

Handshake Software Update

Reminders: [Handshake](#) is the San Diego Community College District's Job Board – an online platform for Employers and Students. As the nation's number one college-to-career network, Handshake provides a one-stop shop for employers to engage students, post jobs, and hire. It also provides an easy to manage engagement system to track employer engagement across multiple roles – minimizing duplication across colleges and improving the employer experience.

- Districtwide commitment to the platform and purchase: 2020-2021
- Establishment of Districtwide Implementation Team: Fall 2021
- First student upload: 2022
- [November 2022 ESSW Update](#)

SDCCD students can login to one account across all four campuses, removing barriers to employment opportunities and making career support a priority along with their education. All actively enrolled students are uploaded into Handshake monthly – they just need to activate their account. Once activated, they have access to job postings and employer events.

Handshake Activity as of April 15, 2024:

Total Student Activations: 3,963

- City - 1,815
- Mesa – 2,874
- Miramar – 1,820
- Continuing Education – 1,362

Total Employer Approvals: 7,444

- Total Active Paid Job Postings from Approved Employers: 17,253

College Commitments

- Student Activations – Commitment to developing local, college-specific awareness strategies to increase student activations and college-wide awareness of the tool.
 - Handshake provides a great opportunity to recruit and retain students – making job placement and employability a key part to every student's experience.
 - Colleges encouraged to:
 - Take an institution-wide approach to handshake with a focus on integration throughout the complete student journey. Awareness campaigns for faculty and staff are encouraged.
 - Add Handshake to Canvas.
 - Train Outreach Coordinators and Ambassadors and other roles on Handshake and the benefits to students.
- Events – Commitment to posting all career related events within Handshake
 - Enables promotional and check-in features, as well as data insights
- Exploration of the Appointments feature - Handshake includes a career services appointments function for students to connect with job placement coordinators, career guidance counselors, internship and work-based learning professionals. Colleges are in different phases of exploration and implementation of this feature. Colleges already using the feature are seeing positive results with students from all colleges requesting appointments

Additional Features: Handshake has expanded features included destination survey resources and employer engagement tools. Handshake leads interested in leveraging these components are encouraged to connect locally with their research office (regarding destination survey) and employer facing roles to explore possible applications.

District Support for Districtwide Implementation and Use of Handshake

- New districtwide support role (Career Services Admin Tech)
- District monthly uploads of enrolled students
- Data cleanup and integrity
- Integration with Campus Solutions and My SDCCD Portal
- Districtwide student facing website
 - Colleges encouraged to have local pages as well!
- Districtwide Reporting – weekly counts provided to Handshake leads
- Facilitation of Districtwide Implementation Workgroup
- District Employee Services engaged – training in process; will be posting all NANCE positions and on campus postings
 - [Approved on campus posting model \(March 2024\)](#)
 - 5 SDCCD Domains Development – one per college and the district
 - Employee Services has access to post jobs for all 5 domains
 - Additional access to post within these domains will be determined by each college
 - HCM leads encouraged to connect with their college’s Handshake leads to explore options
 - Individual office, school, or department leads could be given permission to post on campus positions

Districtwide Implementation Workgroup:

- Implementation team meetings monthly; includes representatives from all four colleges
- Shared Teams folder with resources, trainings, tools, and support
- Meeting agendas, key contacts, and reference materials available [online](#) and in Teams
- 2024-25 Planning in process
- Areas of exploration:
 - Districtwide Faculty Access
 - Payment feature within platform
 - Refined monthly upload process
 - Expanded reporting

Handshake Leads:

- City: Roger Sanchez
- Continuing Education: Franklin Garrett
- Mesa: Olivia Picolla
- Miramar: Alex Ortega Jr.
- District: Educational Services Division, Career Education & Workforce Development - Noah Lacsina, Career Services Admin Tech