



## Student Technology Fee Committee (STFC) Annual Allocation Request

### ALLOCATION REQUEST DATE INFORMATION

Date Created: 2021-02-03 11:07:07

Date Due: 2021-02-19 23:59:00

Date Submitted: 2021-02-18 14:59:46

### ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Career Development - Handshake

Request Description: Handshake is the on-campus job and event platform for students to access on-campus job, off campus jobs and internships. The total cost of the platform is \$10000; we are asking for \$5000.

### ALLOCATION REQUEST INFORMATION

Department Name: Career Development &amp; Education

Request Code: 21A0265

Contact Names: Dawn Williams

UW Tacoma Affiliation: Staff

UWT Email Address: dawnw1@uw.edu

Phone Number: 2535796521

Title of Request: Career Development - Handshake

Type of Request: Continuous / Ongoing

Department Head Approval:  Department Head: Amanda Figueroa

## Annual Request Information

**1. Background: Review and discuss the context of the proposed technology in detail. Explain how this proposal will be used in conjunction with an original proposal or existing technology. If applicable, how is the current technology disabled or inadequate?**

Handshake is the online job and career event platform used here on campus. Both on-campus student jobs and off campus opportunities (jobs and internships) are posted through Handshake. This resource is a vital component in providing student access to jobs and internships.

**2. Benefit to Students: Discuss how students have benefited from the original proposal, if applicable. How will additional funding of the technology benefit students? If this was an unforeseen technology need, discuss how students will benefit from this new proposal and why the need cannot wait for annual allocation funding.**

Students benefit by having easy access to jobs and internships on a platform that is widely used by employers. Students also benefit from the document review feature being used by both the Career Development & Education office and the Milgard Success Center. Using this feature, all resumes and cover letters that are uploaded onto Handshake by students and alumni are reviewed with feedback being provided as appropriate. This allows us to help students be more competitive in the job market by having stronger application materials. Career-related programming (webinars, panels, information sessions) hosted by campus offices and employers are managed and promoted through Handshake; and as we transitioned to virtual events this past year, virtual career fairs are hosted through the Handshake platform.

Students can also gain industry and employer information on Handshake through access to Employer profiles and the community Q&A board.

**3. Access:** Describe who will be using or will have access to the resources being proposed. If the access has changed since an original proposal, be sure to note that here. In addition, all previous requestors, please provide historic data highlighting the usage and accessibility of technology. All new requestors, please provide user need data.

All students have access to Handshake. Once an incoming student has registered for classes, a Handshake account is created for them. Alumni also have access to Handshake as access is not taken away after graduation.

**4. Timeline:** Provide a timeline showing how the proposed technology can be completed during the requested period. Describe when you would like to see this proposal initiated and completed, and why.

Handshake is an ongoing resource with a renewed contract each year.

**5. Resources/Budget:** Discuss available financial, personnel and space resources devoted to the proposed technology and level of support. Proposal must detail all the items/resources requested to be purchased. This includes filling out the Item Detail in next section.

The total cost of Handshake is \$10,000 per year. The Milgard Success Center covers half of that cost. The personnel cost of managing the platform are considerable. Career Development staff dedicate several hours each week to approving employers, jobs and application materials.

### Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Handshake	1	\$5,000.00	\$0.00	\$0.00	\$5,000.00
OVERALL TOTAL:					\$5,000.00