

## Handshake Software Update

**Overview:** [Handshake](#) is the San Diego Community College District's Job Board – an online platform for Employers and Students. As the nation's number one college-to-career network, Handshake provides a one-stop shop for employers to engage students, post jobs, and hire. It also provides an easy to manage engagement system to track employer engagement across multiple roles – minimizing duplication across colleges and improving the employer experience.

- Districtwide commitment to the platform and purchase: 2020-2021
- Establishment of Districtwide Implementation Team: Fall 2021
- First student upload: 2022

For the first time, SDCCD students can login to one account across all four campuses, removing barriers to employment opportunities and making career support a priority along with their education. All actively enrolled students have been uploaded into Handshake and receive a welcome email encouraging them to activate their account. Once activated, they have access to job postings and employer events.

### Handshake Activity as of November 1, 2022:

Total Student Activations: 3,963

- City - 920
- Mesa - 1,087
- Miramar - 726
- Continuing Education - 756

Total Employer Approvals: 3,643

- Pending Employer Approvals - 330
- Job Postings - 6,213

**Additional Features:** Handshake includes a career services appointments function for students to connect with job placement coordinators, counselors, internship and work-based learning professionals. Colleges are in different phases of exploration and implementation of this feature.

### Upcoming Software Improvements:

- Student Event Discovery Experience
- Employer Validations
- SDCCD Data upload refinements
- Reporting

**Challenges:** Local, college-specific capacity and infrastructure to:

- Increase awareness for students, staff, and faculty tool
- Increase student engagement on the platform
- Approve employer applications and event postings
- Integrate the tool throughout the student journey (campus-wide integration)

**Expanded Use:** SDCCD staff and faculty may be added into the platform. Each college is exploring this possible expansion at their own pace. Expanding access may increase awareness and potential application of the tool within classrooms and other programs and services.

**College Primary Leads:**

- City: Sasha Knox
- Mesa: Shawn Fawcett and Olivia Picolla
- Miramar: Claudia Estrada Howell and Alex Ortega Jr.
- Continuing Education: Stephanie Lewis

District Support: Educational Services Division: Amertah Perman, Dean, Career Education & Workforce Development and Victor DeVore, Dean, Student Services

**Districtwide Implementation Team Resources:**

- Shared folder with template emails, flyers, and communication materials for students and employers
- Meeting agendas, key contacts, and reference materials
- Employer approval check-list and guidance

**Increased District Support for Districtwide Implementation and Use of Handshake**

- Integration with Campus Solutions and My SDCCD Portal
- Districtwide student facing website
- Districtwide Reporting
- New role to lead coordination and support for Handshake
- SDCCD Job Opportunities for students

**Fall 2022 Commitments and Recommendations**

- Approval of Events – Commitment to locally approve all events posted by approved employers. Students cannot see events until they are approved.
- Approval of Employers – Commitment to participate in the review and approval of employers within handshake. Each college is identifying one or more individuals to review and approve employers.
  - Recommendation: Colleges are encouraged to engage their Employer Relations Liaisons in this process.
    - Reference: Employer Relations Liaisons (ERLs) are expected to encourage employers to register for Handshake; ERL's are expected to follow-up within Handshake to ensure the employer was able to register and approve the registration. In order to meet this expectation, Colleges must provide ERL's with an SDCCD email address and enable access to Handshake.
- Student Activations – Commitment to developing local, college-specific awareness strategies to increase student activations and college-wide awareness of the tool.
  - Recommendations: Handshake provides a great opportunity to recruit and retain students – making job placement and employability a key part to every student's experience.
    - Colleges are encourage to take an institution-wide approach to handshake with a focus on integration throughout the complete student journey.
    - Colleges encouraged to add Handshake to Canvas
    - Colleges are encouraged to train Outreach Coordinators and Ambassadors on Handshake and the benefits to students.