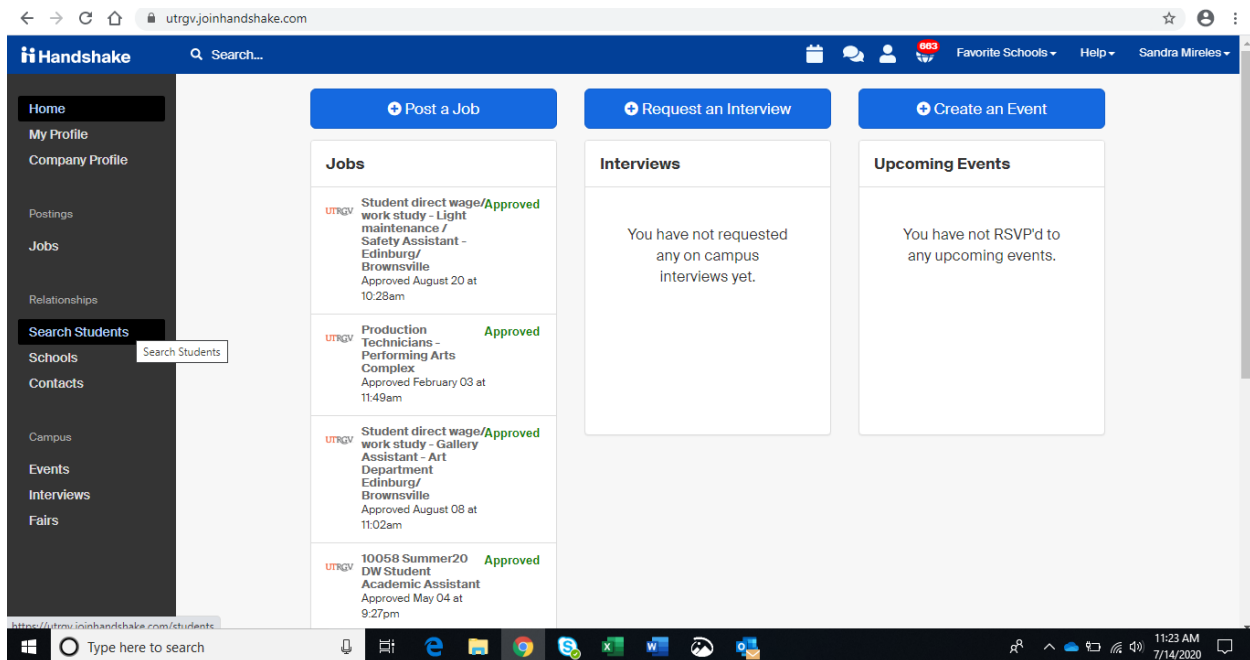


After a certain amount of time of inactivity, Handshake will log you out to this “Hello” page. Just log back in. You may need to enter your UTRGV credentials again.

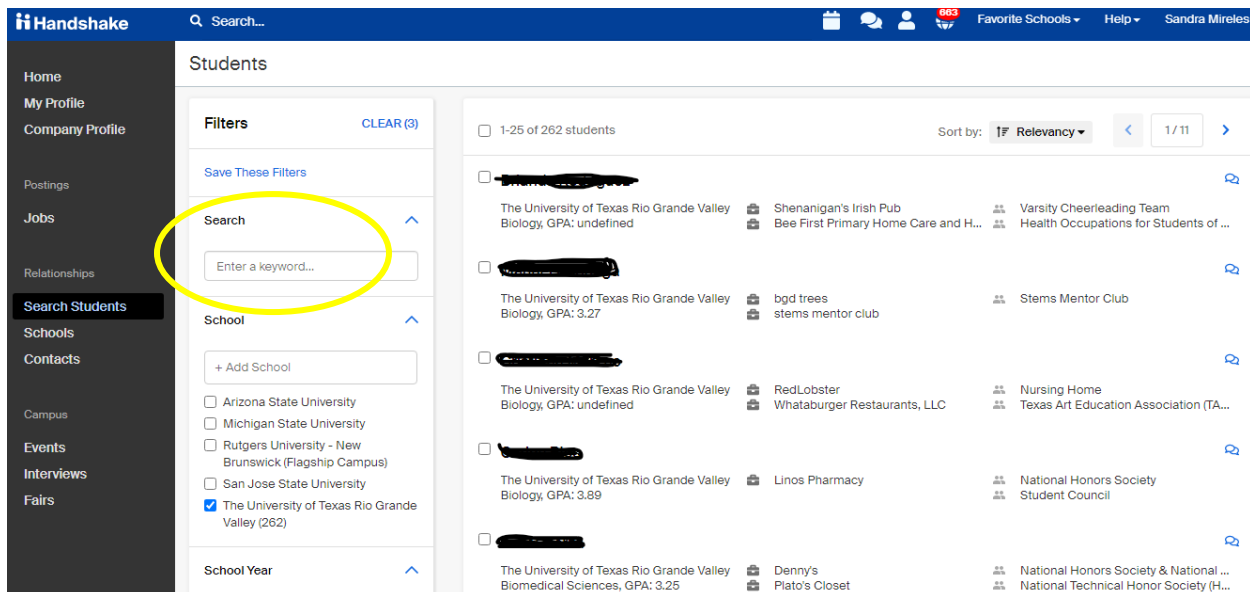


Searching for a Student by Name

From the Homepage, click on “Search Students” from the left dark column menu.

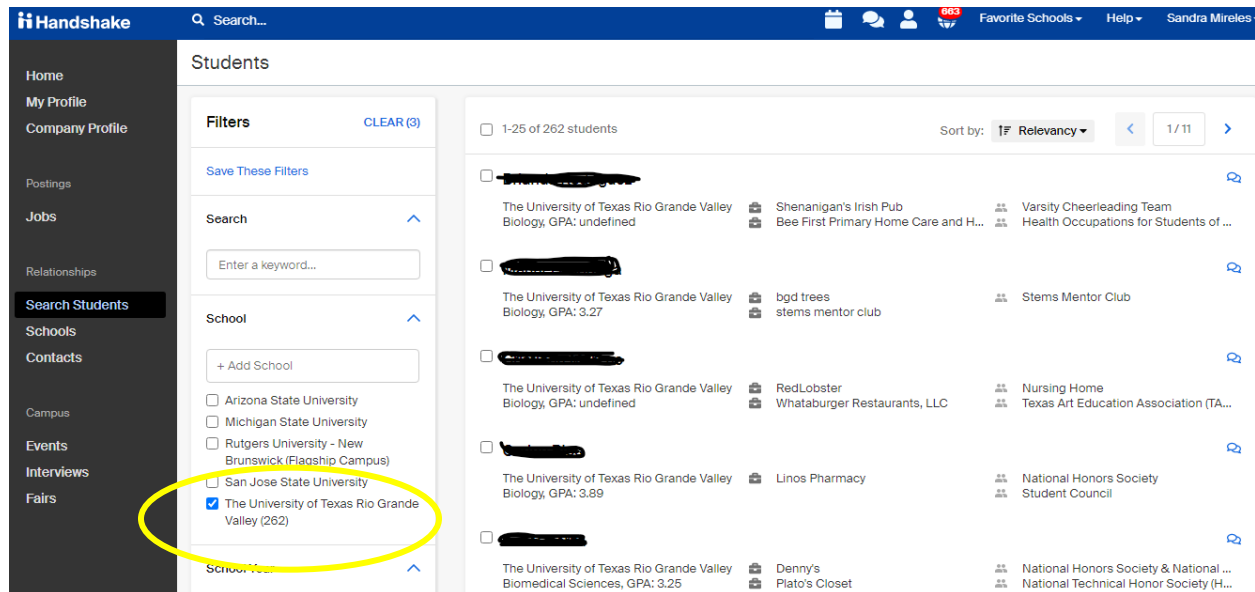


The Search Students page will take you to a listing of all students in Handshake from all universities using handshake. If the student's name is known, it can be entered under “Search”, then enter UTRGV as the school name in the School search field.

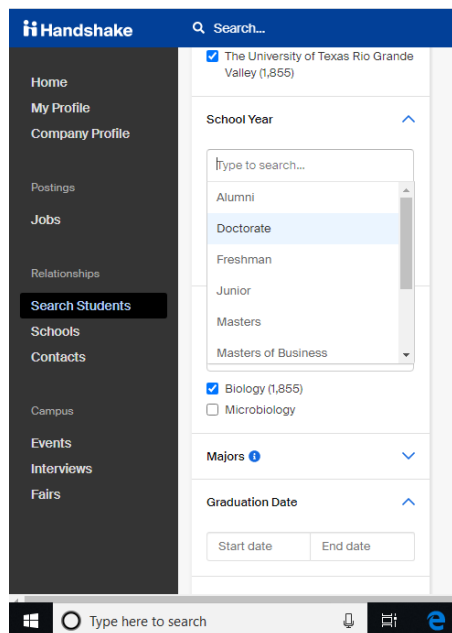


Searching for a Student Using Other Search Fields

A random student search can be done without entering a student name. The search fields (filters) that can be used for searching a student are: **School Year, Major, Graduation Date, GPA, Primary College and Department GPA.** *Note: School Name UTRGV must be entered.*



In the figure below click on the drop-down menu in the School Year field to select a classification, for example Juniors.



To select a Major, click on Major Category field for example, Biology (Fig 1). *Note: A listing of all the majors will not automatically appear. Enter the major in the Major Category field or place cursor in the blank box to get other options (Fig 2).*

Fig 1

The screenshot shows the Handshake application interface. On the left is a dark sidebar with navigation links: Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students (highlighted), Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area displays search filters. Under 'The University of Texas Rio Grande Valley (262)', there is a 'School Year' section with a '+ Add School Year' button and a checked 'Sophomore (262)' option. Below that is the 'Major Category' section, which is expanded to show a '+ Add Major Category' button and two checked options: 'Biology (262)' and 'Microbiology (52)'. Further down are fields for 'Majors', 'Graduation Date' (with 'Start date' and 'End date' sub-fields), and 'GPA' (with 'From...' and 'To...' sub-fields).

Fig 2

This screenshot shows the same Handshake application interface as Fig 1, but with the 'Major Category' dropdown menu open. The dropdown list includes: Business, Agriculture Business (highlighted), Business Administration & Management, Business Analytics, International Business, and Sport Business & Marketing. The rest of the interface, including the sidebar and other filter fields, remains the same.

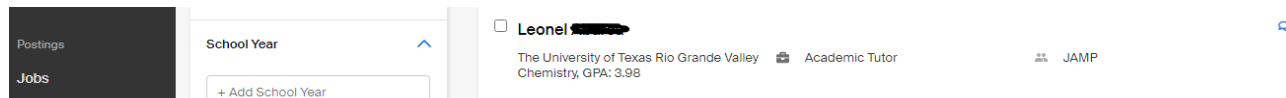
Fig 1: To select a Graduation Date, click on the start and end date fields, and to select the GPA, click on “from” and “to” and enter the GPA range.

The Primary College and Department GPA fields are optional.

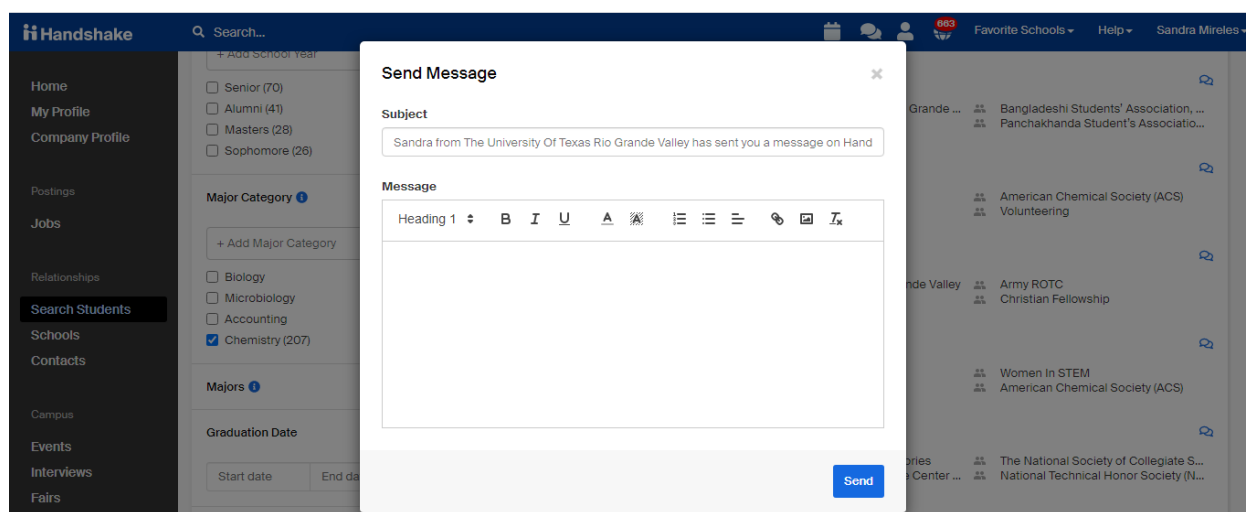
The screenshot shows the Handshake application interface. The sidebar is the same as in the previous figures. The main content area shows search filters. Under 'Labels' and 'Not Labels', there are expandable sections. The 'Primary College' section is expanded, showing a '+ Add Primary College' button and four unchecked options: 'College of Sciences (1,497)', 'HP (169)', 'College of Health Professions (146)', and 'School of Medicine (1)'. Below this is the 'Department GPA' section, which is expanded to show a '+ Add Department GPA' button and two unchecked options: 'From...' and 'To...'.

Sending a Message to a Student

Once you have identified a student who you would like to contact for an interview, a message can be sent through “Send a Message” icon right hand side (little bubbles).



After clicking on the “Send a Message” (bubble icon), fill the subject and enter message. Click Send when complete. The student will receive the e-mail from Handshake.



Searching for a Student who expressed interest by applying for a Generic Postings

Handshake contains postings that allow students to express interest in generic positions, which may create opportunities in multiple departments. Every hiring official on campus has the ability to review the applications in these pools. Based on the tasks the student would be expected to perform, you may choose applications from different postings. For example, if you are looking for someone to perform office support, please click on the WS and/or DW Student Assistant posting. Students are able to apply for either Summer or Fall/Spring postings.

Note: Note: Job postings identified as (DW) do not indicate any preferences such as GPA, Major, Graduation Date, and Work Authorization. Any student can apply.

If a job is marked as work study (WS), students who are not eligible for work study will not be able to view and apply for the position. Only these students who have work study eligible = TRUE mapped in the student data file will be able to see these postings and apply. (See page 14, for more information about identifying students who are truly work study eligible).

Generic Job Postings (for New Hires)

- 10039 (Summer or Fall/Spring) WS Graduate Student Assistant
- 10051 (Summer or Fall/Spring) WS Student Academic Tutor
- 10053 (Summer or Fall/Spring) WS Student Academic Assistant
- 10054 (Summer or Fall/Spring) WS Student Assistant
- 10055 (Summer or Fall/Spring) WS Student Project Associate
- 10057 (Summer or Fall/Spring) DW Student Academic Tutor
- 10058 (Summer or Fall/Spring) DW Student Academic Assistant
- 10059 (Summer or Fall/Spring) DW Student Assistant
- 10060 (Summer or Fall/Spring) DW Student Project Associate

1st Option for finding a general job posting: Click on Jobs in the left side column grey menu, and in the Search field (yellow highlight) enter one of the following: job id# (if known), job code (ex. 10057 if known), DW or WS, or the job title (for example, Student Assistant, Student Academic Assistant). *Note: The general job postings will have either the fiscal year or term name in the job posting title. Make sure to select the one that corresponds to the correct term you are hiring for.*

Logged in:

Jobs only viewing jobs created by you [Edit this](#)

DW

Search

Create Job

Active	Expired	All	Declined	Not Posted	Divisions	VIEW BY	School	Job
ID	Job	Applicants	Schools	Created	Type	Status		
<input type="checkbox"/>	3846600 10065 FY2021 DW Student Employment Initiative (SEI)	11	1	7/2/2020	On Campus Student Employment	1		
<input type="checkbox"/>	3846586 10060 FY2021 DW Student Project Associate	35	1	7/2/2020	On Campus Student Employment	1		
<input type="checkbox"/>	3846574 10059 FY2021 DW Student Assistant	69	1	7/2/2020	On Campus Student Employment	1		
<input type="checkbox"/>	3846567 10058 FY2021 DW Student Academic Assistant	55	1	7/2/2020	On Campus Student Employment	1		
<input type="checkbox"/>	3846560 10057 FY2021 DW Student Academic Tutor	32	1	7/2/2020	On Campus Student Employment	1		
<input type="checkbox"/>	3752585 10065 Summer20 DW Student Employment Initiative (SEI)	140	1	5/4/2020	On Campus Student Employment	1		
<input type="checkbox"/>	3752561 10060 Summer20 DW Student Project Associate	98	1	5/4/2020	On Campus Student Employment	1		
<input type="checkbox"/>	3752540 10059 Summer20 DW Student Assistant	192	1	5/4/2020	On Campus Student Employment	1		
<input type="checkbox"/>	3752502 10058 Summer20 DW Student Academic Assistant	183	1	5/4/2020	On Campus Student Employment	1		
<input type="checkbox"/>	3752481 10057 Summer20 DW Student Academic Tutor	121	1	5/4/2020	On Campus Student Employment	1		

2nd Option for finding a general job posting: Click on “Jobs” on the left side grey menu, then Click on Divisions, find and select **Human Resources and Talent Development**. This will pull up all the generic job postings under this department that were created by Student Employment Office (SEO). *Note: The general job postings will have either the fiscal year or term name in the job posting title. Make sure to select the one that corresponds to the correct term you are hiring for as seen below.*

Logged in!

Jobs only viewing jobs created by you [Edit this](#)

Type to search... [Search](#) [Create Job](#)

Active Expired **All** Declined Not Posted **(1) Divisions** VIEW BY School **Job**

- ☐ College Access Outreach Prgrms
- ☐ Student Media
- ☐ University Recreation
- ☐ Financial Aid
- ☒ **Human Resources & Talent Devt (20)**
- Find more...
- All Options

ID	Job	Applicants	Schools	Created	Type	Status
3846600	10065 FY2021 DW Student Employment	1	7/2/2020	On Campus Student Employment	1	
3846586	10060 FY2021 DW Student Project	1	7/2/2020	On Campus Student Employment	1	
3846574	10059 FY2021 DW Student Assistant	1	7/2/2020	On Campus Student Employment	1	
3846567	10058 FY2021 DW Student Academic	1	7/2/2020	On Campus Student Employment	1	
3846560	10057 FY2021 DW Student Academic	1	7/2/2020	On Campus Student Employment	1	
3846549	10055 FY2021 WS Student Project	1	7/2/2020	On Campus Student Employment	1	
3846543	10054 FY2021 WS Student Assistant	1	7/2/2020	On Campus Student Employment	1	
3846537	10053 FY2021 WS Student Academic Assistant	23	7/2/2020	On Campus Student Employment	1	
3846528	10051 FY2021 WS Student Academic Tutor	21	7/2/2020	On Campus Student Employment	1	

To view the list of applicants for a particular posting, you can either click on the # (in blue) under **Applicants**, the Job Title under **Job** or on the Job ID# under **ID**.

Handshake Search...

Jobs only viewing jobs created by you [Edit this](#)

Type to search... [Search](#) [Create Job](#)

Active Expired **All** Declined Not Posted **Divisions** VIEW BY School **Job**

ID	Job	Applicants	Schools	Created	Type	Status
3753029	10039 Summer20 WS Graduate Student Assistant	17	1	5/4/2020	On Campus Student Employment	1
3752485	10051 Summer20 WS Student Academic Tutor	19	1	5/4/2020	On Campus Student Employment	1
3752530	10053 Summer20 WS Student Academic Assistant	31	1	5/4/2020	On Campus Student Employment	1
3752561	10054 Summer20 WS Student Assistant	39	1	5/4/2020	On Campus Student Employment	1
3752577	10055 Summer20 WS Student Project Associate	17	1	5/4/2020	On Campus Student Employment	1
3752481	10057 Summer20 DW Student Academic Tutor	94	1	5/4/2020	On Campus Student Employment	1
3752502	10058 Summer20 DW Student Academic Assistant	137	1	5/4/2020	On Campus Student Employment	1
3752540	10059 Summer20 DW Student Assistant	148	1	5/4/2020	On Campus Student Employment	1
3752561	10060 Summer20 DW Student Project Associate	74	1	5/4/2020	On Campus Student Employment	1
3752585	10065 Summer20 DW Student Employment Initiative (SEI)	103	1	5/4/2020	On Campus Student Employment	1

Reviewing Applicants:

Reviewing one-by-one. Click on the name of the student to view applicant information, including resume.

Home

My Profile

Company Profile

Postings

Jobs

Relationships

Search Students

Schools

Contacts

Campus

Events

Interviews

Fairs

#3846510 10039 FY2021 WS Graduate Student Assistant

Job Details Edit Applicants

Filters

CLEAR

Keyword

Categories

☐ Sourced Students

Status

☐ Reviewed (8)

View all

Label

Not Labels

Schools

Skills

Showing All Applicants at Your Schools

EDIT

Export CSV

Export Documents

Exclude Students That Do Not Match

☐ School Year or Graduation Date

☐ Minimum GPA

☐ Major

☐ Work Authorization Status

<input type="checkbox"/>	First	Last	School	Preferences	Status	Date
<input type="checkbox"/>	Hong		The University of Texas Rio Grande Valley		Reviewed	07/13/20
<input type="checkbox"/>	Trang		The University of Texas Rio Grande Valley		Reviewed	07/13/20
<input type="checkbox"/>	Marissa		The University of Texas Rio Grande Valley		Reviewed	07/08/20
<input type="checkbox"/>	Azul		The University of Texas Rio Grande Valley		Reviewed	07/08/20
<input type="checkbox"/>	Meghan		The University of Texas Rio Grande Valley		Reviewed	07/07/20
<input type="checkbox"/>	Israel		The University of Texas Rio Grande Valley		Reviewed	07/06/20

Clicking directly on an applicant's name will bring up a snapshot view of their profile, allowing you to view details about their education, their email address, and any documents they submitted in a PDF preview. You may also leave notes for the applicant on the last tab.

Fig 1: Profile Tab

NAME

Aubree

EMAIL ADDRESS

SCHOOL YEAR

Senior

MAJORS

English

Applied To

Status

Application Date

Created By

Preferences

Applied To	Status	Application Date	Created By	Preferences
Spring Internship	Reviewed	June 6th 2018	Aubree	2/3

Profile

Documents (1)

Notes (0)

Rivendell University

College of Engineering

Doctorate

September 2013 to September 2018

Majors: English

Minors: Economics

Work Experience

IDinsight

Marketing Intern

June 2014 to September 2014

Experiential Learning - Full-Time San Francisco, CA, USA

Developed partnerships with similar companies to introduce products bridging our features together. Led in a team of 12 and strengthened the relationships with our customers. Recruited new talent into the team.

Western Digital

Digital Fashion Marketing Intern

June 2014 to September 2014

Fig 2: Documents Tab

NAME

Aubree

EMAIL ADDRESS

SCHOOL YEAR

Senior

MAJORS

English

Applied To

Status

Application Date

Created By

Preferences

Applied To	Status	Application Date	Created By	Preferences
Spring Internship	Reviewed	June 6th 2018	Aubree	2/3

Profile

Documents (1)

Notes (0)

Select Document

Resume - Resume

Download Document

Purpose

To begin work full-time in May 2014 working on engaging and challenging problems.

Education

Michigan Technological University - Houghton, MI

2010 - May 2014

BS: Computer Networking and Systems Administration, CS Minor

GPA 3.55 Deg. / 3.48 Cumulative

2006 - 2010

Projects

Malware Sharing Infrastructure - In Progress

github.com/bmchrist/malware-sharing

- Create infrastructure to facilitate sharing of malware and associated data between security companies
- Manage access control, encryption and backing of data to ensure scalability and best performance
- Work with leading researchers from a variety of security companies to develop best use cases and user experience

Availability Scheduler

- System to collect scheduled availability of reception desk staff
- Analyze data and place staff at various desks to offer optimal coverage
- Generates suggested schedules for desks, including information about shifts that may be problems to cover

Fig 3: Notes Tab

Reviewing Using Export CSV feature: Applicants can be reviewed by clicking on the student’s name, either one-by-one, or by viewing all applicants at once. The “Export CSV” feature allows you to view all of the applicants or specific ones you select in an exported excel spreadsheet for easy screening of major, GPA and other information. To view all in a spreadsheet, click on “Export CSV”.

First	Last	School	Preferences	Status	Date
Hong		The University of Texas Rio Grande Valley		Reviewed	07/13/20
Trang		The University of Texas Rio Grande Valley		Reviewed	07/13/20
Marissa		The University of Texas Rio Grande Valley		Reviewed	07/08/20
Azul		The University of Texas Rio Grande Valley		Reviewed	07/08/20
Meghan		The University of Texas Rio Grande Valley		Reviewed	07/07/20
Israel		The University of Texas Rio Grande Valley		Reviewed	07/06/20

Example of the “Export CSV”: This option for viewing applicants provides you with a quick glance of information such as student’s name, Major, Graduation date, etc.

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Status	Student ID	Student Name	Student Email	Student School	Student Status	Student Program	Student Graduation Date	Student Major	Applied To	Applied To Date	Applied To Job	Applied To Employer	Applied To Employer Name	Applied To Employer Document					
2	reviewed	1254912			TRUE	Masters	The Unive College of	5/15/2019	Experime	3846510	Job	10039	FY21	3846510	10039	FY21	276033	The Unive Human Re	17962981	
3	reviewed	1395807			TRUE	Masters	The Unive SW		Social Wo	3846510	Job	10039	FY21	3846510	10039	FY21	276033	The Unive Human Re	18179825	
4	reviewed	1259646			TRUE	Masters	The Unive Robert C.	5/1/2020	Accountar	3846510	Job	10039	FY21	3846510	10039	FY21	276033	The Unive Human Re	18499539	
5	reviewed	23157910			TRUE	Masters	The Unive College of	12/17/2022	Counselin	3846510	Job	10039	FY21	3846510	10039	FY21	276033	The Unive Human Re	17602448	
6	reviewed	12579858			TRUE	Senior	The Unive College of	5/27/2021	Psycholog	3846510	Job	10039	FY21	3846510	10039	FY21	276033	The Unive Human Re	18108148	
7	reviewed	17274984			TRUE	Junior	The Unive College of Engineering	Manufact	3846510	Job	10039	FY21	3846510	10039	FY21	276033	The Unive Human Re	18561430		
8	reviewed	12593708			TRUE	Masters	The Unive Robert C.	5/14/2020	Business /	3846510	Job	10039	FY21	3846510	10039	FY21	276033	The Unive Human Re	18003610	
9	reviewed	18627225			TRUE	Senior	The Unive College of	5/30/2021	Electrical	3846510	Job	10039	FY21	3846510	10039	FY21	276033	The Unive Human Re	18587234	
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				

application download20200714

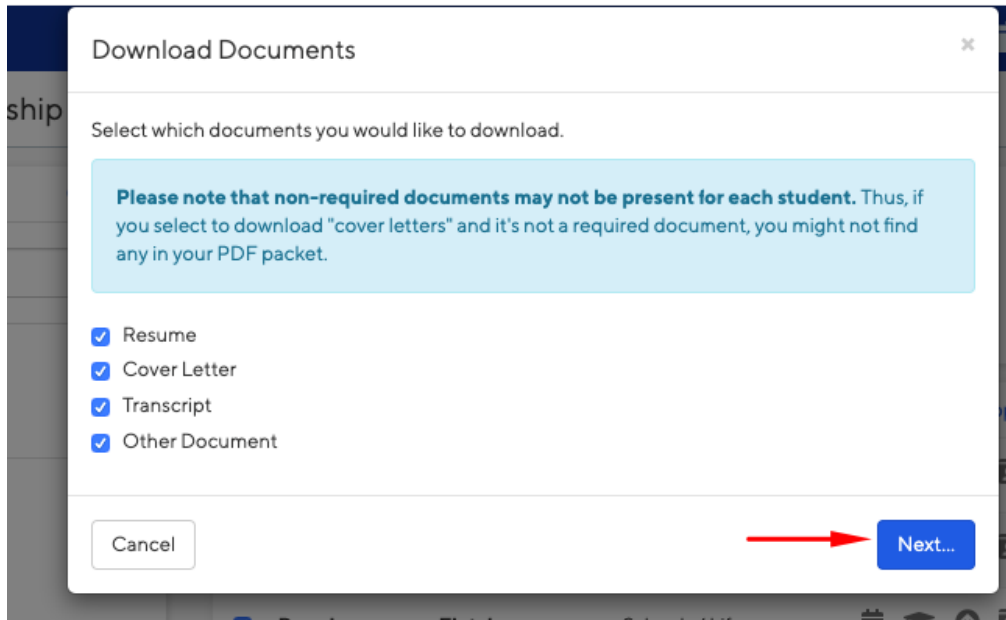
Reviewing Applicants using “Export Documents” or the “Download Applicant Packages” feature:

The “Export Documents” feature (red arrow) and the “Download Applicant Packages” feature (in yellows) allows you to export the selected applicant’s resume, cover letter, and other attached documents in one packet.

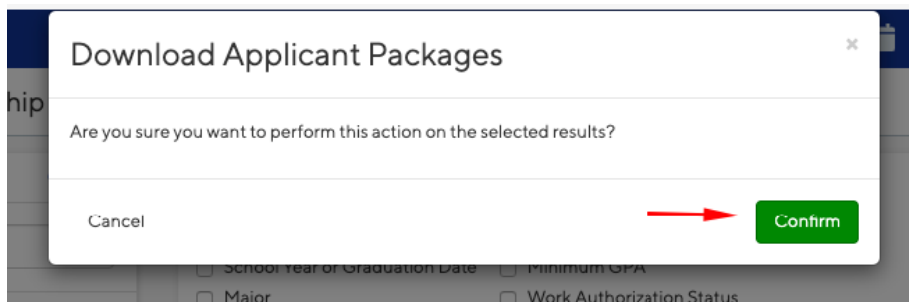
If you click on “Export Documents” this will download all of the applicants without the need to individually select them. If you prefer to select certain applicants individually, click on the little box next to the student’s name, then click on “Download Applicant Packages” in yellow.

Student who have been identified as “Hired” have been selected by a department and should no longer be contacted.

After clicking on the “Export Documents” or the “Download Applicant Packages” feature it will take you to the **Download Documents** page. Check all the types of documents from these applicants you’d like to include in your Applicant Package and then click Next...

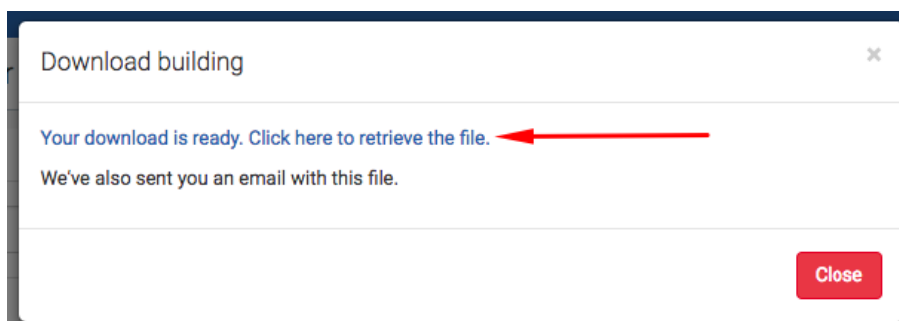


From here, click confirm if you would like to download the Applicant Package and the Download will start.



Once it has finished, click directly on retrieve the file to view the download immediately

Or, you can also click on Close to close this notification out and receive the Applicant Packages in your Email.



You have a new notification

Hello Emily,

The bulk download you recently requested has completed. You can access the file below.

[Bulk Download](#) PDF (157 KB)

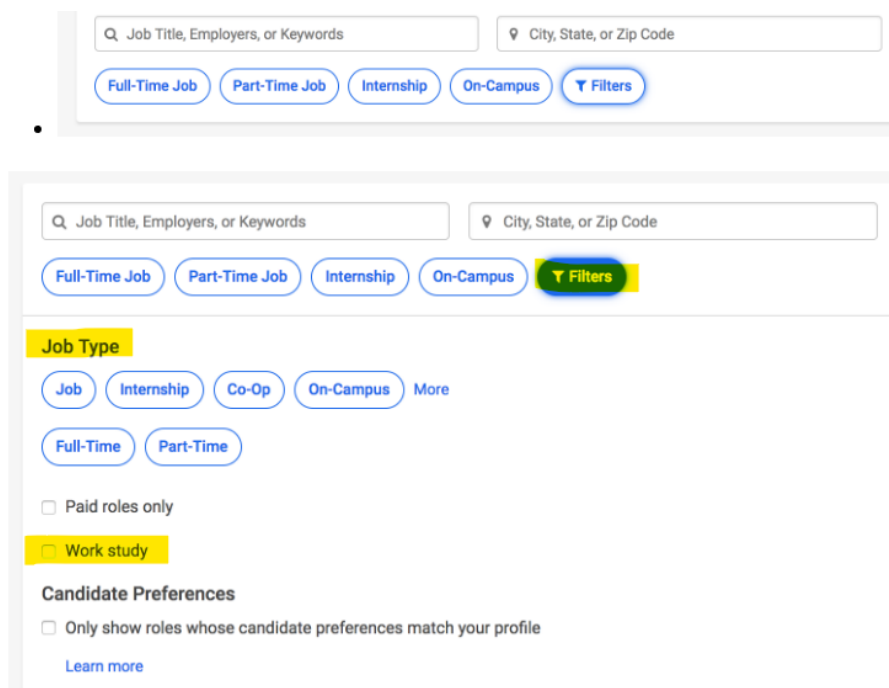
Thank you,
The Handshake Team

If you don't want to hear from us at all again you can unsubscribe [from all Handshake notifications](#)

Note: Application packages will include a cover page that lists all student's name, email address, school, school year and major sorted by student last name.

Reviewing Applicants for Work Study Eligibility

Work Study filter on Student's Side: Students can create filters that indicate his/her job preferences at the time of applying. Students can filter for any work study position by selecting the **Filters** button, then select **Work Study** under **Job Type**.



The screenshot shows the Handshake job search interface. At the top, there are two search bars: "Job Title, Employers, or Keywords" and "City, State, or Zip Code". Below these are five buttons: "Full-Time Job", "Part-Time Job", "Internship", "On-Campus", and "Filters". The "Filters" button is highlighted with a yellow background. Below the buttons, there is a section titled "Job Type" with a yellow background. Under "Job Type", there are two rows of buttons: "Job", "Internship", "Co-Op", "On-Campus", and "More" in the first row; "Full-Time" and "Part-Time" in the second row. The "Work study" button is highlighted with a yellow background. Below the "Job Type" section, there is a checkbox labeled "Paid roles only" and another checkbox labeled "Work study". Below the "Work study" checkbox, there is a section titled "Candidate Preferences" with a checkbox labeled "Only show roles whose candidate preferences match your profile". At the bottom, there is a link labeled "Learn more".

When you are reviewing applicants, you will be able to easily see which candidates fully match your preferences and which do not.

The Four Preference Options:

- US Work Authorization: If the candidate is authorized or not
- Student Graduation Date Range OR School Year
- *Please note: if you add a preference for both Graduation Date Range AND School Year and filter to exclude students that do not match "school year or graduation date", this will exclude students who do not meet BOTH preferences selected.*
- Student Minimum GPA
- Student Majors

Eligibility for work study will not appear in the applicant's profile status. This information can be viewed on the Applicants page, by hovering over each of the five icons under the **Preferences** column.

#3846560 10057 FY2021 DW Student Academic Tutor

Job Details Edit Applicants

Filters CLEAR

Keyword

Categories

☐ Sourced Students

Status

☐ Pending (36)

[View all](#)

Label

Showing All Applicants at Your Schools EDIT

Export CSV Export Documents

Exclude Students That Do Not Match

☐ School Year or Graduation Date ☐ Minimum GPA

☐ Major ☐ Work Authorization Status

First	Last	School	Preferences	Status	Date
Kristian	[REDACTED]	The University of Texas Rio Grande Valley	[Icons]	Pending	07/24/20
Vivian	[REDACTED]	The University of Texas Rio Grande Valley	[Icons]	Pending	07/24/20
Zoe	[REDACTED]	The University of Texas Rio Grande Valley	[Icons]	Pending	07/23/20

The Work Study preference option is not automatically included if you are viewing a job posting categorized as direct wage (DW) as shown above.

However, the work study preference and student information is shown for work study job postings, as shown in the example below.

#3846537 10053 FY2021 WS Student Academic Assistant

Job Details Edit Applicants

Filters CLEAR

Keyword

Categories

☐ Sourced Students

Status

☐ Pending (26)

☐ Reviewed (1)

[View all](#)

Label

Not Labels

Schools

Skills

Showing All Applicants at Your Schools EDIT

Export CSV Export Documents

Exclude Students That Do Not Match

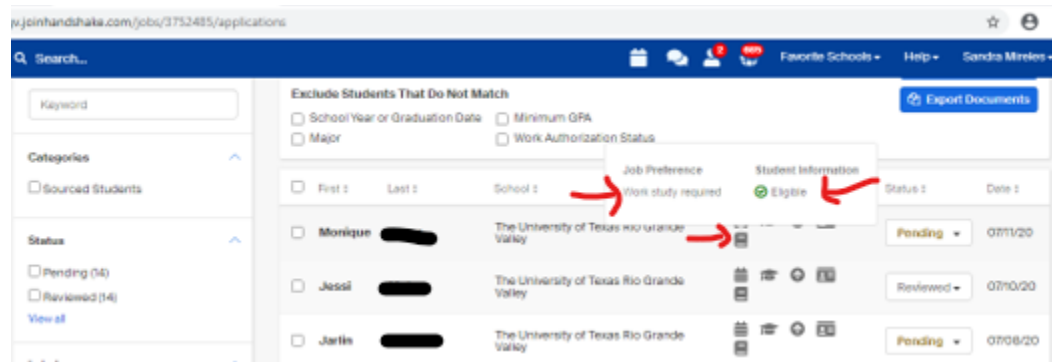
☐ School Year or Graduation Date ☐ Minimum GPA

☐ Major ☐ Work Authorization Status

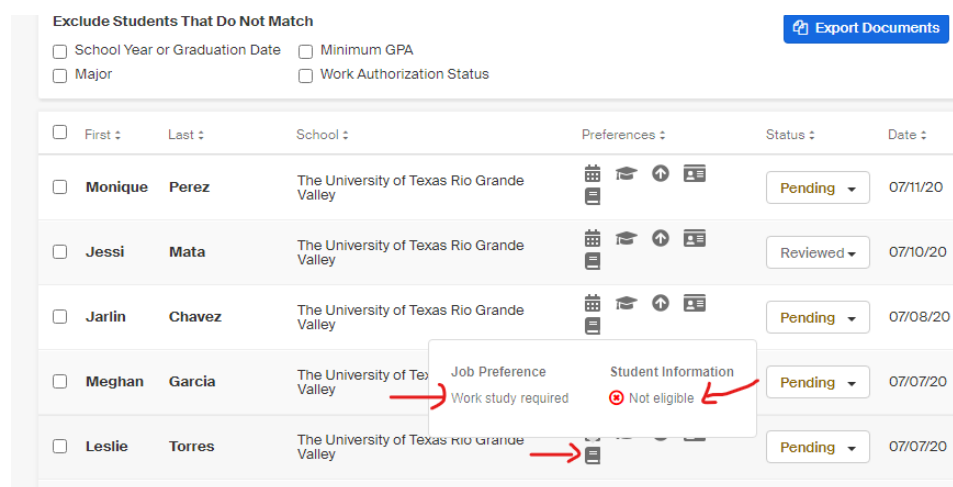
First	Last	School	Preferences	Status	Date
Eric	[REDACTED]	The University of Texas Rio Grande Valley	[Icons]	Pending	07/24/20
Vivian	[REDACTED]	The University of Texas Rio Grande Valley	[Icons]	Pending	07/24/20
Luciano	[REDACTED]	The University of Texas Rio Grande Valley	[Icons]	Pending	07/23/20
Samantha	[REDACTED]	The University of Texas Rio Grande Valley	[Icons]	Pending	07/22/20
Lizeth	[REDACTED]	The University of Texas Rio Grande Valley	[Icons]	Pending	07/22/20
Osvaldo	[REDACTED]	The University of Texas Rio Grande Valley	[Icons]	Pending	07/21/20

Under the preferences column for the WS posting, click on the work study icon and the window will appear indicating the Job Preference option which is “Work study Required” and to the right of it will indicate if the student is eligible or not. A **green check mark** will symbolize that the applicant is eligible

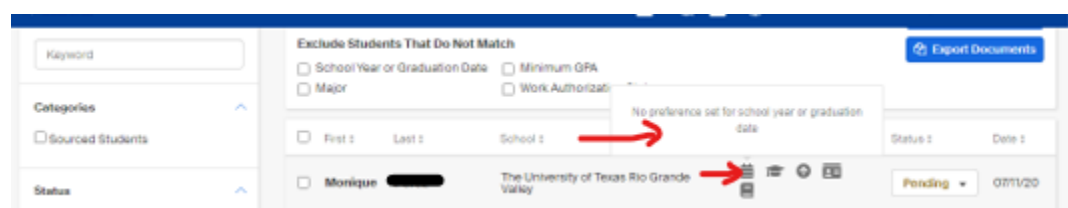
for work study in the example below. *Note: When the status shows as “Eligible” it does not mean the student was awarded. The student may contact the FA office at email: ucentral@utrgv.edu for this information. The WS status cannot be updated by the student or Handshake, it is updated by Career Center.*



A red "x" will symbolize that the applicant does not match that specific preference. In this case, it will indicate applicant is Not Eligible for work study.



Seeing neither ("No minimum preference set for ___") will mean that you did not set any specific preference in your job posting for that section.



For a quick glance of those applicants meeting WS eligibility criteria, the list can be viewed by clicking the “Export CSV” option for that WS job posting.

Filters
CLEAR

Keyword

Categories

Showing All Applicants at Your Schools
EDIT

Exclude Students That Do Not Match
☐ School Year or Graduation Date
☐ Minimum GPA
☐ Major
☐ Work Authorization Status

Export CSV
Export Documents

Below is an example of the “Export CSV”: This option for viewing applicants will show student information such as the student’s name, Major, Graduation date, Fully Qualified, etc.

The **Fully Qualified** column will indicate whether the applicant met the work study preferences or not for the WS job posting. “False” will match those applicants that show as Not Eligible and “True” will match those applicants that are “Eligible” such as in the example below.

A	B	C	D	E	F	G	H	I	J	K	L	M	
Applicant ID	Applicant Status	Student ID	Student First Name	Student Last Name	Student Email	Fully Qualified	Student School	Student Program	Student Graduation Date	Student Major	Student GPA	Student Major	Applicant Status
4547036	2020-05-01 reviewed	21011928	Julio	[REDACTED]	[REDACTED]	FALSE	Masters	The Unive	College of	5/7/2021	Public Aff		
4606121	2020-05-01 reviewed	22556819	Anuar	[REDACTED]	[REDACTED]	FALSE	Senior	The Unive	College of	#####	Mechanics		
4671330	2020-05-11 reviewed	[REDACTED]	Luis	[REDACTED]	[REDACTED]	FALSE	Senior	The Unive	Robert C.	#####	Accountar		
4681055	2020-05-11 reviewed	20543300	Carolina	[REDACTED]	[REDACTED]	TRUE	Sophomor	The Unive	College of	Liberal Ar	Philosoph		
4824650	2020-05-11 reviewed	20543717	Jose	[REDACTED]	[REDACTED]	FALSE	Senior	The Unive	College of	#####	Manufactu		
4853822	2020-05-11 reviewed	[REDACTED]	Hong	[REDACTED]	[REDACTED]	FALSE	Senior	The Unive	College of	#####	Electrical		

After the hiring official has finalized his/her pool of potential candidates, whether under work study or direct wage, it is recommended to interview several applicants in order to have a wider selection of potential student candidates who may meet the job’s qualification and student employment requirements such as enrollment.

Once you are ready to start interviewing student, please feel free to look at the [Manager Recruitment Guidelines](#). The Manager Recruitment Guidelines can assist with developing interviewing questions and the candidate selection process.