



FRAMINGHAM  
STATE  
UNIVERSITY

Career Development

# EMPLOYER GUIDE TO HIRING FRAMINGHAM STATE STUDENTS

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We are so glad that you are recruiting and mentoring Framingham State University students. Your role as a student supervisor is invaluable, whether its work-study, internship, graduate assistants or full time employment. The Center for Career Development hopes to make the process of hiring FSU students for your positions as easy as possible using our job board- Handshake. You can use this guide to post your roles and get additional information to help you fill your positions. Go Rams!

# WELCOME



# MEET YOUR TEAM

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## **Katherine Sieminski**

*Employer Engagement Coordinator*

✉ [kzieminski@framingam.edu](mailto:kzieminski@framingam.edu)

Katherine is our primary point of contact for on-campus and area employers recruiting at FSU. Katherine can help with Handshake questions, promoting your position to students and scheduling on-campus interviews.

## **TBD**

*Coordinator for Career Readiness Integration*

✉ [careerdevelopment@framingham.edu](mailto:careerdevelopment@framingham.edu)

Your point of contact if you would like to integrate any career programming into your class.

## **Julia O'Reilly, Jenn Pari Emily Abel and JoAnne Amann**

*Career Community Counselors*

Julia, Lauren and Emily meet with students 1:1 to help strategize career goals.

## **Sarah Rodriguez**

*Director of Career Development*

Sarah can answer questions about our services and resources

Please email [careerdevelopment@framingham.edu](mailto:careerdevelopment@framingham.edu) to make an appointment to speak with the Director of our office or to meet with any of our counseling staff.



# JOB POSTING TIMELINE

01

## Register on Handshake

Register on Handshake. New Handshake accounts need to be approved and reviewed. We can quickly verify if your office already has an existing Handshake account.

02

## Post Your Job

Including words such as “intern” or “entry-level” to attract candidates. Indicate the applicant deadline and expected start date. Make sure to select work-study, on campus employment or internship, as appropriate.

03

## Market Your Job to Students

Share your role on your own social media channels, email it to students you know to share. Attend an on-campus recruiting event. Ask Career Development to share the role with students.

04

## Interview and Select Candidates

Locate student applicants in Handshake and email, text or call them to schedule interviews, or ask Career Development to help book a room for on-campus interviews.

05

## Extend Job Offer

Once you have selected your candidate, extend an offer. Only after then accept should you reach out to the other candidates who were not offered the role.

06

## Close Job and Message Applicants

Message students that were not offered the job and thank them for applying. Encourage them to apply again and to make an appointment with Career Development for additional assistance.

# WRITING A JOB DESCRIPTION

01

**Be clear about hours, flexibility, and learning opportunities—students care deeply about these.**

- Many FSU students balance classes, commuting, jobs, and family responsibilities
- Students may be seeking part-time, on-campus, hybrid, or flexible roles
- Opportunities that offer career relevance, skill development, mentorship, and paid opportunities tend to attract stronger applicants

02

**Use a Clear, Student-Friendly Job Title**

- Good examples: Marketing Assistant, IT Help Desk Support (Student Role), Accounting Intern – Part-Time, Administrative Assistant (Flexible Hours)
- Avoid: Generic titles like “Assistant” Internal acronyms or company-specific jargon

03

**Clearly Define Job Responsibilities**

Aim for 5–6 bulleted job tasks. Tip: Students are discouraged by long, overwhelming lists—clarity beats quantity.

04

**Be Transparent About Time Commitment, Pay and Modality**

- Hours per week (range is fine)
- Schedule flexibility (daytime, evenings, remote, hybrid)
- Length of employment (semester-based, summer, ongoing)
- Pay rate or hourly range (if possible)

05

**Include Clear Application Instructions**

Make it easy for students to apply.

- What to submit (resume, cover letter, portfolio, etc.)
- Application deadline
- How to apply (Handshake, email, website)

# SAMPLE INTERNSHIP DESCRIPTION

**Marketing Summer Intern**  
Framingham, MA | Hybrid or On-Site  
Paid Internship | Summer (10–12 Weeks)

**Specify pay rate,  
hours and modality**

## About the Employer

ABC, a division of Sample Corporation, is a global consumer goods leader with 75+ years of industry experience. We develop and market trusted brands sold worldwide and are committed to mentoring and developing the next generation of business professionals.

## About the Role

ABC is seeking a Marketing Summer Intern to support brand and marketing initiatives for well-known consumer products. Interns will work directly with a marketing team and gain hands-on experience in brand strategy, market research, and campaign support.

This internship is ideal for Framingham State students looking to build real-world marketing experience in a fast-paced, professional environment.

## What You'll Do

- Support marketing and brand initiatives
- Conduct market and competitor research
- Assist with campaign planning and execution
- Analyze brand performance and prepare reports
- Collaborate with cross-functional teams

**Include 4-6 specific  
tasks**

## Qualifications

- Enrolled in an Undergraduate Business Program
- Majors in Marketing, Business, Communication, or related fields encouraged
- Strong communication and analytical skills
- Organized, detail-oriented, and eager to learn
- Ability to manage multiple tasks and work in teams

**Keep academic  
qualifications  
broad to attract more  
applicants**

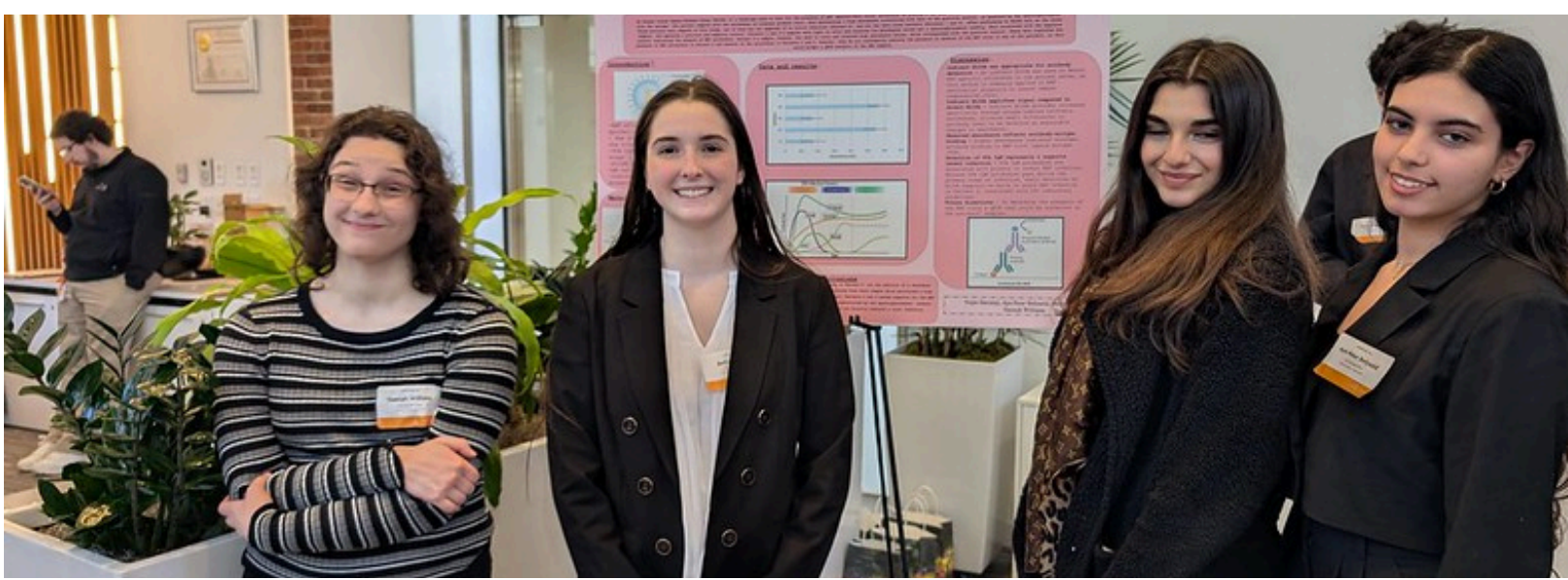
## Additional Details

- Class Level: Sophomore, Junior, Senior (Graduate students considered)
- Job Function: Marketing / Sales
- Work Authorization: U.S. Authorization Required

**Determine work authorization  
and other qualifications**

## How to Apply

Apply through Handshake by submitting your resume.



# TOP TIPS FOR HIRING ON HANDSHAKE

Follow these tips to get the most out of Handshake.

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01

## UPDATE STAFF

Update your Handshake account to reflect any staff changes. Make sure that the primary Handshake user for your Handshake account is listed as the owner.

02

## MANAGE APPLICANTS

Manage your applicants using the reviewed, declined or hired selections on the Applicants page.

03

## SELECT THE RIGHT CRITERIA

Indicate if the position is work study, if international students are eligible. Avoid including any unnecessary requirements, such as major or GPA. Making your positing more flexible will allow for a broader range of candidates.

04

## TIMING IS EVERYTHING

Often students are deadline driven and will wait until the last minute to apply so include a realistic posting deadline, not one that is a year away. You can always extend the deadline. Include a realistic start date in your job posting.

05

## CLOSE OUT THE POSTION

Make sure to close the posting and close the loop with all applicants that were not selected once the position is filled.



# HOW WE PROMOTE YOUR ROLES TO STUDENTS

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We employ a number of strategies to help promote great opportunities with our partner and on-campus employers to our students and alumni.

## 01 **Weekly Job Email Blast By Career Interest**

Career Development sends a weekly job and internship email to all students and recent alumni highlighting roles posted on Handshake by our partner and on-campus employers. Our job and internship email is sent out by career interest matching each academic school.

## 02 **Social Media**

We post a weekly job and internship on our Instagram account.

## 03 **On-Campus Events**

Attending our on-campus job fairs and other on-campus career development events are a great way to promote your open roles and connect with students.

## 04 **Counseling Appointments**

Each week we review jobs and internships shared with our office on Handshake by our partner employers with our career counselors so that they can share these roles in their student counseling appointments.



# HELP WITH HANDSHAKE

Why Handshake? *Handshake is the #1 college to career job board. We are currently connected with over 4500 Massachusetts based employers on Handshake, and many more throughout the country.*

If you don't have an account, review how to setup an account with Handshake: [Getting Started with Handshake \(creating an Account\)](#)

Once you have an account, you can follow the links for these other common Handshake questions:

- [How to Post a Job](#)
- [Create an Employer User Account, Join a Company, and Connect with Schools](#)
- [Employer Validation](#)
- [Why can't I access my employer account in Handshake?](#)
- [Employer Owners & Admin Tools](#)

Please email Katherine Sieminski for an individual Handshake training session or to attend one of our Handshake review sessions during the semester.

# TYPES OF STUDENT EMPLOYMENT

Students can take advantage of several types of employment to gain work skills during their students at Framingham State.

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## **Internship**

An internship is a professional learning experience that offers meaningful, practical work related to a student's field of study or career interest. An internship gives a student the opportunity for career exploration and development, and to learn new skills. It offers the employer the opportunity to bring new ideas and energy into the workplace, develop talent and potentially build a pipeline for future full-time employees.

## **Work Study**

Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to help pay for college.

## **Student Employment**

Any employment that is not from Federal or State programs is considered "Student Worker" and is funded totally through the individual department. These are generally hourly positions, but some may be paid through a stipend

## **Micro Internship**

Micro-Internships are short-term, paid, professional assignments that are similar to those given to new hires or interns. These projects enable Career Launchers to demonstrate skills, explore career paths, and build their networks as they seek the right full-time role. Unlike traditional internships, Micro-Internships can take place year-round, typically range from 10 to 40 hours of work, and are due between one week and one month after kickoff.



# ADDITIONAL QUESTIONS

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We are happy to help you post your jobs to handshake or do a 1:1 training with you. Please contact us for more information.

*Thank you!*

[careerdevelopment@framingham.edu](mailto:careerdevelopment@framingham.edu)

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