

## Standard Operating Procedure

### How to use Handshake

#### Purpose

This Standard Operating Procedure (SOP) provides step-by-step instructions for creating an account on Handshake, posting job openings, connecting with colleges/universities, and finding candidates for your job listings. Handshake is a platform designed to connect employers with job seekers, colleges, and universities.

#### Creating an Employer Account on Handshake

##### Step 1: Visit Handshake's Website

1. Open your browser and use this unique link to create an account and join honeygrow's employer group:  
[https://app.joinhandshake.com/employer\\_registrations/new?employer\\_invite\\_token=BWf7qKy7chD67Uu809OH603nsBqddSO](https://app.joinhandshake.com/employer_registrations/new?employer_invite_token=BWf7qKy7chD67Uu809OH603nsBqddSO)
2. Click on the "Sign up for free" button. This will redirect you to the sign-up page.

##### Step 2: Provide Basic Information

1. On the registration page, you will be prompted to enter your email address and create a password for your account. *Please use your store email address to create an account.*

Sign up as an Employer

Email Address (use your work email)

hr@honeygrow.com

Password

Confirm Password

Sign Up

2. Fill out user information for your account.

### Step 1 of 3 - User Information

#### Welcome to Handshake

Before continuing, we need a bit more info

First name

Last name

Phone Number

Job Title

Country 

#### Tell us the types of candidates you would like to find

Don't worry if you can't find all the categories you need. You'll be able to add more later.

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civics & Government
- Communications
- Computer Science, Information Systems & Technology
- Education
- Engineering

#### Add your Alma Mater

School Name

Grad Year

### 3. Read, review and accept Handshake's Employer Guidelines.

#### Step 2 of 3 - Employer Guidelines

Save and continue

#### Handshake Employer Guidelines

Millions of early talent professionals place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):



**Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available. If your opportunities require upfront costs, disclose that in your company description and job postings.



**Keep Your Commitments:** When you make a commitment to a school or candidate, keep it. If you can't, work to provide a fair and equitable path for affected candidates.



**Be Fair:** Do not discriminate based on ethnicity, national origin, religion\*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.



**Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of another company?

Yes

No

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

I agree to receive marketing messages including promotions and special offers from Handshake.

Save and continue

\*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

### Step 3: Verify Your Email

1. After submitting your registration details, you will receive a verification email in your inbox.
2. Click on the verification link in the email to confirm your account.



Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

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## Posting Job Openings

### Step 1: Access Job Posting Section

1. After logging into your Handshake account, navigate to the “Jobs” section in the navigation bar.
2. Click on the “Create job” button to start creating a new job listing.

### Step 2: Create Job Listing

1. **Job Description:** Copy the relevant job description from <https://www.honeygrow.com/jobs/>.


#### Basic information

##### Job description

[Copy description from existing job](#)

Be sure to include specific skills you're looking for, minimum requirements, and expected responsibilities.

**B** *I* U **:=** **:=** @ *I<sub>x</sub>*




 Automatically fill in the rest of this job post using the job description. You'll get to confirm everything's correct before posting.

Continue

2. **Position Details:** Enter the job title of the position you are hiring for and the position type.
3. **Location Requirements:** Specify that the job is to be performed at an onsite location and enter your restaurant's address.

## Location requirements

Where should candidates expect to work?

 <b>Onsite</b> Employee works in person from a specific location.	 <b>Remote</b> Employee works from home.	 <b>Hybrid</b> Employee works a combination of onsite and remote.
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### Onsite location

Add the city and state where the job is located. If you're hiring in multiple cities, include them all.

Job is located at residential address



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4. **Time Requirements:** Select Full Time for managers and Part Time for team members, and employment duration "Permanent."

## Time requirements

How much should candidates expect to work?

 <b>Full time</b> 30 hours per week or more	 <b>Part time</b> Less than 30 hours per week
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Hours (optional)

 hours per  week

Employment duration

- Permanent
- Temporary or seasonal

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5. **Compensation & Benefits:** Specify the pay range, benefits, and any other perks that come with the role.

1. Refer to your job postings on [honeygrow.com/jobs](https://www.honeygrow.com/jobs) for the pay range.

## Compensation and benefits

What should candidates expect to earn?

### Expected pay

[Don't show pay](#)

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

Range	Custom range	Exact amount	Unpaid
Rate	Minimum pay	Maximum pay	Currency
Per hour <input type="text"/>	0 <input type="text"/>	<input type="text"/>	USD <input type="text"/>

### Additional compensation (optional)

Signing bonus  Bonus  Commission  Tips  Equity package

### Benefits (optional)

Medical  Vision  Dental  Paid time off  Paid sick leave

Parental leave  401(k) match  FSA or HSA plans  Life insurance

Disability insurance  Student loan repayment  Tuition reimbursement

Relocation assistance  Commuter assistance  Pet insurance

6. **Categorize your Job:** Select relevant job role groups (i.e. Food Service Managers, Miscellaneous Food Preparation and Service Workers, etc.)

## Categorize your job

Tell us the type of job you're hiring for by adding job role groups.

### Job role groups

Search by job role or job role group. Add up to 3 groups. [Learn more or request a new job role group.](#)

e.g., Accountants, Electricians, Marketing Managers

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7. **Candidate Qualifications:** Select “This job requires US work authorization.” Do NOT select any other options.

## Candidate qualifications

Add your must-have qualifications to refine your candidate matches.

### Work authorization

[Don't disclose](#)

For best practices, visit the [Department of Justice's website](#) and [our help article](#) on the impact of work authorization designations across the Handshake network. This section only applies to jobs located in the United States.

- This job requires US work authorization
- This job is eligible for US visa sponsorship
- This job is open to candidates with Curricular Practical Training (CPT)
- This job is open to candidates with Optional Practical Training (OPT)
- This job does not require US work authorization

### Skills (optional)

Add up to 7 skills. We'll use these to show candidates at a glance what you're looking for.

8. **Choose Schools:** Post to specific schools by searching by city in the dropdown menu or doing a quick search on Google.
9. **Application Process:** Select an application open date and close date and enter the number of hires you are looking to make. Select which method you would like candidates to apply through.
1. On Handshake: Applicants will apply directly through Handshake, and you will receive an email with each application.
  2. On a separate website (*Recommended*): Enter <https://www.honeygrow.com/jobs/> in the External URL field to direct candidates to apply through our careers site.

## Application process

What's the application window and process?

### Application open date

2024-11-25 06:00 AM GMT-5



### Application close date

2025-05-25 06:00 AM GMT-4



### Number of hires

This will not show up to candidates.

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### How will candidates submit applications?



#### On Handshake

Keep all your applications in one place.



#### On a separate website

Enter a website or Applicant Tracking System URL.

### Additional required documents on Handshake



Handshake profile



Resume

10. **Your Hiring Team:** Select “Send email when a candidate applies” and “Feature {YOUR NAME} as available for candidate messages.”
11. **Select “Handshake Basic” Standard Plan.**
12. **One Last Check:** Confirm everything looks good before posting your job to Handshake, then select “Post Job.”

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## Connecting with Colleges and Universities

### Step 1: Access the “Relationships” Section

1. From your employer dashboard, navigate to the “Relationships” section and select “Schools”. This is where you can connect with educational institutions.
2. Select “Your Employer’s Schools” for a list of schools that honeygrow is already connected with and approved to post jobs to.
3. Select “More Schools on Handshake” to search for additional colleges and universities using Handshake.

## **Step 2: Explore Campus Recruiting Opportunities**

1. After posting a job to a school, it will route to the school's careers team for approval. If your request is accepted, you will have access to posting opportunities on the college's portal.
  2. Some institutions may offer virtual career fairs or campus events where you can directly engage with students.
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## **Troubleshooting and Support**

- If you encounter any issues during the account creation process, posting a job, or navigating the platform, refer to the [Handshake Help Center](#) on Handshake's website or reach out to [hr@honeygrow.com](mailto:hr@honeygrow.com).