

Instructions for Posting

To post a job on behalf of your organization, **click *Job Templates*** on the left-hand navigation bar. If your company has previously posted jobs on Handshake, you'll see them here. (**Note:** You can also view jobs you have posted by clicking ***Job Postings*** on the left-hand navigation bar).

To **post a new job**, **select** the ***New Job*** tab on the top right corner of the screen.

Note: You'll need to complete five steps in order to post a new job. As you move through the process, you'll see that the steps can be found on buttons at the bottom of the screen. You may complete these steps in any order you choose - you do not need to do them sequentially. It is not necessary to complete every field or option in a section. However, you must complete all required fields (identified by an *****) in each section in order to create a job. The more fields you complete, the more well defined your job posting will be (and the more likely you'll be to attract well-qualified candidates).

The screenshot shows the 'Basics' section of the job posting process. On the left is a dark sidebar with navigation icons for Relationships (Students, Schools, Contacts), Campus (Events, Interviews, Fairs), and Other (Surveys). The main content area has a light blue background and includes the following fields:

- Division:** A dropdown menu with the text 'Choose a division...'
- * Job Type:** A list of radio button options: Job, Internship, Cooperative Education, Experiential Learning, On Campus Student Employment, Fellowship, and Graduate School.
- Employment Type:** A list of radio button options: Full-Time, Part-Time, and Seasonal.
- Default expiration date:** A text input field containing '2015-12-08 02:53 am' and a calendar icon. Below it is the text 'When would you like this job to expire?'.

At the bottom, there is a navigation bar with buttons: '< Previous', 'Basics' (highlighted with a red box), 'Details', 'Description', 'Schools', 'Requirements', and 'Next >'. Above the 'Basics' button, the text 'Follow these steps' is displayed in red.

- Let's start in the ***Basics*** section of the job posting.
 - In this step, you must **enter** the job's ***Title*** and **select** its ***Job Type***.
 - You may **choose** a ***Division*** (of your company) if necessary and you can indicate the ***Employment Type*** and **select** the post's ***Expiration Date*** (the last day you'll accept applications). **Note:** Unless you change it, the default expiration date will be 3 months from the time of posting.

If you'd like to give the job a tracking code based on your company's processes, feel free. If you leave this field blank, Handshake will automatically generate a unique code for this job.

- When you're finished with Basics, **click** on the ***Details*** button at the bottom of the page.
 - You will be able to **select** one or more ***Job Functions*** from a drop down menu.
 - In this section, you can also fill out information on ***Salary***, ***Duration*** of the position and ***Additional Application Instructions***.
 - Note:** When entering the ***Additional Application Instructions*** please include additional steps that will need to be taken to apply for this position along with any external links that the student needs to be directed to.

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RELATIONSHIPS Students Schools Contacts

CAMPUS Events Interviews Fairs

OTHER Surveys

Salary type Paid Unpaid Commission Only Commission Plus Salary

Pay Rate
How much will this job pay? This can be a specific rate or a range.

Monthly Housing Stipend
Do you provide a monthly housing stipend for this job?

Duration
ex. 12 weeks over summer break

Additional application instructions
Additional application instructions shown to students after they finish applying for this job on Handshake. This can be used for directing students to an external site.

Contacts

Contact	Added By	Display	Email Fully Qualified Application Packages	Email Not Fully Qualified Application Packages	Email Expiration Summary
Employer Training University	ABC Company	Name Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Not seeing the contact you're looking for? [Create it here](#)

[Add Existing Contact](#)

Cancel [< Previous](#) Basics **Details** Description Schools Requirements [Next >](#)

- You must enter the **Location** where the position will be based.
- The final field in this section is the **Contacts** field. A Contact is an individual the employer selects to receive applicant information. You may have multiple contacts for a job posting. Contacts may or may not have a Handshake account. If a contact does not have a Handshake account, they will only get emails based on your selection of **Application Packages** and/or **Expiration Summary** (see note below).
 - Note: By checking the **Application Packages** box, the **Contact** will get an email with all documentation every time a student applies for the job. By checking the **Expiration Summary** box, the **Contact** will receive one email at the expiration of the job posting with all documentation. You may select one or both options.

Profile Handshakes

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Job functions

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Application medium
Determine whether students should apply through Handshake, an external website, or with physical paperwork. You may also choose to have applicants apply both through Handshake and an external website

Government Position?

Remote Workers Allowed?

Relocation Assistance Available?

* Location
If you are having trouble finding your address, you can manually enter details such as room number [click here](#).



Contacts

Contact	Display	Application Packages	Expiration Summary
Employer Manera University	Name Only	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Not seeing the contact you're looking for? [Create it here](#)

[Add Existing Contact](#)

3. In the **Description** section you will enter the **Job Description**, **Desired Skills** and **Responsibilities** for this position. *Tip:* You can copy and paste into these fields from any existing documents you may have and it will maintain your formatting.

The screenshot shows the 'New Job' form in the Handshake interface. The form is divided into three main sections: 'Description', 'Desired Skills', and 'Responsibilities'. Each section has a rich text editor with a toolbar containing options for text color (Black), bold, italic, underline, bulleted list, numbered list, link, unlink, and image insertion. The 'Description' section is currently empty. Below the form, there are navigation buttons: 'Cancel', '< Previous', 'Basics', 'Details', 'Description' (which is highlighted), 'Schools', 'Requirements', and 'Next >'.

4. In the next section you can **select** the **Schools** where you would like to post this job. Only schools where you are approved will appear.
- *Note:* Each specific job posting must be approved by a school's Career Services Center before a student may view it.

The screenshot shows the 'New Job' form in the Handshake interface, specifically the 'Schools' section. A dropdown menu is open, showing a search bar with the text 'Choose a school...' and a search icon. Below the search bar, there are two search results: 'Handshake Univers' and 'Handshake University'. A red arrow points to the 'Handshake University' option, which is highlighted in blue. The rest of the form is partially visible, showing the same navigation buttons as in the previous screenshot.

5. The final section is **Requirements**. Only the students that meet the criteria you select may apply for the job. The criteria you may select from include **Required Documents**, **School Years** completed, **GPA**, **Major Groups**, etc.
1. Please read [Job Requirements](#) to learn more about how these requirements will affect your job posting

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New Job

All students are able to apply to all jobs in the Handshake system. However, you will be able to clearly see, and filter between, the applicants that match all of your qualifications – and those who don't.

Student Drilldown
Training University (330)
330 students matched

Work Study Job?
Check this only if the job is a work study job. Work study jobs are jobs for eligible students.

Required Documents

- Resume
- Cover Letter
- Transcript
- Work Sample
- Other Document

Document notes
Instructions shown to the student when they are submitting documents while applying.

Located in the US?
Is this position located in the United States?

School years

- Freshman
- Sophomore
- Junior
- Senior
- Masters
- Doctorate
- Postdoctoral Studies
- Alumni

Department GPA Required?
Department GPA

Cancel < Previous Basics Details Description Schools Requirements Next > Create

Once you have entered all of your job information, **select** the **Create** button. This brings you to a job summary page where you can review and edit your job posting.

For additional support in posting contact the CCPD team at 562.907.4230.