

## Viewing Applicants in Handshake for On Campus Supervisors

Departments across Stony Brook University post under one main account in Handshake. We are able to organize departments by name in "Company Divisions" or "Divisions" in Handshake. If you are using an external link out to a separate application, these steps are different.

### Steps:

1. Go to [https://stonybrook.joinhandshake.com/login\\*](https://stonybrook.joinhandshake.com/login*)

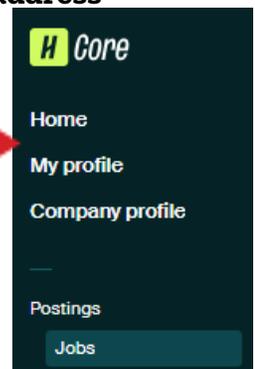
**\*Note:** To login initially, you will need to [request access](#) to Stony Brook University's Handshake account. If you have had an SBU student account at any point, please switch to Employer (click on your profile and click **Switch Users**)

2. Under Stony Brook University Student Login, please click "**sign in with your email address**"
3. Click on **Jobs** under Postings
4. Find position by:
  - a. Searching by job title or number in the **Search** box
  - b. Click on **Owner>Job owned by you**
  - c. Click on **Divisions> Search Department Name** (called Divisions in Handshake)



### Jobs

Search  Q Owner  Division  Status



5. Locate your job post

**Note:** Be sure to see if you have any of the following selected (**Active, Expired** or **All**). It is easiest to check all for a posting if you are not sure.
6. Click on **Applicants**

**Note:** Matches are not students who applied, but they are Handshake recommended matches based on preferences selected in the job posting
7. Click on **Applicants**
8. You can download applicant packages (including resume, cover letter and additional documents) into one PDF or CVS file that is sent to your Stony Brook email address.
9. It is highly recommended to update **Status** during the process (Example: **Reviewed** and once your candidate is hired to **Hired**)

### Questions?

[Contact the Student Employment team](#)

**\*\*If you do not see your division name or need an update, please let us know!**