GW Student Employment

Status Messaging Preferences in Handshake

Student employees need to hear back from jobs they apply to, regardless of the outcome of their application. By using Status Messaging in Handshake, you can give students the feedback they need quickly and efficiently.

How do I set up these messages?

1. Log in to your Handshake account.
2. From the home page, hover over your name in the upper right corner, then select User Settings.
3. Once you are on the User Settings page, select Status Messaging Preferences.

4. You will now see a number of options for when to send automatic messages to students at key points of the application review process.

Student Employment suggests using at least the following selection:
Declined – Ask to review/edit Declined message before sending

5. At the bottom of the page, you will see three tabs (Pending, Reviewed, and Declined) where you can write your own messages to students. These messages will be sent out to student according to your sending preferences. Below are examples of what you may want to say in each of these messages:

Pending:

Subject: Thank you for applying! [Department Name]
Body: Hi {{student_first_name}},

Thank you for applying to a position with [Department Name]! We have received your application and will be reviewing it shortly.

Best,

[Point of Contact]

Reviewed:

Subject: You application to [Department Name] has been reviewed

Body: Hi {{student_first_name}},

Thank you for your interest in working with [Department Name].

We have reviewed your application for {{job_title}}. If your experience is a good fit for this role, we will be in touch with information about next steps.

Best,

[Point of Contact]

Declined:

Subject: Thank you for your interest in [Department Name]

Body: Hi {{student_first_name}}

Thank you for interest and application to work with [Department Name]. Unfortunately, we have decided not to move forward with your application for the role at this time.

Please do not hesitate to reach out in the future if we have another role you think could be a fit for you.

Best,

[Point of Contact]

6. Please note, the following codes can be used to have Handshake automatically insert each student’s name and the relevant job posting title into the automatic response. This helps effortlessly personalize your response to each student.

{{student_first_name}} → Including this will input each student’s name in the message they receive.

{{job_title}} → Including this will use the title of the job posting in the message the student receives.
7. Please note, there is currently no option to send an email to the student(s) you wish to hire via Handshake. When you have selected the student(s) you wish to hire for your position, contact them via email with next steps and their official GW offer letter.

How / when are these status messages sent?

The status messages you write will be sent to students according to your preferences when you change their application status on the job posting page.

1. From the “Applicants” tab of the job posting page, you can see each applicant and their application status.

2. To send one of the status messages, simply change the status of the applicant.