

Districtwide Handshake Implementation Meeting Tuesday, July 11, 2023 | 11am | Zoom

Meeting Notes

Summary of Action Items:

- Colleges encouraged to schedule summer and/or fall campus-specific meetings with handshake representative (Amy)
- Handshake leads encouraged to engage ERLs in looking up employers (proactive outreach to employers)
- Handshake leads encouraged to connect with ERLs on Employer Collections – ERLs can work together to boost employers (districtwide curation needed/districtwide feature)
- Implementation team to prioritize the discussion and exploration of staff and faculty student accounts – districtwide uploads; this will be one of our fall priority discussions; if all four colleges agree, then CEWD will work with District HR to do the uploads
- Colleges encouraged to promote tool and features to faculty and staff; hold presentations, etc.

Participation: All four colleges were represented

Guest: Amy Hendrickson, Handshake Representative

Welcome

- Introductions
- Agenda Review

Counts were shared:

- Counts as of 7/10
 - Student Activations Total: 5,108
 - City - 1,235
 - Mesa – 1,918
 - Miramar - 1,156
 - Continuing Ed - 799
 - Approved Employers - 5,255
 - Job Postings - 6,594
- Next student upload – planned for this week or next week
 - June upload was delayed due to IT challenges

Handshake Update – Representative, Amy Hendrickson provided updates

Help Line – top right of the screen

This number is for colleges only; do not share with students or employers

Great way to address time sensitive issues

Product Change Log – active “living” help articles – great place to see changes and loop back to updates you want to review

[Product Change Log – Handshake Help Center \(joinhandshake.com\)](https://joinhandshake.com)

- Includes:
 - Coming soon
 - Recently Launched – might be good topic areas for campus specific meetings with handshake representative
 - Archive
- Organized by Career Services, Students, and Employers

Accepting Payments

[About Payments Options in Handshake – Handshake Help Center \(joinhandshake.com\)](https://joinhandshake.com)

For now, when creating events, colleges may use manual payments

Select “Other” and provide details on how to submit payments

If Colleges agree to integrate Stripe, then employers will be able to select that option

- City – currently not using handshake for events
- Mesa – using “other” – employers have to pay by check or cashiers check
- Miramar – using “other” – employers can provide credit card information
- SDCCE – currently not charging employers for events

Salary Transparency - Built into the job creation form; demonstrated pay/salary range information and the requirements to enter data greater than zero (won’t allow form submission without this information)

Colleges are able to audit salary ranges and pay information for all job posts - via analytics

Handshake requires this information for all job postings in CA (not just for those who have 15 or more employees)

<https://calmatters.org/economy/2023/03/california-pay-transparency-law-2/>

Job Form – updates to job form are coming; webinar available

Action: Amy to share out recording of webinar

Employer Relationship Management and Employer Collections

Reviewed employers tab

Find Employers – we have the ability to look for employers in our area that are on the platform but not yet approved for our colleges

- Great opportunity to pro-actively reach out to employers by sector, etc.
- If a student is interested in a certain company or a sector, you can view not only approved employers but those in our area who are on the platform but not yet connected
- Colleges can reach out to them and approve them (doesn’t automatically notify employer, but you have access to their contact details to reach out to them)

- **Action: Handshake leads to share this information with ERLs and encourage use of the feature**

Employer Collections – districtwide feature; students enjoy using this feature; we do not have it set up yet though

- In the future, Handshake is hoping to update this feature so it can be college specific
- Currently, districtwide curation is needed
- **Action: Colleges to encourage their ERLs to work together to identify employers to boost**

Handshake - Share Out & Updates

- City
 - In staff transitions; job placement coordination not yet hired
 - Tabling and promoting handshake
 - Targeting promotion to specific learning communities
 - Working with employers using an email template developed internally
 - Hoping to get website updated and increased efforts once position is filled
 - **Action Item: once new role is hire, schedule campus-specific meeting with Amy**
- Mesa
 - Starting to put career peer ambassador appointments and career counseling appointments into handshake
 - Hoping to increase engagement with students by allowing them to make their own appointments
 - Alumni email was sent out via handshake to promote career services
 - Reminders to mesa students on available career services also went out
 - **Action Items:**
 - **Review making appointments resources in handshake**
 - [In-person & virtual appointments \(joinhandshake.com\)](https://joinhandshake.com)
 - **Schedule college specific meeting with Amy**
- Miramar
- SDCCE -
 - Hosting five campus in person workshops for Handshake
 - Providing working sessions for students to assist with completing their profiles.
 - Advertising events through the platform
 - Shared flyer

Faculty & Staff Awareness and Access to Handshake - Question was raised regarding how colleges are addressing faculty staff awareness and requests for access to the platform

- Miramar shared concerns regarding providing admin access to too many people
- Amy shared that most faculty and staff just want to see and know the platform a bit better – encourage colleges to present on the platform’s features to faculty and staff; to focus on awareness over access
 - Marketing tool kit includes slides designed for this purpose – you can download and edit them

- [Marketing Toolkit | Handshake \(joinhandshake.com\)](#)
- Mesa shared that they are working towards providing all staff and faculty student accounts
 - Proposed a districtwide approach to doing so
 - Action – add to future districtwide handshake implementation agenda topic; prioritize exploration for fall 2023
- District
 - Career Services Admin Tech role being hired; search committee underway
 - This position will provide support for the handshake implementation group and support districtwide implementation of handshake

Past action items

- [February 7, 2023 Meeting Notes](#)
- [March 7, 2023 Meeting Notes](#)
- [March 21, 2023 Meeting Notes](#)
- [April 18, 2023 Meeting Notes](#)
- [May 16, 2023 Meeting Notes](#)
- [June 6th 2023 Meeting Notes](#)
 - SDCCD HR Participation – college representatives inquired as to when District HR would be officially joining Handshake and posting job opportunities. Representatives expressed concern that without district engagement it does not feel like the District is really bought into the tool
 - Action Item: CEWD to connect with District HR leadership and inquire
[Chancellor's Cabinet Update](#)
 - Chancellor's Cabinet Update on Handshake
 - Last update provided fall 2022; request for a fall update was shared
 - Action: CEWD will provide a draft for Handshake leads to provide feedback
 - Goal is to kick off fall semester with an update to Cabinet

Resource/Reference Reminders:

- [Handshake Academy](#)
- [New to Handshake](#)
- [Product Change Log – Handshake Help Center \(joinhandshake.com\)](#)
- [Reporting and analytics](#)
- [Report for Employer Flags](#)
- [Art of reporting](#)
- [About Payments Options in Handshake – Handshake Help Center \(joinhandshake.com\)](#)
- Contact Handshake Support Team by [submitting a ticket](#) or calling them directly at 855-426-3136
- [Employer Validation](#)
- [Understanding How Employers are Validated](#)
- [Employer engagement at City of SF CC - City of SF CC – Access to the recording:](#)
<https://joinhandshake.com/blog/career-centers/fall-2022-community-college-meet-up/>
- [Report for Employer Flags which tells status and reason](#)

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July 2023

- Click on Employers > You can view Approved, In Progress, Pending, Declined, and Flagged. If you click on "Declined" then it tells the industry, date of decline, and reason
- The [Handshake Chair](#) is at Mesa – reach out if you want to use it
- [Marketing Toolkit | Handshake \(joinhandshake.com\)](https://joinhandshake.com)