



# Handshake Employer User Guideline

## 上海纽约大学职业发展平台用户指南

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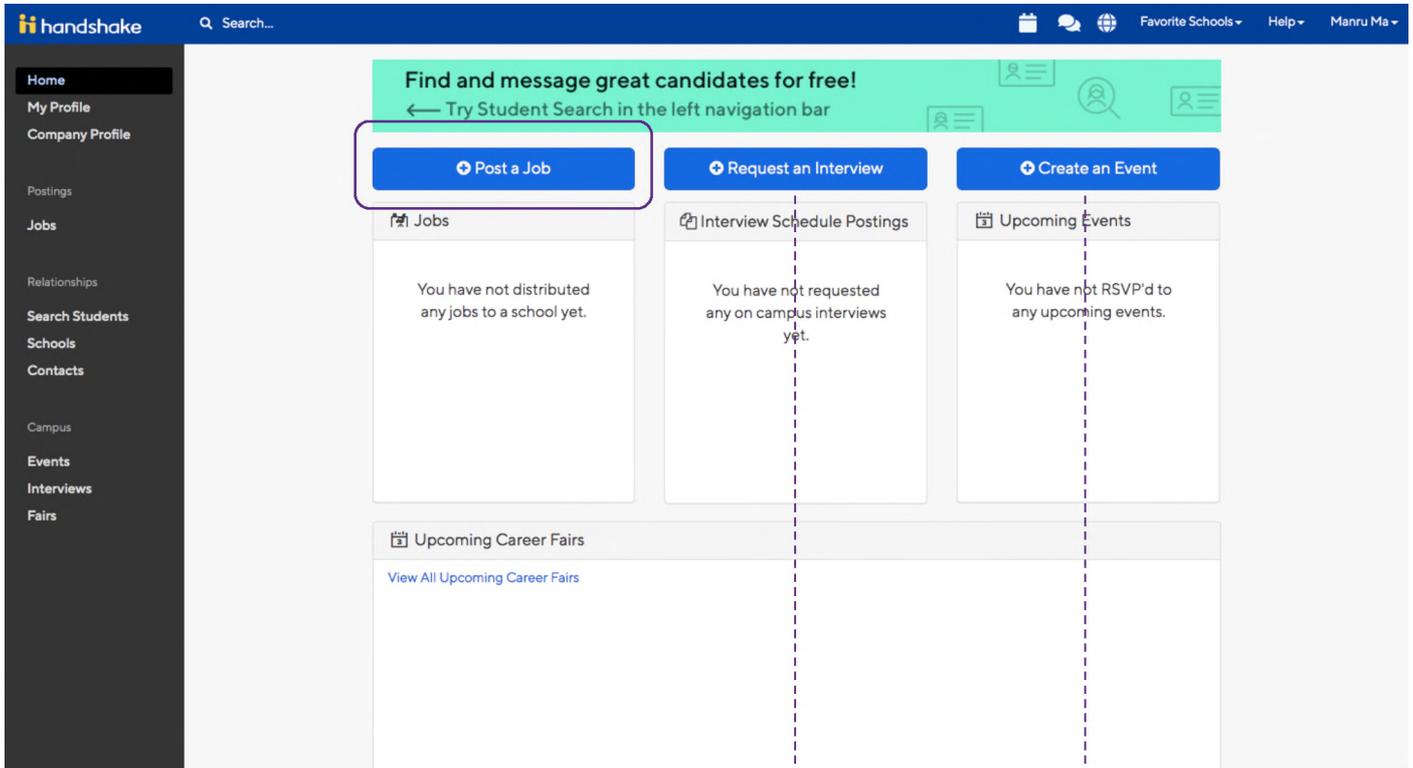
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# 1. 创建新职位 POST A JOB

1.1 创建及编辑职位：请登录您的雇主账户，在您的主页上点击 **Post a Job** 创建新工作的按钮。



**Request an Interview:**  
Currently not applicable for NYU Shanghai  
申请校园面试：上海纽约大学此功能 **尚未开放**

**Create an Event:** Invited Company ONLY  
举办校园活动：**只对受邀企业开放**



\* Job title 职位名称

+ add an ATS / job code to match against your applicant tracking system (this will not sync applications)

\* Where should students submit their application?

Apply in Handshake

Apply through external system

如果您想直接通过贵公司配备的外部系统来收集申请，请选择“Apply through external system”并输入外部链接

Website or Applicant Tracking System URL

+ add instructions for external applications

Display your contact information to students? 是否向学生公开您的联系信息

Name only  Don't show my info

\* Job Type

Internship

Cooperative Education

Experiential Learning

On Campus Student Employment

Fellowship

Graduate School

Job

Volunteer

工作类型

- 实习
- 合作教育（需学校认可）
- 实践学习
- 校内工作（只对学校部门开放）
- 奖学金项目
- 研究生项目
- 工作
- 志愿者

\* Employment Type

Full-Time

Part-Time

雇佣类型

- 全职
- 兼职

Duration

Permanent

Temporary / Seasonal

Is this a work study job?

Yes  No

请注意如果这是一个勤工俭学的职位，那么院校里不符合该条件的学生将无法查看和申请该职位

Work study jobs are for eligible students only.



\*Description 职位描述

Heading 1 **B** *I* U **A**

您可以在此处键入关于该工作的职位描述，具体可包含以下几点：

- 职位内容综述
- 职位具体职责
- 招聘要求（如果只招聘中国学生，请在此注明）
- 填写时请尽量使用英文

You can copy and paste a description directly from your website – we'll retain all the formatting.

\*Job function 从下拉菜单里选择匹配的岗位职能

Choose a job function...

This will help students interested in specific functions search for your job.

\*How many students do you expect to hire for this position? 招聘人数

This number can be approximate and will not be displayed to students.

Approximate salary 薪酬情况

Paid  Unpaid

\$  Per hour

Enter a number, not a range.

工作地点：

您必须选取一个地点而不是手动输入，这个地点可以是具体的办公室地址也可以是某个城市，例如“上海，中国”。如果这个岗位不局限于单一地点，您可以点击按钮“Add another location”

\*Job location

Search

+ add another location

Allow remote workers 同意远程工作

Required documents

Resume 简历

Cover Letter 求职信

Transcript 成绩单

Other Document (e.g. work sample, course schedule, or other misc documents) 其他文件（请注明）

提交文件：

如果您希望学生从贵公司的外部系统提交申请，建议您在这一栏不要勾选任何需要的文件，如果勾选了，则学生在提交文件后将被提示必须在Handshake上完成申请。



**i** Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

**Graduation date range**

**Earliest grad date** 毕业不得早于

month  year

**Latest grad date** 毕业不得晚于

month  year

Hiring alumni? You can leave earliest graduation date blank.

**School years**

- Freshman
- Sophomore
- Junior
- Senior
- Masters
- Doctorate
- Alumni
- Postdoctoral Studies
- Masters of Business Administration

您可根据学生毕业的年份选择想要招聘的学生或是根据学生目前的年级来进行选择:

- 大一
- 大二
- 大三
- 大四
- 研究生
- 博士生
- 校友
- 博士后研究
- 工商管理硕士

**Minimum GPA** GPA 不得低于



Major categories

- Agriculture, Food & Horticulture - 0 of 9 majors selected
- Arts & Design - 0 of 17 majors selected
- Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- Civics & Government - 0 of 9 majors selected
- Communications - 0 of 7 majors selected
- Computer Science, Information Systems & Technology - 0 of 10 majors selected
- Education - 0 of 10 majors selected
- Engineering - 0 of 19 majors selected
- General Studies - 0 of 3 majors selected
- Health Professions - 0 of 17 majors selected
- Humanities & Languages - 0 of 12 majors selected
- Life Science - 0 of 14 majors selected
- Math & Physical Sciences - 0 of 4 majors selected
- Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected
- Social Sciences - 0 of 9 majors selected

These consolidate individual majors across every school on Handshake. [Choose a specific major by school.](#)

当您选择某一大类的专业时，在大类中的所有相关专业将自动被选中。若您不想全选，可再次点击逐个去除某些专业的选择。

因为各个学校的专业设置有所不同，您还可以通过最底端“Choose a Specific Major by school”来选择特定学校的特定专业。

Applicant package recipients

Choose recipient

Not seeing the recipient you're looking for? [Create a new contact](#)

✕ 雇主姓名

Email a summary of all applicants once my job expires

Email every time a new student applies

- Send all applicants
- Only send applicants who match all preferences

选择申请资料收件人：您也可以在下拉框中添加同时收到申请人材料的同事（有 Handshake 账号）。如果同事没有账号，可以点击 Create a new contact 添加非 Handshake 账号的联系人来接受申请资料。

发送汇总邮件 Email a summary: 您将在职位到期时一次性收到一封包含所有申请者的汇总邮件

每次都发送邮件 Email every time: 每次有新的申请者时您都会收到邮件。一旦选择，您将进一步指明: Send all applicants 您希望收到所有申请学生已申请的邮件还是 Only send applicants who match all preferences 仅仅收到满足您所有标准的学生已申请的邮件



1.2 **选择院校:** 进入选择院校 School selection 环节, 您可使用下拉菜单添加合作院校 (您的账号已被此合作院校审核通过), 这里请选择纽约大学 New York University 以及其他通过您申请的合作院校。

**\*注意事项:** 如果您的公司还未被合作院校审核通过, 院校将不会出现在下拉菜单中。此时您仍然可以先创建工作, 等待院校批准后再发布。工作发布完毕之后仍可通过编辑后台继续添加其他合作院校。

The screenshot shows the 'Job postings' management interface. At the top, there are two date selection fields: 'Global apply start date' and 'Global expiration date', each with a 'Set global' button. Below these is a search bar for schools and buttons for 'Add All Schools' and 'Find More'. The main area is a table with columns for 'Schools', 'Status', 'Interview on campus?', 'Apply start date', and 'Expiration date'. One entry for 'New York University' is shown with a 'Pending' status and specific dates. At the bottom, there are navigation tabs: 'Basics', 'Details', 'Preferences', 'Schools', 'Preview', and 'Next', along with 'Cancel', 'Delete', and 'Save' buttons.

全面申请开始日期 (Global apply start date): 所有合作院校将于此日期开放申请

全面申请截止日期 (Global expiration date): 所有院校将于此日期截止申请

单个学校申请开始日期 (Apply start date)

单个学校申请截止日期 (Expiration date)

1.3 **预览及发布职位:** 选择完院校后, 点击 Preview 预览该职位。最后点击 Save 保存发布工作信息。

**\*注意事项:** 学校会审核每一个职位, 审核通过后职位才算正式发布。

The screenshot shows the 'Preview' view for a 'Summer Internship (Test)' position. The title is 'Summer Internship (Test)' by 'NYU Shanghai CDC'. The location is 'Shanghai, People's Republic of China' and the education level is 'Higher Education'. The position type is 'Seasonal Part-Time Internship (5/9/19 - 5/31/19)' for '1 - 10 employees'. The pay is '\$12.00 per hour' and it notes 'No on-campus interviews'. The interface includes navigation tabs for 'Basics', 'Details', 'Preferences', 'Schools', 'Preview', and 'Next', along with 'Cancel', 'Delete', and 'Save' buttons.



## 2. 职位信息管理 JOB MANAGEMENT

2.1 查看已发布的职位：进入主页点击左侧导航栏中的 **Jobs**，即可进入已发布的职位列表。点击需要编辑的职位，进入该职位信息的概览页面。

Jobs viewing all NYU Shanghai CDC jobs [Edit this](#)

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

VIEW BY [School](#) [Job](#)

Active	Expired	All	Declined	Not Posted			
ID	Job	Applicants	School	Expires	Status	Campus Interview	
<input type="checkbox"/>	2696980	CDC Intern (Test)	0	New York University	5/15/2019	Pending	No
<input type="checkbox"/>	2701043	Summer Internship (Test)	0	New York University	5/27/2019	Approved	No

Can't find a job you're looking for? Make sure you've [added the school](#) it's posted to.

2.2 职位页面概览（如何添加附件）：双击某一个工作，进入工作概览页面。选择 **Edit Detail** 或右上角的 **Edit** 可进入编辑工作具体信息的编辑页面。

#2714087 Summer Intern (Test)

Job Details **Edit** Applicants

**Job** [Preview job posting](#)

**Edit Details** [Expire Job](#)

[Duplicate job](#)

**Applicants**

[Review 0 Applicants](#)

View profiles and download application documents.

School	Applicant Count	Last Update	Status	Comment Count
New York University		Requested 6 days ago	Pending	None

各个学校的审核状态:  
 Pending 审核中  
 Approved 审核通过  
 Rejected 审核不通过

**Posted to 1 School**

1 pending posting

This job is live to students until May 27, 2019 at 5:30pm.

[Target More Schools](#)

**Labels**

No labels have been added.

Select a label...

[Create New Label](#)

给此工作添加标签

[View & Add Notes](#)

给此工作添加注释

**About this Job**

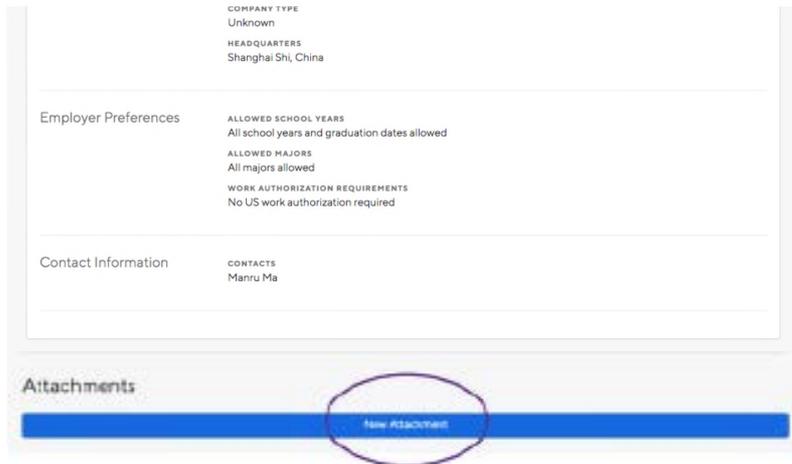
Summer Internship-996  
8 hours per day, 7 days per week

**About NYU Shanghai CDC**

The Career Development Center (CDC) provides comprehensive career guidance to the NYU Shanghai student body. We collaborate with employers, alumni, and organizations to provide a range of resources and opportunities for students to achieve personal and professional success.



**\*添加附件：** 职位页面底端点击 **Attachment** 添加附件（可上传例如公司自己的官方职位信息文件 **Job Description** 等）。



**2.3 编辑职位：** 在此页面底部可看到职位初次发布时需要填写的 **5** 个选项：**Job Basics** 职位基本信息, **Job Details** 职位具体细节, **Job Preferences** 招聘偏好, **Schools** 院校选择, **Preview** 预览。雇主可以根据需求选择并修改相关的内容并点击 **Save** 保存更新。

Summer Internship (Test)

Job Details Edit Applicants





**2.4 添加院校:** 当您来到院校选择 **Schools** 的页面时, 所有通过您合作邀请的院校都会出现在院校列表中, 您可以点击 **Add All Schools** 一键添加所有列表中的院校, 也可以手动选择您想要发布职位的院校。(注意: 每个院校仍需不同的时间与流程来审核工作内容, 审核通过才算正式发布)

Summer Internship (Test) Job Details Edit Applicants

**Job postings**

Search your schools to add job postings **搜索其他院校发布职位**

**Add All Schools** Find More

Global apply start date ⓘ Set global start

Global expiration date ⓘ Set global expiration

Schools	院校列表	Status	Interview on campus?	Apply start date	Expiration date
	New York University	Approved	<input type="checkbox"/>	2019-05-05 4:00 pm <input type="text"/>	2019-05-27 11:55 pm <input type="text"/>

**2.5 延长职位发布时间:** 同样在当前页面, 您也可以根据需求延长职位发布的时间。点击 **Expiration date** 来选择某个院校此工作发布延长的时间。

**\*注意事项:** 如果您选择了多所合作院校并想要统一延长该职位在各个院校的发布时间, 您可以点击 **Global expiration date** 来统一修改所有院校的发布时间

Summer Internship (Test) Job Details Edit Applicants

**Job postings**

Search your schools to add job postings

**Add All Schools** Find More

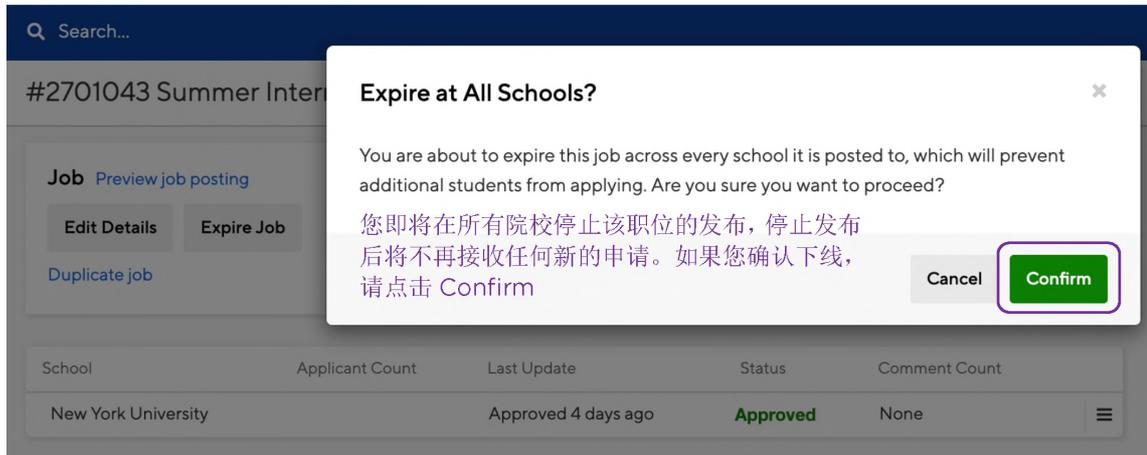
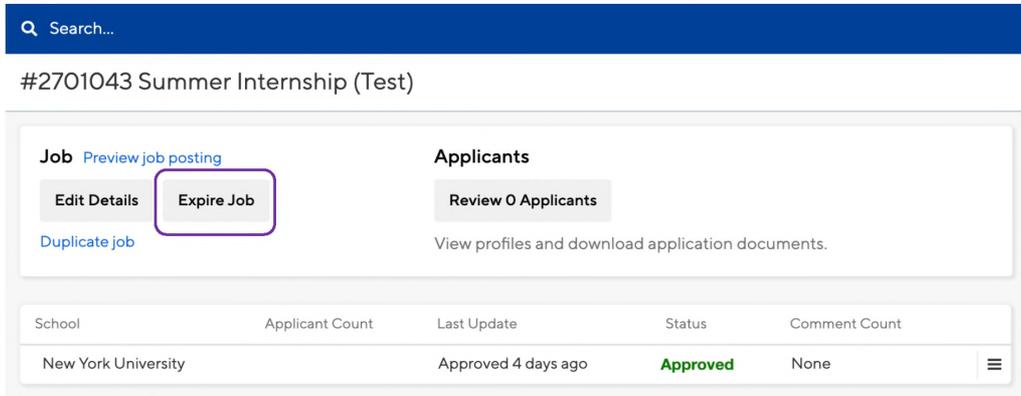
Global apply start date ⓘ Set global start

**Global expiration date ⓘ** Set global expiration

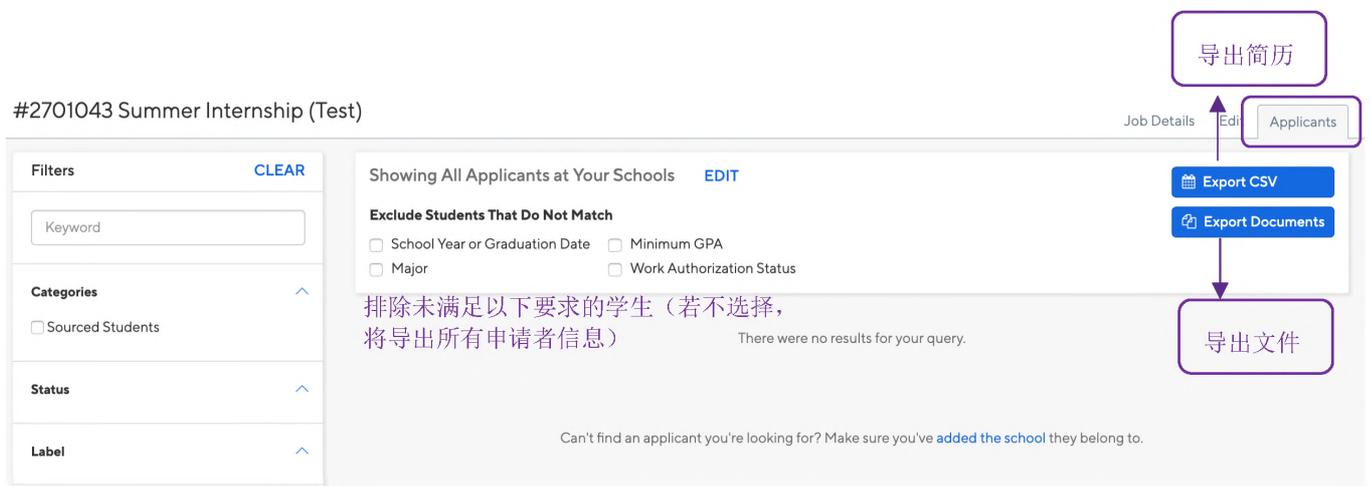
Schools	Status	Interview on campus?	Apply start date	Expiration date	
	New York University	Approved	<input type="checkbox"/>	2019-05-05 4:00 pm <input type="text"/>	<b>2019-05-27 11:55 pm <input type="text"/></b>



**2.6 下线某一个职位：**如果您想停止招聘或者下线一个职位，可以双击该职位进入工作页面，选择 **Expire Job** 下线职位，在弹出的对话框中点击 **Confirm** 确认下线，该职位将在所有合作院校停止发布。如果您只想在某个学校停止招聘，可以更改在该学校的发布时间。



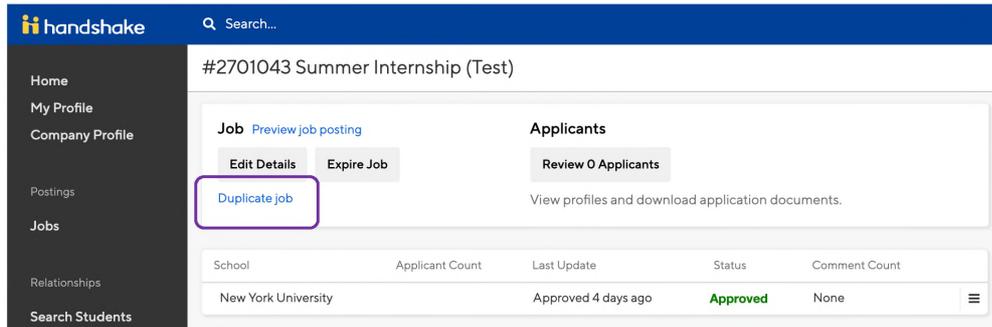
**2.7 浏览和导出职位申请者的信息：**如果您在职位发布时选择通过 **Handshake** 接收申请者的信息，您可以点击职位概览页面右上角的 **Applicants** 申请者，然后有选择性地导出申请者的信息。





**2.8 复制某一个职位：**如果您想要再次发布或复制某一个职位或者以该职位为模版，请在职位页面概览里点击 **Duplicate Job** 复制该职位，您仍可以按需编辑和修改 **Job Basics** 职位基本信息，**Job Details** 职位具体细节，**Job Preferences** 招聘偏好，**Schools** 院校选择模块，并进行预览和发布。

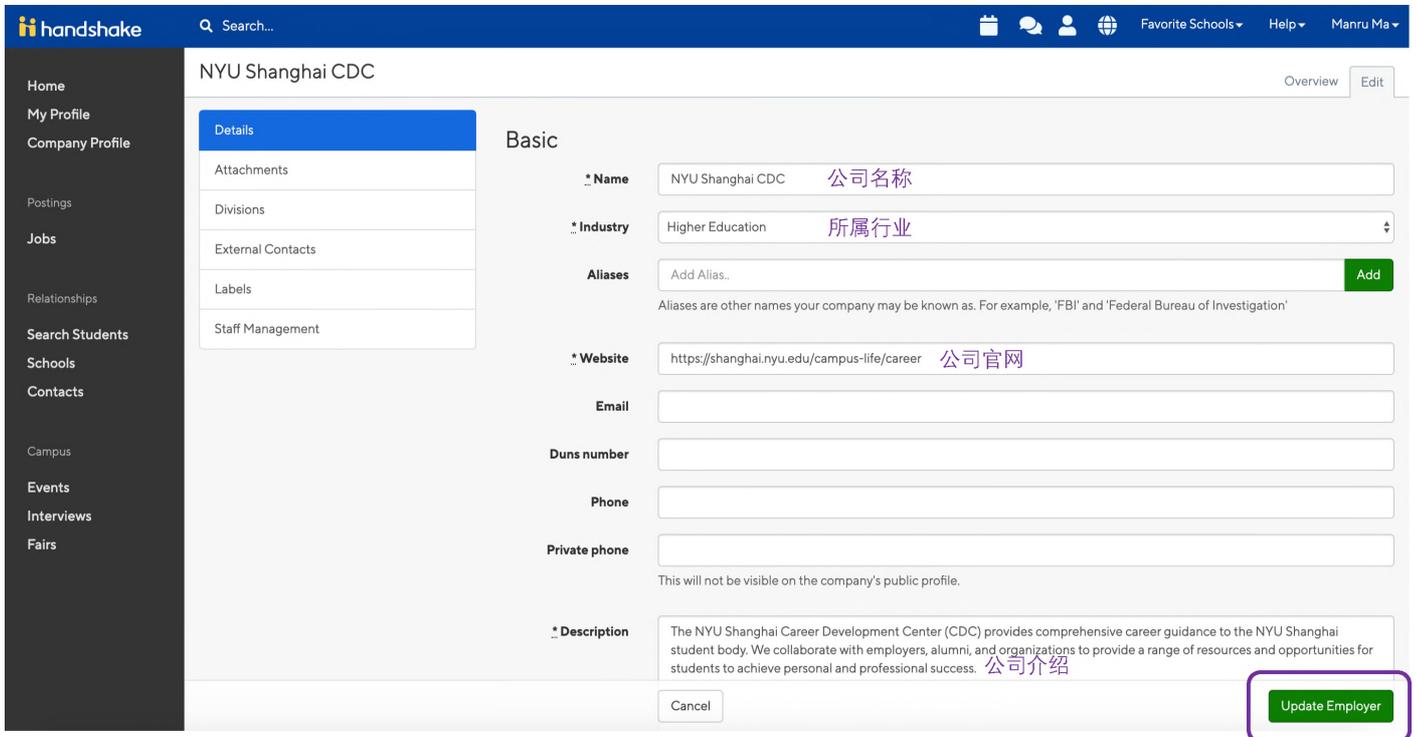
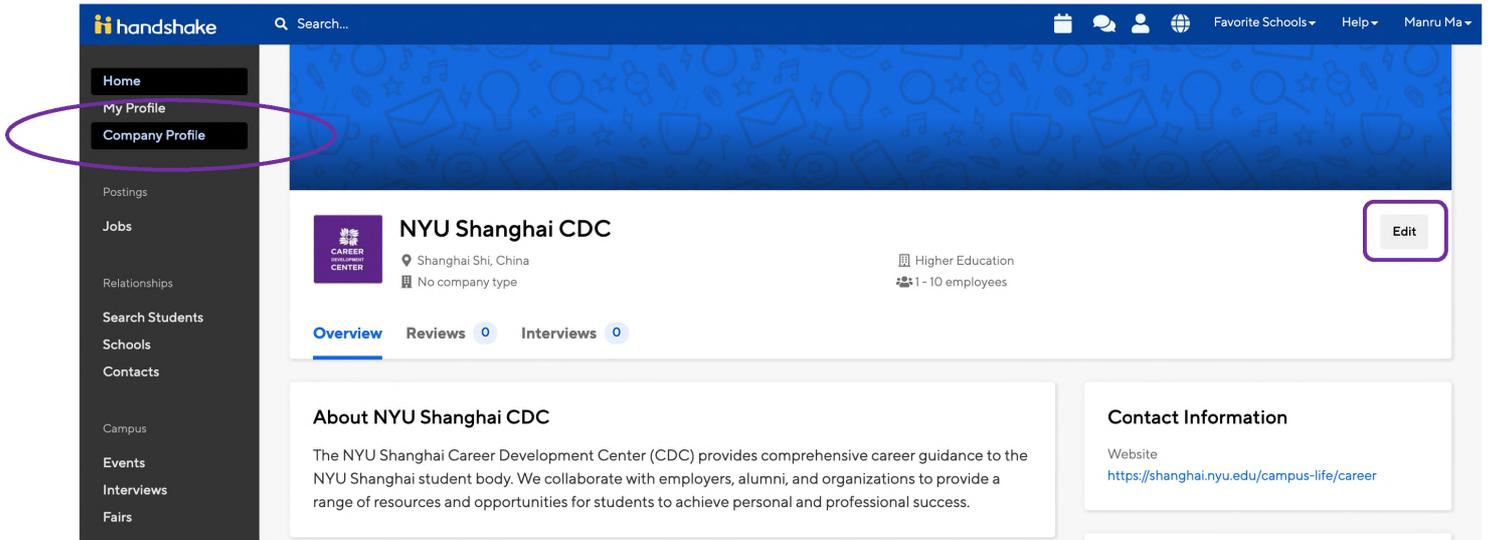
**\*注意事项：** 职位再发布的操作不会影响原有职位/已经发布的职位。





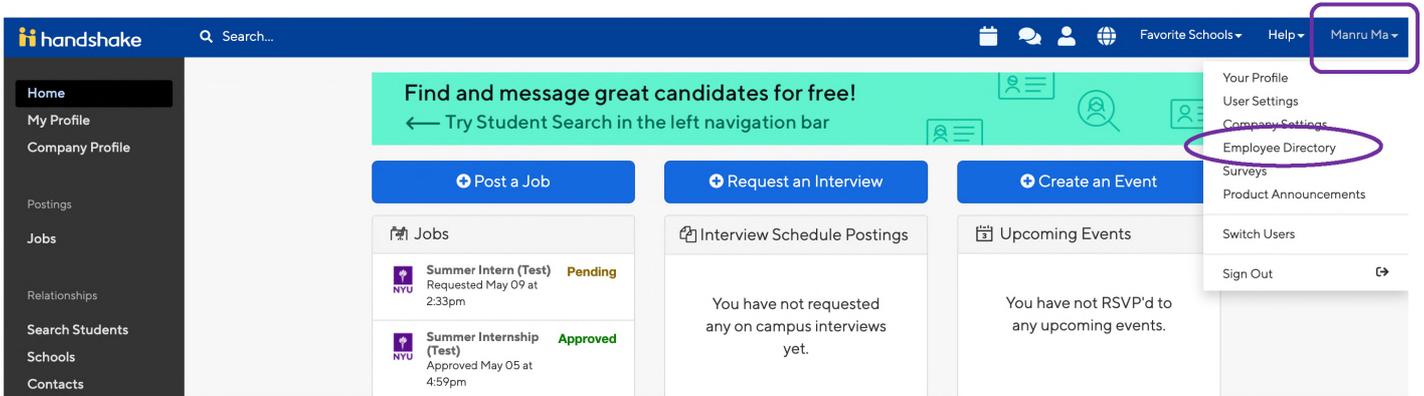
### 3. 公司信息管理 COMPANY MANAGEMENT

3.1 编辑公司信息（仅限公司账号管理员）：在主页左侧的导航栏中选择 **Company Profile** 进入公司信息页面，在此页面上点击 **Edit** 对公司的相关信息进行更改。您可以编辑公司的名称，所属行业，网站，邮箱，企业介绍等栏目，编辑完成后点击 **Update Employer** 保存已编辑的信息。



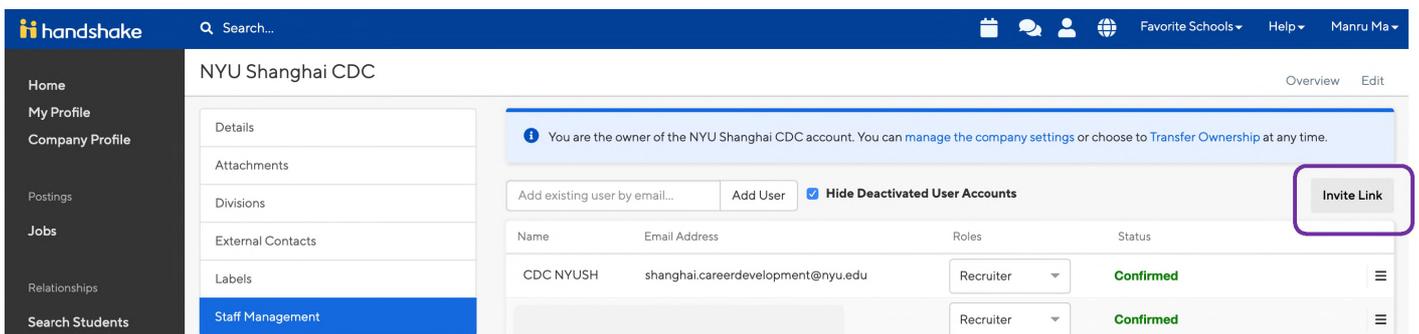


3.2 邀请其他同事加入公司：在雇主主页右上角点击您姓名，在出现的下拉菜单中选择 **Employee Directory** 进入员工管理页面。



在员工管理页面上点击 **Invite Link** 会出现一个含有邀请链接的对话框，您可以复制该链接并分享给未加入的同事，所有新同事都可以通过该链接加入公司。

**\*注意事项：**新同事点击该链接并完成注册流程后，会被自动加入到相应公司的员工列表中。



Invite Links are an easy and seamless way to invite staff members to join their existing employer account in Handshake.

If you know of a staff member from **NYU Shanghai CDC** that you would like to invite, send them an email with the below registration link. As long as they use the below link to register on Handshake they will automatically be connected with **NYU Shanghai CDC** when they complete the registration process.

If you feel that this link is being abused, or you would like to invalidate the current link, you can [generate a new one](#).

<https://app.joinhandshake.com/r>

如果您觉得这个链接被泄露给了无关人员，您可以点此生成一个新链接让原有链接失效。



**3.3 交接管理员账号（仅限公司账号管理员）：** 在员工管理页面上出现的蓝色长方框中，您可以根据需要选择 **Transfer Ownership** 进行公司管理员账号的交接。在弹出的对话框中选择一位同事成为新的管理员，并点击红色按钮 **Transfer Ownership** 确认更改。

**\*注意事项：** 在交接管理员账号前，需要确保新的管理员已经注册并加入公司（在员工列表中），然后进行账号交接操作。账号交接操作完成后，原账号管理员将不再有任何管理员的操作权限。

NYU Shanghai CDC

Overview Edit

Details

Attachments

Divisions

External Contacts

Labels

Staff Management

You are the owner of the NYU Shanghai CDC account. You can manage the company settings or choose **Transfer Ownership** any time.

Add existing user by email... Add User  Hide Deactivated User Accounts Invite Link

Name	Email Address	Roles	Status
CDC NYUSH	shanghai.careerdevelopment@nyu.edu	Recruiter	Confirmed
Ji Tang		Recruiter	Confirmed

**Confirm transfer of ownership**

Are you sure you want to transfer ownership of the NYU Shanghai CDC account? You will continue to have access as a recruiter.

**New Owner**

Season YAO

Cancel Transfer **Transfer Ownership**



## 4. 职位描述撰写指南（英文版） Job Description Writing Guide

An effective job description will help you attract the most suitable candidates for your role. Items that are typically included in a well-written job description are:

- Organization name/description
- Job title (Select a descriptive job title, as students often search postings by key words and title)
- Detailed description of the daily duties of the job
- List of specific qualifications required and desired, such as skills, experience, knowledge, education/coursework, GPA, and class level
- Position location
- Tentative start date and duration of the position
- How many hours per week are required
- Relevant compensation/benefits
- Supervisor of the position
- Application materials are required (CV, cover letter, writing sample, etc.)

### SAMPLE JOB DESCRIPTION

**Term(s):** Specify what term the opportunity will take place (e.g. Fall, Spring, Summer).  
Internships can be for a full term, multiple terms, or part of one term.

**Location(s):** Specify the location of the organization/where the opportunity will take place.

**Description:** Include a brief description of your organization, along with a detailed description of the daily duties of the job.

**Desired Class Level:** First year (Freshman), Second Year (Sophomore), Third Year (Junior), or Fourth Year (Senior).

**Hours Per Week:** NYU Shanghai students can work a certain number of hours per week depending on their academic arrangements.

**Posting Date and Expiration Date:** For best results, post positions for 2 to 6 weeks.

**Contact:** Staff member, position title, phone number and email address.

**Application Materials:** Specify what application materials are required.

**Compensation:** We suggest that you provide your intern with a stipend to cover food and transportation costs.



## 5. 常见问题解答（中文版）

- **公司审核和职位发布审核一般需要多久？**

公司审核和职位发布审核通常需要 **2 - 3** 个工作日，期间请密切关注邮箱，学校会根据不同情况向雇主收取相应的补充材料。如果您未能及时上传材料，审核时间会相应延长。

- **学生什么时候可以进行校外实习？实习周期一般是多久？**

上海纽约大学的学生在校期间均可进行校外实习，具体的实习周期和每周出勤天数要根据学生的课业安排视情况而定。一般来说，我们鼓励学生大一先熟悉校园和课业安排，大二、大三根据自己的时间进行校外实习。寒暑假期间，学生的时间相对充裕，可以全勤。

- **一般来说，启动招聘流程的时间最好在什么时候？实习生和全职职位有哪些不同？**

实习职位、全职职位和商业比赛信息可以在全年的任何时候发布在我们的雇主服务平台上，具体启动时间可以根据雇主的需求自行决定。一般来说，秋季学期（**9 - 12** 月）以全职职位发布为主，春季学期（**3 - 5** 月）以夏季实习职位为主。

- **是否可以录用外国籍学生作为实习生？**

您可以录用上纽大的外籍学生作为不带薪实习生，在正式开始实习前，协助外籍学生去上海市出入境管理局办理实习许可加注，具体流程请点击[这里](#)查看。

- **是否可以录用外国籍学生作为全职员工？**

根据《关于进一步深化人才发展体制改革加快推进具有全球影响力的科技创新中心建设的实施意见》，在上海地区高校取得的本科及以上学历且在“双自”地区就业的外国留学生，经自贸区试验区管委会或者张江高新区管委会出具证明，可直接申请办理外国人就业手续和工作类居留许可。具体流程请点击[这里](#)查看。

- **是否需要给实习生付薪水？**

实习可以分为带薪和不带薪，一般来说，带薪的实习生岗位会收到更多的申请。我们建议您付给学生一定的薪水来负担实习期间所产生的交通和餐费。

- **是否可以雇佣某一特定种族/性别的学生？**

上海纽约大学对所有学生实行无差别/无歧视对待的政策，因此我们不会审批通过带有种族/性别或其他不合理招聘偏好的实习或全职职位。



## 6. FREQUENTLY ASKED QUESTIONS (English Version)

- **How long does it usually take for company and position approval?**

It usually takes 2-3 working days for a company registration or a job posting to get approved. We highly recommend you to pay close attention to your email inbox during the process. The school may collect relevant supplementary materials from the employer according to different situations. If you fail to upload relevant materials in time, the verification time will be extended accordingly.

- **When can students intern with my organization, and for how long?**

At NYU Shanghai, students are always eligible for off-campus internships. The duration of the internship and the number of days of attendance per week depends further on the student's academic schedule and personal circumstances. Generally speaking, students are encouraged to familiarize themselves with academic life in their freshman year and do off-campus internships in the second and third years according to their schedule. During winter and summer holidays, students often have plenty of time for full attendance.

- **When should I begin the recruitment process? What are the differences between internships and full-time positions?**

Our employer service platform accepts internship positions, full-time positions and business competition information all year round. Generally speaking, full-time positions are more commonly posted during the fall semester (September to December), whereas intern positions are more commonly posted during the spring semester (March to May).

- **Can international students be employed as interns?**

Yes, you can hire international students from NYU Shanghai as unpaid interns. Before the internship begins, you can assist international students to apply for internship permits at Exit-Entry Administration Bureau of Shanghai Public Security Bureau. Please click [here](#) for details.

- **Can international students be employed as full-time employees?**

Yes. According to 'Shanghai Talents 30', employers registered in the Shanghai Pilot Free



Trade Zone and Shanghai Zhangjiang National Innovation Demonstration Zone are eligible to hire international undergraduate students who graduate from NYU Shanghai. Please click [here](#) to learn more about international students work in Shanghai.

- **Do I need to pay my NYU Shanghai interns?**

Internships can be paid or unpaid. It is worth noting that paid opportunities receive more applicant traffic. We strongly suggest that you provide your intern with a stipend to cover food and transportation costs.

- **I want to hire a candidate of a certain ethnic background or gender. Can I do this?**

NYU Shanghai exercises a non-discrimination policy and therefore cannot approve a position that preferences one ethnic background or gender. Other unreasonable recruitment preferences are also unacceptable.

## 7. 帮助中心 HELP CENTER

### Handshake Help Center 帮助中心

If you have any further questions, please visit [Handshake Help Center](#) for more information (Please choose Employer).

如果您在注册过程遇到任何问题，欢迎首先咨询 [Handshake 帮助中心](#)。（请选择“Employer 雇主”）

### Contact Us 联系我们

Or email NYU Shanghai Career Development Center at [shanghai.employer@nyu.edu](mailto:shanghai.employer@nyu.edu).

也可通过邮件与上海纽约大学职业发展中心工作人员取得联系。