

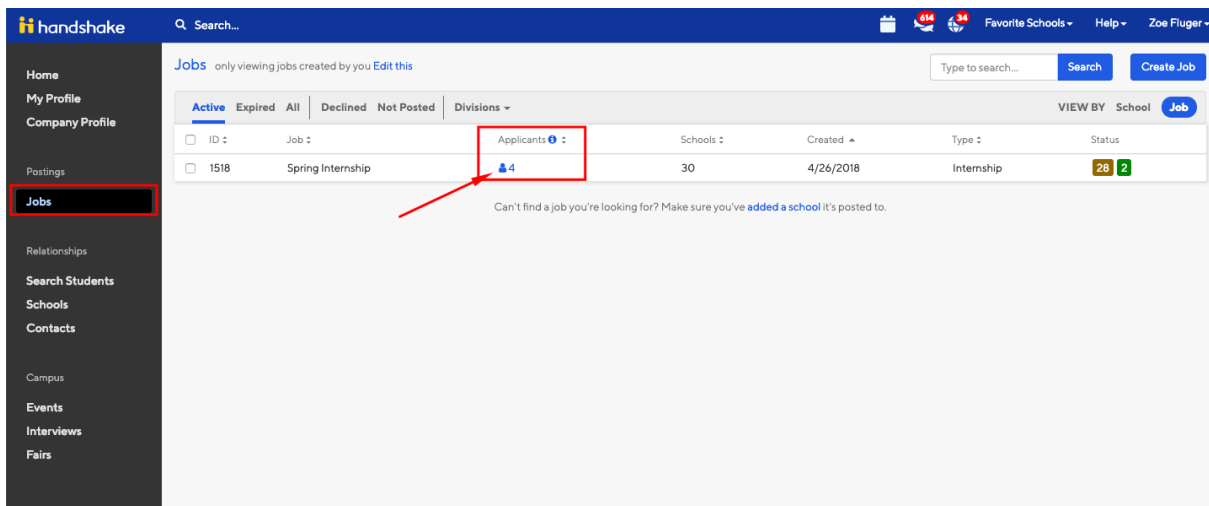
How to access and view job applicants in Handshake for the University of Tennessee at Martin

This document will teach you how to review a job applicant for your on-campus student employment position. If you have not registered for Handshake yet, you'll need to create a user account before you can complete the following steps. Contact the Office of Career Planning and Development at 731-881-7712 or career@utm.edu for more instructions.

To access your applicants on Handshake, you'll have to first select the particular Job you're interested in to access the direct list of students that have applied. Handshake will always provide you with a list of applicants (if you choose to collect applications in Handshake).

To Access Applicants Through a Job Posting:

- **Click *Jobs*** in the left hand navigation bar
- Locate the job you'd like to view applicants for. **Click** on the **Expired** tab at the top of the page if you're trying to locate a job that has since expired.
- **Click the number and person icon** under the *Applicants* column, connected to the job you wish to view the applicants for



From here, you will be brought directly over to the Applicants page for this specific Job Posting.

handshake Search... Your Employer's Schools Help Zoe Fluger

#1518 Spring Internship

Job Details Edit Applicants

Showing All Applicants at Your Schools EDIT

Export CSV Export Documents

Exclude Students That Do Not Match

School Year or Graduation Date Minimum GPA

Major Work Authorization Status

<input type="checkbox"/>	First	Last	School	Preferences	Status	Date
<input type="checkbox"/>	Arwen	Undómiel	Rivendell University		Pending	09/17/18
<input type="checkbox"/>	Student	Accidental Saints Academy	Accidental Saints Academy		Pending	08/16/18
<input type="checkbox"/>	Zoë	Fluger	Rivendell University		Pending	08/16/18
<input type="checkbox"/>	Aubree	Chapman	Rivendell University		Pending	06/06/18

Filters CLEAR

Keyword

Categories

Sourced Students

Status

Pending (4) [View all](#)

Label

test- campaign (1/2/18) (1) [View all](#)

Not Labels

School

Skills

If you have any questions about getting started with Handshake, contact the Office of Career Planning and Development at 731-881-7712 or career@utm.edu.