Districtwide Handshake Implementation Meeting
Tuesday, November 7, 2023 | 11am |[Zoom Meeting Link](#)

AGENDA

Guest Speakers – Kendall Williamson and Greg Cooper from Fox Valley Technical College

Welcome
Introductions & Context Setting

Incorporating Handshake throughout the full student Journey - Fox Valley Technical College
Presentation & Discussion

Reminders & Updates
Colleges: Please review the below updates and add any questions or comments in a different color (or use comment feature) - we may not have time to discuss these items until the next meeting

- **Student Uploads and Activity**
- Handshake Counts as of 11/07/23:
  - Active Student Accounts
    - City – 1,418 (+12)
    - Mesa – 2,208 (+12)
    - Miramar – 1,384 (+20)
    - SDCCE – 891 (+7)
  - Job Postings: 9,708
  - Employers: 5,684
- Student Uploads
  - September upload completed
  - October – pending data cleanup

Auto Approval For Emails – in past meetings, we discussed setting auto approval districtwide for sdccd student emails.
- Handshake rep advises against this due to potentially creating duplicate accounts when they already have an existing account.
- Next Steps:
  - We will not turn on auto approval
  - District CEWD will keep an eye on the email approval queue and approve as needed (by looking for the student in handshake and / or in campus solutions; if the student already has an account, CEWD will contact the student and support them in student activation).
  - Locally, when working with students, please feel free to approve requests - this local approval will support day of event registration, etc.
    - Just know you do not have to take on the burden of managing the queue

- Please double check if students already have an account – first step is to look in handshake.

Data Clean up - Year 1 and Year 2 Status will be refined.
Often, employers use year 1 and year 2 status to search for when hiring students. This is the Employers' preference to use this section, so there is caution against removing it.
Next Step: refine definition so that 1st year/year 1 is only for students who are in their first semester (first time enrolled) and 2nd year / year 2 is for everyone else.

Request to require campus/primary college when student activate accounts – unable to make this change due to handshake settings
- With the corrected data uploads, all students should already have this section populated anyway
- For those that do not (legacy uploads), we cannot require the field
- Recommendation: explore holding profile updating workshops for students (districtwide or college specific)
  - Add to future agenda for discussion

If a student cannot see your college's appointments, then first double check their account/profile settings and ensure your school is listed.
- More than one school can be listed
- Students can only self-schedule and see events from a campus that is listed in their settings

Students can only see other student profiles if they choose to have community settings – this is a student profile choice

Events are automatically available on Handshake to every SDCCD email Handshake account in the District, unless restrictions are created by host
- Restrictions should only be used when necessary

Employer collections
- ERLs are encouraged to work together on these
  - CEWD to hold a meeting with them
- **Spring 2023 – Handshake will be launching a custom collections feature** that can be college specific

Faculty Accounts – recommendation from Handshake is to provide student accounts
- These are not "dummy" accounts – and need to include a label to distinguish them from actual student accounts
  - Action item: add to future agenda discussion and agreement on label and process
- Handshake does not recommend uploading all faculty and staff
  - Recommends providing training to interested faculty on learning the student side – good to train faculty on the basics so they can guide students on:

- How to search for jobs and events
- How to complete profile
  - Recommends all staff currently using handshake also learn the student side (very different from admin side

FAQ – under development with questions received

Resource Reminders

- Meeting schedule:
  - Fall 2023: 9/12, 10/10, 11/7, 12/5
  - Spring 2024: 1/9, 2/6, 4/9, 5/7, 6/11
- Teams Folder
- Past Meetings Notes & Action Items
  - [October 7th 2023 Meeting](#)
  - [July 11th 2023 meeting notes](#)
  - [June 6th 2023 Meeting Notes](#)
  - [May 16, 2023 Meeting Notes](#)
  - [April 18, 2023 Meeting Notes](#)
  - [March 21, 2023 Meeting Notes](#)
  - [March 7, 2023 Meeting Notes](#)
  - [February 7, 2023 Meeting Notes](#)
- Handshake Site Resources:
  - [Handshake Academy](#)
  - [New to Handshake](#)
  - [Reporting and analytics](#)
  - [Report for Employer Flags](#)
  - [Art of reporting](#)
  - [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](#) 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
- **How are people notified if someone makes an appointment**?
  - See handshake personal settings (dashboard and email from HS)
- **Managing whether or not a student can see appointments within your college**
  - In each college's local preferences you can set boundaries of what you want students to see or be able to schedule appointments, etc.
    - Example: Miramar can make it so only Miramar students can work with them
- **If a student is unable to see your appointments:**

- o Double check Handshake account not just Campus solutions
    - ▪ The student's Handshake account has to have a designated campus so they can see that campuses info/appointment types
- o All profiles should have a designated campus. This information should be pre-populated in the student upload, but we are noticing some blanks. If it is blank, students will not be able to see the information
- **Where in the student profile is the information listed?**
    - o Under their account information / general info section - see account; see Campus
- **Events in Handshake**
    - o [In-person & virtual career fairs (joinhandshake.com)](joinhandshake.com)
    - o Event check-in – students can use student ID number instead of email (if they want)
    - o Custome QR codes can be made for each booth or table within/at a job fair
    - o Could help increase insight into what tables students were most interested in - this is a new feature in Handshake