



Viewing Applicants in Handshake for On-Campus Supervisors

Departments across Stony Brook University post under one main account in Handshake. You can organize your department by name under "Company Divisions" (or "Divisions"). (If you're using an external link for a separate application process, these steps do not apply.)

Steps to View Applicants:

- 1. Log In**
 - Go to [Handshake Login](#).
 - Note:* To log in for the first time, [request access](#) to Stony Brook University's Handshake account. If you've previously used an SBU student account, switch to Employer by clicking on your profile and selecting **Switch Users**.
- 2. Sign In with Your Email**
 - Under "Stony Brook University Student Login," click **Sign in with your email address**.
- 3. Access Job Postings**
 - Click on **Jobs** under the Postings section.
- 4. Locate Your Position**
 - Search for your job post by:
 - Entering the job title or number in the search box.
 - Clicking **Owner** to filter jobs owned by you.
 - Clicking **Divisions** and searching for your department name (listed as **Divisions** in Handshake).
- 5. Select the Correct Job Post**
 - Check the filters (Active, Expired, or All) to ensure you're viewing the correct posting.
 - Once found, click on **Applicants**.
 - Note:* The list shows Handshake-recommended matches based on the preferences you set—not necessarily students who have directly applied.
- 6. Review Applicant Details**
 - Click **Applicants** (again, if needed) to access detailed information.
 - Download applicant packages, which include the resume, cover letter, and any additional documents, as one PDF or CSV file. This file will be sent to your Stony Brook email address.
- 7. Update Application Status**
 - It's highly recommended to update the status during your review process (e.g., mark as **Reviewed** and later update to **Hired** once a candidate is selected).

Questions? Contact the Student Employment team.

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