



# How to Accept an Invite from Your Department in Handshake



Send    
   
 Subject



## You have been added as a staff member

You have been added as a staff member at Providence College – “YOUR DEPARTMENT” by “ACCOUNT OWNER”. An initial account has been set up for you. Your username is [youremail@providence.edu](mailto:youremail@providence.edu).

Please confirm your account by clicking this link: [Confirm My Account](#)

Message from ACCOUNT OWNER below:

"Please join our departments page!"

Thank you,  
The Handshake Team

1

You should receive this email when an account owner invites you to a department page

Click on the Confirm My Account link

**Get the job done**

**Students**  
Launch the next step in your career.

**Employers**  
Hire the next generation of talent.

**Career Centers**  
Bring the best jobs to your students.

### Set your password

2

Enter in your Providence College network password and select Confirm Account

Handshake utilizes the College's the SSO (single sign-on)

Account confirmed.

# Welcome back, FRIAR DOM

Please enter your password to sign in.

Password

Sign In

[Forgot your password?](#)

3

Re-enter your  
network  
password

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

I agree to the [Terms of Service](#) and have read the [Privacy Policy](#)

Continue

4

Agree to the  
terms and then  
select Continue

Step 4 of 4 - Connect with Schools

0 Schools selected

Next: Finish

We recommend selecting 10-15 schools to connect. Don't worry, you can add more later.

Providence College

Search

Showing 1 result • [Select all](#)



Providence College  
Providence, Rhode Island • 4,270 students • #1 in Region...



My Selected (0) [Clear](#)

Filter Schools by

Region

- Midwest
- Northeast
- South

5

Type in  
Providence  
College into the  
search box and  
click the + button

Now click  
Next: Finish

## Automatically update students about their status

Handshake will now send customisable messages to keep students updated about their application status at three key moments



Upon receiving an application to a job you posted

Send a personalized greeting to the students

Upon reviewing a profile or documents

Let students know their application is being reviewed

Upon choosing Declined

Send a sincere follow-up to students about their application

The status message can be customized or turned off at any time in the Status Messaging Preferences

Irrespective of what is selected here, Students will always be able to see the status of their job applications. Your choice here determines if they will receive proactive messages informing them of a change.

Never Send Status Messages

Edit & Activate Status Messages

6

Select Edit &  
Activate Status  
Messages

7

Work with Account  
Owner to customize  
messages sent to  
applicants  
throughout the  
hiring process

Communicating the  
status of student's  
applications is  
required of all  
departments

✓ Automatic messages are being sent to students

### Status Messaging

#### Pending (Application Received)

Automatically send Pending message

#### Reviewed

Automatically send Reviewed message

#### Primary/Alternate

Handshake will email students to choose an interview slot (based on interview settings)

#### Declined

Ask to review/edit Declined message before sending

#### Hired

No message will be sent automatically

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