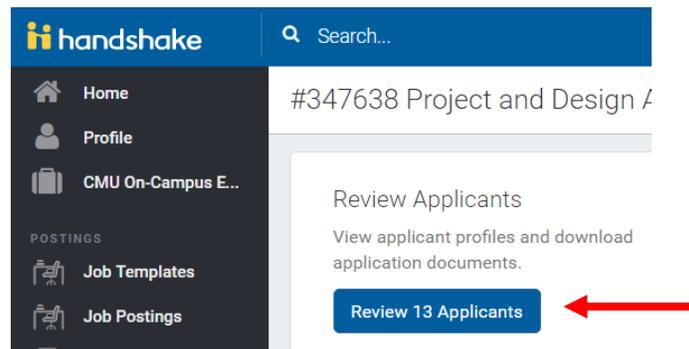


How to Sort your Applicants in Handshake

Unfortunately, there is currently no way to mark which applicants you have reviewed, or would like to interview in Handshake. This may be an option Handshake will develop in the future, but it is not currently in their development plan. Below, is the best option we have found to solve this issue:

1. Find your job posting in Handshake. See [How to Find your Job Postings in Handshake](#) if you need assistance in finding your job.
2. Click on Review Applicants to see all of the students who have applied to your position.



3. At the top of the next screen, there are three different groups that applicants can be sorted into, make sure that you have chosen the right tab when viewing applicants.



Fully Qualified – Students who match all of the requirements that you set while creating your job posting.

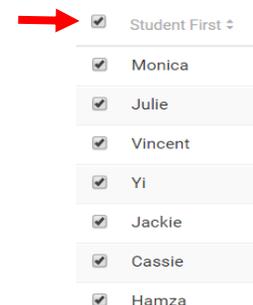
Not Fully Qualified – Students who do not match all of the requirements that you set while creating your job posting, but may still be good applicants.

All Applicants – All students who have applied for your position.

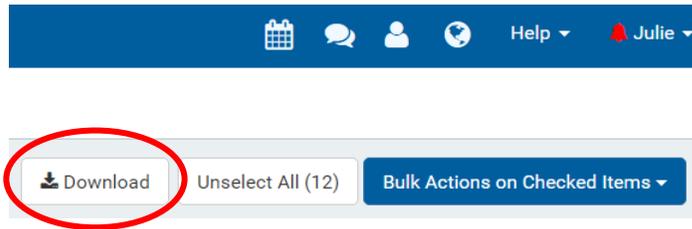
For Work-Study Employers

Unfortunately, Handshake was unable to upload students' work-study eligibility into the system, this means that all students show that they do not have work-study. It is especially important for you to check the Not Fully Qualified group, as even students who have work-study will fall into that section. If you are selecting students to interview and need to make sure of their work-study edibility, we are suggesting checking SIO to verify this information.

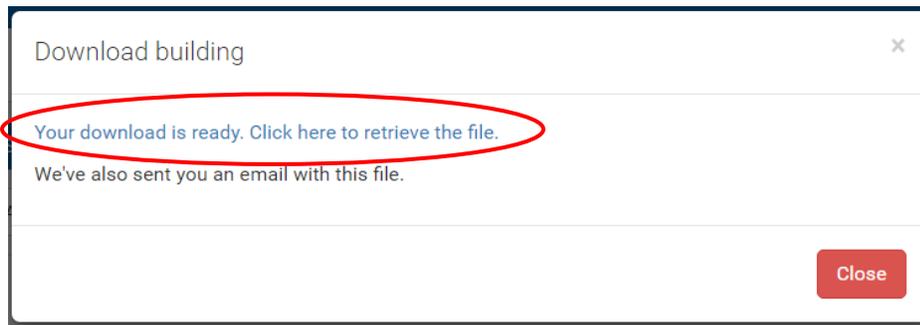
4. Click in the box beside Student First, to select all student applicants.



- Click Download in the top right side of the screen.



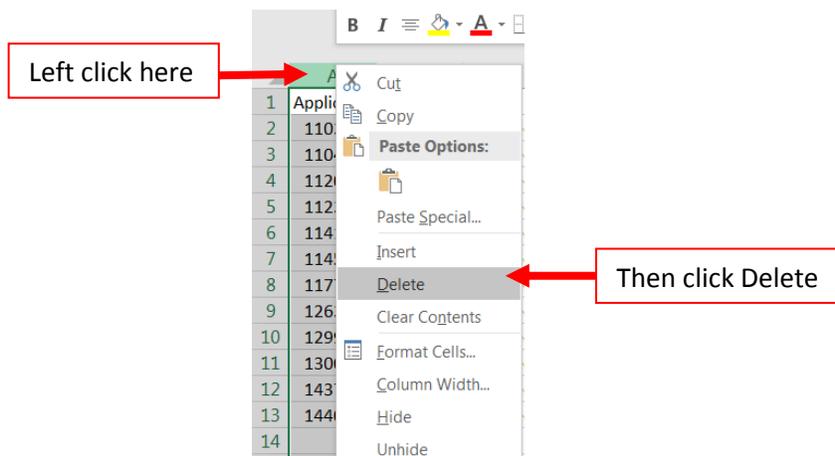
- Handshake will take a minute to prepare your download, and then the window below will appear. Click on the blue link to open your download in Excel. Handshake will also email your file to you, so you can view it that way as well.



- Once you open the Excel file, you will notice that there are many columns that may be unnecessary for you.

Application ID	Application Status	Student First Name	Student Last Name	Student Email	Fully Qualified	Student Section	Student Section	Student Program	Student Grade	Majors	Applied To Job	Employer ID	Employer ID	Document IDs				
1103472	2016-06-1 declined	Jennifer	Smith	smith@an	TRUE	Sophomor	Carnegie N	College of	5/3/2019	Art	347638	Job	Project ani	347638	Project ani	62964	CMU On-C	596607, 596590
1104364	2016-06-1 declined	Muhamma	Smith	smith@an	TRUE	Senior	Carnegie N	Carnegie N	#####	Computer	347638	Job	Project ani	347638	Project ani	62964	CMU On-C	597142, 597113, 597084
1120002	2016-06-2 declined	Ashley	Smith	smith@an	TRUE	Sophomor	Carnegie N	College of	5/3/2019	Art	347638	Job	Project ani	347638	Project ani	62964	CMU On-C	606436, 606434, 581619
1123280	2016-06-2 declined	Paggy	Smith	smith@an	TRUE	Junior	Carnegie N	College of	5/3/2019	Architectu	347638	Job	Project ani	347638	Project ani	62964	CMU On-C	608454, 608443, 608442
1141312	2016-07-0 declined	Jonathan	Smith	smith@an	TRUE	Freshman	Carnegie N	College of	#####	Architectu	347638	Job	Project ani	347638	Project ani	62964	CMU On-C	620478, 620477, 620476, 620475, 620463
1145140	2016-07-0 declined	Hamza	Smith	smith@an	TRUE	Sophomor	Carnegie N	College of	#####	Architectu	347638	Job	Project ani	347638	Project ani	62964	CMU On-C	623131, 623123, 623104

- To make this spreadsheet more usable, go through and delete columns that are not useful to you. To do this, left click on the top of a column you want to delete and click Delete. Do this until you only have columns you would like left. We would suggest keeping the Status column as a way to easily sort students.



- Below is an example of what your spreadsheet could look like after deleting some columns. I kept columns that would be useful to my office like Major and Year, but you can choose to keep or delete whatever you choose.

A	B	C	D	E	F	G
Application Date	Status	Student First Name	Student Last Name	Student Email	Student School Year Name	Majors
2016-06-15 00:05:49 UTC	pending	Jennifer	Smith	smith@andrew.cmu.edu	Sophomore	Art
2016-06-15 14:07:34 UTC	pending	Muhammad	Smith	smith@andrew.cmu.edu	Senior	Computer Science
2016-06-22 20:46:50 UTC	pending	Ashley	Smith	smith@andrew.cmu.edu	Sophomore	Art
2016-06-24 04:34:30 UTC	pending	Paggy	Smith	smith@andrew.cmu.edu	Junior	Architecture
2016-07-04 20:22:43 UTC	pending	Jonathan	Smith	smith@andrew.cmu.edu	Freshman	Architecture
2016-07-06 13:46:23 UTC	pending	Hamza	Smith	smith@andrew.cmu.edu	Sophomore	Architecture
2016-07-19 15:47:22 UTC	pending	Cassie	Smith	smith@andrew.cmu.edu	Freshman	Architecture

- Now that you have all your spreadsheet to your specifications, save it in a place you will remember on your computer.
- After saving, you can start reviewing your applicants. For help with this you can see the [How to Find your Job Applicants in Handshake PDF](#). Once you have reviewed an application, you can change “pending” in the status column to whatever other statuses you would like to use. Suggestions for statuses are: pending, reviewed, will interview, will not interview, declined in Handshake, hired, etc...

What do I do if I get more Applicants that aren't on my Spreadsheet?

- View your applicants again, but this time put checkmarks in boxes only next to new student applicants. Click download to download a new Excel spreadsheet and open this on your computer.
- Delete the columns in the new spreadsheet that you thought were unnecessary. You should have the same columns of information in your new spreadsheet, and in the one you saved originally.
- Looking at the new spreadsheet, drag your mouse to select all the information, right click and select Copy.

A	B	C	D	E	F	G
Application Date	Status	Student First Name	Student Last Name	Student Email	Student School Year Name	Majors
2016-06-15 00:05:49 UTC	pending	Jennifer	Smith	smith@andrew.cmu.edu	Sophomore	Art
2016-06-22 20:46:50 UTC	pending	Ashley	Smith	smith@andrew.cmu.edu	Sophomore	Art
2016-06-24 04:34:30 UTC	pending	Paggy	Smith	smith@andrew.cmu.edu	Junior	Architecture
2016-07-04 20:22:43 UTC	pending	Jonathan	Smith	smith@andrew.cmu.edu	Freshman	Architecture

- Open your original spreadsheet that you had previously saved on your computer.
- Click in the first empty cell in Column A, right click, and select Paste.
- Make sure to save your original spreadsheet again. You do not need to save the new one.
- Now all of your applicants are located in one place. You will need to repeat this process anytime you wish to add new applicants to your list.