

CHANGING STUDENT STATUS TO HIRED IN HANDSHAKE

- Log into your Handshake account
- Click the [Jobs](#) heading on the left side of the screen
- Click the All tab above the list of jobs that appears to the right
- Use the Search bar near the upper right corner of the screen to search for your position if you don't see it in the list of jobs
- Click the [Review Applicants](#) button
- Next to the student that you are hiring, click the dropdown button under Status and select [Hired](#)
- If the posting is still live but you no longer need to collect more applications, click the [Job Details](#) tab near the top right corner of the page and then click the [Expire Job](#) button near the top left corner of the page