Districtwide Handshake Implementation Meeting
Meeting Highlights and Action Items
2/7/23

Agenda

Summary of Action Items
- Website Feedback Needed
  - Colleges to provide feedback on draft district handshake website content:
  - Colleges to confirm contact information to be added to the page (website, email, phone, name, etc.) – colleges have flexibility as to what kind of contact information they want to provide
  - **Feedback and contact information due by Monday, March 20**
- Student Uploads
  - Once new spring uploads are complete – CEWD to notify colleges
- Leveraging training resources available
  - Colleges encouraged to take time to view the trainings in Handshake Academy
  - Colleges encouraged to utilize training videos along with local hands-on training for onboarding student workers, staff, etc. to the platform
  - Trainings:
    - Handshake Academy
    - New to Handshake
    - Reporting and analytics
    - Report for Employer Flags which tells status and reason

Meeting Highlights/Notes

Participants:
- Mesa and Miramar present
- City and Continuing Education absent

Counts as of 3/6/23
- Student Activations:
  - City - 1,102 (increase of 31 since 2/9/23)
  - Mesa - 1,446 (increase of 60 since 2/9/23)
  - Miramar - 926 (increase of 45 since 2/9/23)
  - Continuing Ed - 727 (increase of 36 since 2/9/23)
- Approved Employers - 4,613 (increase of 181 since 2/9/23)
- Pending Employers - 0
- Job Postings - 7,373 (increase of 53 since 2/9/23)

Article on Handshake analytics - https://support.joinhandshake.com/hc/en-us/articles/360003892314-Analytics-The-Art-of-Reporting

Employer Approvals - Flagged/Flagging Employers
Discussed employers who have been flagged and removed.
To learn more:
- Click on Employers > You can view Approved, In Progress, Pending, Declined, and Flagged. If you click on "Declined" then it tells the industry, date of decline, and reason
- Report for Employer Flags which tells status and reason - https://support.joinhandshake.com/hc/en-us/articles/360003892314-Analytics-The-Art-of-Reporting

Meeting with Handshake Rep - Megana Vemula attending 3/21 meeting
- Reviewed recent questions received and discussed what topics were a priority
  - Comments made that some questions felt repetitive; had been addressed in prior meetings
  - Recognition that there are new users and each college is not at the same place with their learning and use of handshake
- There is interest in moving beyond technical questions and seeking guidance on how other colleges have integrated the tool throughout the student journey
  - Mesa interested in examples of other schools who are farther down the road with implementation
- Other questions for Megana:
  - Review of training resources
  - Requests for future in-depth trainings on reporting and analytics
  - Concerns regarding inconsistency of counts
  - Quick review of Handshake's approval process (how do the auto vet employers), and what happens once an employer is flagged

Reminder – Colleges may reach out to Magana directly at any time.
- Megana Vemula - megana@joinhandshake.com
- Contact Handshake Support Team by submitting a ticket or calling them directly at 855-426-3136
- Mesa meeting with Megana this week to review student appointments

Recommendations:
- All colleges encouraged to take time to view the trainings in Handshake Academy
- All colleges should be engaging in the training resources available on the platform first
- Colleges encouraged to utilize training videos along with local hands-on training for onboarding students workers, staff, etc. to the platform
  - Trainings:
    - Handshake Academy
    - New to Handshake

- Reporting and analytics - https://academy.joinhandshake.com/path/reporting-analytics
- Report for Employer Flags which tells status and reason - https://support.joinhandshake.com/hc/en-us/articles/360003892314-Analytics-The-Art-of-Reporting

Student Uploads
- New Student Upload with Spring enrollments should be ready by early next week
    - Once available, Colleges will be notified (CEWD/SS to notify handshake leads)
- Updated provided on the transition to an Automated Student Uploads process
    - Dan Velasquez from District Business Services working with Megan Boquet on the upload process; Dan will be completing the spring uploads and all future uploads; Dan will be supporting the transition to an automated process
    - Automated process will enable all new enrollments to be automatically uploaded daily or weekly
    - District student services will connect these uploads to an auto email via campus solutions notifying the student that they now have access to Handshake and encouraging the student to activate their account.
        - Email to be drafted and approved by college handshake leads prior to implementation

Handshake resources - A Teams folder is under development - transferring files from google drive handshake account – so that everyone can have direct access. CEWD to send out invites.

District Website for Handshake
- Draft content created
- Colleges to provide feedback on draft content: https://www.sdccd.edu/about/departments-and-offices/student-services-department/handshake.aspx
- Colleges to confirm contact information to be added to the page (website, email, phone, name, etc.) – colleges have flexibility as to what kind of contact information they want to provide
- **Feedback and contact information due by Monday, March 20**

Handshake - Campus Share Out & Updates (All)
- City - absent
- Mesa
    - Training on student appointments
    - Adding on campus job posts
    - Ready to communicate to new spring students (waiting on new upload)
        - First email prepped to encourage students to activate account – expanded content will include a broader focus on career services in general

- Working with Mesa's grad list to develop outreach to grads about career services and handshake; received grad list from their evaluations office
    - The Handshake Chair is coming to Mesa!
        - Our districtwide contract provides us with a fun bright chair to put around campus to raise awareness about handshake
        - Each college may utilize the chair
        - Districtwide schedule/rotation plan needed
        - For now, please reach out to Olivia regarding timing and use
- Miramar
    - Continuing to focus on breaking 1000 student activations (so close!)
    - Working to increase on campus position posting within handshake; working to identify a local process
    - Considering re-starting grad engagement; pre-COVID there was more outreach to grads; currently they get their list from Admissions and send out information on career services in general
    - Utilizing handshake for all events – outreach, registration, attendance, etc. – activate and register on the spot
    - Added office activity codes into handshake – keeping separate from student appointment info;
    - Transitioning Center staff scheduling to handshake (this spring they will be able to stop using SARS)
- Continuing Ed - absent

February's Action Items (check-in)
- Each college to discuss internally ideas for increasing student awareness of Handshake and increasing student account activations
    - Internal planning to inform Districtwide and college specific timelines/schedules for communication to students about Handshake
- In prep for 3/16 meeting, Colleges encouraged to discuss internally whether or not they are interested in holding another Districtwide career fair
- District Food Services is hiring – recommendation made to encourage these positions to be posted within handshake - Amertah to follow-up and encourage use of handshake

Past Meeting Notes: 2/7/23, 1/23/23; 2022 meeting agendas and notes, 2021 meetings notes and agenda

Next meeting: Tuesday, 3/21