**Top Faculty Questions and Answers**

**Spring 2023**

**The link to Handshake doesn’t work because I don’t have a Handshake account!**

The link we sent is for your students. It doesn’t work for you if you don’t have a Handshake account. You don’t need a Handshake account. All UCLA students have a Handshake account, so they can see the link.

Tip: If you want to see a preview of the posting you can type /share\_preview to the end of the link that was sent to you earlier. Like this: https://ucla.joinhandshake.com/jobs/101010101/share\_preview

We sent this preview link to the faculty who most recently submitted their request for a LAEP intern. It will work for students and for you. We will always send this link in the future.

**Do I need a Handshake account?**

No, you don’t need a Handshake account.

Can I have an account so that I can access the job posting and view the applicants online?

Technically, this is possible, but it requires you to take steps to register and be approved as a UCLA employer because it gives you access to post, edit, and delete all job UCLA job postings on Handshake, as well as the ability to view, approve, reject any applicant to these positions. Handshake does not provide guest access that would allow you to view applicants for just your position. We tried to get Handshake to make a change to allow this, but it’s not going to happen.

**How will I review applications?**

Each time a student applies you will receive an email from Handshake with the student’s application materials attached. The emails may go to your spam folder. Searching for “handshake application package” will surface these emails. Feel free to check with Christine ([cwilson@saonet.uclla.edu](cwilson%40saonet.uclla.edu)) if you are concerned that you are not receiving these emails.

**How do I know if an applicant is eligible for LAEP?**

For Spring 2023, please send the names and emails of the applicants you wish to interview to: Brianne Compton [laep@fas.ucla.edu](laep%40fas.ucla.edu%20) from the Financial Aid Office. She will be able to screen your applicants to confirm LAEP eligibility.

LAEP is a California work study program open only to California residents who qualify for work study (or the Dream Act equivalent). Eligibility is based on these criteria and the student’s financial aid award.

**Can I have more than one LAEP intern?**

Yes, there is sufficient funding this year for you to hire more than one LAEP-eligible student. We hope this will continue to be the case, but this could change as awareness about the program grows.

**Who does the hiring?**

Once you have identified the LAEP-eligible student(s) for the position, the UCLA Division of Undergraduate Education (DUE) will hire the student on your behalf. They will also close the job posting. To get the hiring process started, email the selected student’s name and email address to: LAEP Scholars [LAEP-hr@college.ucla.edu](LAEP-hr%40college.ucla.edu). Please note you will be required to approve the student's bi-weekly timesheets

**How long will the position be posted?**

Spring positions will be posted through March 31, 2023, unless your candidate is hired before that date.

**Do I have to wait until the position closed to hire?**

No. You can hire at any time. When the hire has been made, the position will be closed.

I’d like to close the position before March 31, 2023, without hiring a LAEP intern.

Please contact Christine ([cwilson@saonet.ucla.edu](cwilson%40saonet.ucla.edu)) to expire the posting.

**Who do I contact with questions?**

Contact Christine Wilson at [cwilson@saonet.ucla.edu](cwilson%40saonet.ucla.edu%20) with any questions related to the posting of the position and general questions about the program.

Contact Brianne Compton regarding student eligibility at [laep@fas.ucla.edu](laep%40fas.ucla.edu%20)

Contact Department of Undergraduate Education Human Resources at [LAEP-hr@college.ucla.edu](LAEP-hr%40college.ucla.edu%20) when you have identified the student you wish to hire.