

# How To: Find, Hire, Pay, and Secure Supplies Funding for an Undergraduate Research Assistant with your Faculty Research Assistant Funds (FRAF)

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## Handshake

Listing the position on Handshake is a requirement for the grant, regardless of whether or not you already have a student in mind. We are continuing this new procedure for several reasons: (1) it helps those who may not have a student in mind reach a large population at UT, (2) it helps the Office of Undergraduate Research and Fellowships (URF) track student interest (and then reach those interested students with additional opportunities), (3) it documents student interest (important for future discussions of funding), (4) it professionalizes students by introducing them to the platform used widely by internship providers/full-time employers inside and outside UT, and (5) it makes undergraduate research more visible at UT. You are also welcome to advertise the position any way you normally would, and you have full discretion over the student you ultimately choose for your research position.

## Step 1: Setting up an Employer Account in Handshake with Undergraduate Research & Fellowships (URF)

All users must be linked to URF to ensure proper tracking of application data. Please follow one of the three options below:

Option 1 for New Users:

- [Use this link to create a new user account in Handshake.](#)
- Enter your UTK email address and create a password for your Handshake account.

Option 2 for Existing Users Not Active This Semester:

- [Change your department by following the linked instructions.](#)

Options 3 Existing Users Active This Semester (Choose one option):

- Allow a colleague to manage your current job postings and connect to URF through Option 2.
- Contact URF for assistance in listing your FRAF position.

Note: You cannot post a job with the URF employer account until URF staff has added you to their company account. The URF staff is actively monitoring these requests and should have you added to the company account within two business days. If you would like to expedite this process please send an email to [urf@utk.edu](mailto:urf@utk.edu) with the subject line, “[Last Name] Requested Access to URF Handshake.”

## Step 2: Creating a Job in Handshake

1. [Sign in to Handshake](#) as an employer under the **Employers & Career Centers** heading.
2. Click on "Company Profile," in the navigation menu on the left and make sure that you are connected to the URF account.
3. Click on "Jobs" in the navigation menu on the left and then click on the "Create Job" button on the upper right of the page.
4. Enter Job Information:
  - a. Where should students submit their applications? - Apply in Handshake
  - b. Job Title: Use the format: **"Undergraduate Research Assistant – [Faculty Name], [Faculty Department or Lab], [Topic]"**
  - c. Job Type: Internship
  - d. Employment Type: Part-Time
  - e. Duration: Temporary/Seasonal
  - f. Start Date & End Date: Within semester dates of FRAF award
  - g. Is this a work study job? No
  - h. Are you open to speaking with interested candidates? This contact option allows students to directly message you through Handshake. If you choose to not allow this messaging, include your name and email in the position description, so that they have a way to contact you.
  - i. Description: Enter 1-2 paragraphs that include the general research question/topic, job duties, and ideal applicant skill sets and characteristics (major, coursework, note taking, curiosity). You may also consider emphasizing what students will learn in the experience.
  - j. How many students do you expect to hire for this position? Typically, those with FRAF funding hire one student/semester. In some instances, if the hours for each student are limited, you can use your funding to hire two or three students as long as the payroll total for the students combined does not exceed the \$1500 allotment.
  - k. Job Location: location of lab or office you plan to have them work in
  - l. Allow Remote Work: If your position allows for remote work, check this box.
  - m. Paid or Unpaid? Paid
  - n. Estimate Pay: \$15 Per Hour
  - o. Does this position require U.S. work authorization? Yes
  - p. Would you sponsor a work visa for the right candidate? No

- q. Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? No
- r. Required Documents: Resume
- s. Optional: Enter preferred graduation date range, school years, minimum GPA, class requirements or major preferences, if applicable. Please note that each additional requirement will reduce your pool of applicants.
- t. Opt-in for email notifications or designate a team member for applicant information.
- u. Add the University of Tennessee-Knoxville as your school and set the job duration.
- v. Preview and "Save" your job to post on Handshake.

### **Step 3: Find Ideal Candidate in Handshake**

1. Regularly login to Handshake to review student applications.
2. Determine if you would like to hire based on application or if you would like to conduct interviews. \*\*Faculty retain all decision making power over hires.
3. Conduct interviews, if desired.
4. Select your ideal candidate and begin the hiring process.

## Step 4: Hiring Process

### **\*\*This must be done before the student begins work.\*\***

Work with your department business manager to ensure the student is added to the department payroll and has completed any and all necessary paperwork, including I9 forms, prior to beginning work.

**Important Note: Faculty (with the help of their support staff) are responsible for completing all hiring paperwork before the student begins working. Please be sure all required paperwork, including I9 forms, have been completed within your department before the student accumulates any hours.** URF cannot complete hiring paperwork for your students. Once the student is on payroll, you can move your student to the URF payroll (outlined in Step 5).

## Step 5: Move Students to URF Payroll

Please send the following information to Division of Student Success Human Resources ([dsshr@utk.edu](mailto:dsshr@utk.edu)) in an email with the subject line, "FRAF Student Payroll Addition" and cc URF ([urf@utk.edu](mailto:urf@utk.edu)).

1. Student Name
2. Student Personnel Number
3. Start Date (FRAF) Assignment
4. End Date (FRAF) Assignment
5. Account Charged
  - a. *If you have paid your student already out of a department's account, please include that account in the "account charged" line so that we can get that funding back to that account.*
6. Hourly Rate

## **Step 6: Close Position**

Once you have hired a student research assistant, we recommend closing your job listing and notifying any other applicants that they were not selected for the position. \*\*URF will invite all unselected applicants to future workshops to continue engagement. Should you be in a position in future semesters to hire additional students please know URF maintains lists of interested students.



## Step 7: Supplies Reimbursement

As part of your grant, FRAF faculty are eligible to receive up to \$250 in funding for supplies. Please purchase your supplies through your department and then submit the linked form (below), with corresponding receipts. You will receive your reimbursement through internal transfers by Undergraduate Research and Fellowships. You must submit your supplies reimbursement form before the close of the semester. Please note: the Spring deadlines will be strictly enforced as no reimbursements can occur after the change of the fiscal year. Please ensure your supplies have been ordered and received with sufficient time (at least 2 weeks) to process your reimbursement. We strongly recommend ordering your supplies at the start of your FRAF semester.

Supplies Reimbursement Form:

<https://studentsuccess.utk.edu/urf/faculty/funding/fraf-dra-aura-supplies-reimbursement-request-form/>

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For questions, contact the Office of Undergraduate Research and Fellowships at [urf@utk.edu](mailto:urf@utk.edu). For additional Handshake resources, please visit this Center for Career Development & Academic Exploration [here](#).

**Thank you for contributing to the research community at the University of Tennessee-Knoxville!**