To post a job on Handshake:

1. Start by clicking Post a Job from your home dashboard:

You can also click Jobs in the left hand navigation bar and then select Create Job toward the right hand corner.

You will now be asked to complete 4 steps: Job Basics, Job Details, Job Preferences, and Schools to post the job to. You don't have to fill out every field to create your job - required inputs will be identified with an asterisk (*).

Helpful Tip: 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).

2. Let’s start by going through Job Basics:

  - Job Title
- You'll see an option below to add an ATS / job code. If you select this option, you'll be able to add a tracking code to this job that matches the job on your own external site. It's useful as a reference number, but does not actually provide any additional functionality. (Leave the default at NO)

- **Company Division**
  - If your company has **Divisions** set up, you'll see that drop down menu appear right below job title. Make sure to select which division within your company you're hiring for. If you need help adding a division, check out this article here.

- **Require students to apply through an external website or applicant tracking system**
  - If you select "yes" for this option, you'll be able to input a url for them to apply through
  - Note, they will still apply through Handshake first, but they will see your link to also apply through your own system as a required step.

- **Display your contact information** to students
  - If you'd like students to see your name, or your name and email as a point of contact for this job, select either option. Otherwise you can always choose "Don't show my info”.

- **Add a Job Type**
  - Don't see the job type you're looking for? Choose "Show more options” and select “On-Campus Student Employment”.

- **Add an Employment Type & Duration**
  - When selecting Temporary / Seasonal, you'll need to add both the start and end dates.

- **Work Study Job**
  - If this is a work study job, students that are not eligible for work study at their school will not be able to view or apply to this position. If you only want students who are work study approved to see your positions, you should choose this option. If you want all students at SJU to see the position, do not select this option.
3. Once you're finished with Job Basics, choose Next along the bottom of your screen. Next we'll go through adding in your Job Details:

- Add a **Description** for your job
  - If you copy and paste a description from your own website, we'll retain all of the formatting for you.

- Choose **Job Functions** from the dropdown
  - This helps students search for jobs by their functional area. If you are unsure of the Job Function area we recommend that you choose "Administration".

- You can add a **Job Salary** if you'd like, however this is completely optional.
  - You can also toggle the dropdown on the right between per year / per month / per hour, or mark the job as an unpaid position.

- Enter a **location** for your job
  - As you start typing the address, some suggestions will show up in the address field - you must select one rather than manually typing it in.
  - This can be a specific office location, or a general city like "Chicago, USA"
    - If you do not see your location listed, please submit feedback to Mapbox here: https://www.mapbox.com/geocoder-feedback/

- If your job is in the United States, you’ll see an additional “Eligibility for international students” section appear. We’ll talk about that below.

- Finally, choose which **documents to require** students to submit with their application
• As mentioned above, choosing a job location in the United States, will open up an ‘Eligibility for international students’ section
  
  » Select either of the options that appear, or read more about them with the additional links provided

Eligibility for international students (non-US citizens or permanent residents)

☐ Would you sponsor a work visa for the right candidate?
☐ Would you hire international students seeking internships in their field of study? (OPT and/or CPT eligible. Note: OPT/CPT requires no immigration sponsorship by an employer.)

4. Once you’re finished with Job Details, choose Next along the bottom of your screen. Next we’ll go through Job Preferences:

• Note: none of the preferences you add to this page will block students from applying for your job. But we will show you candidates that meet all of your preferences, and those who don’t. You can learn more in our article on Job Preferences.
- Also note: all of these preferences are completely optional.
- Add a Graduation date range for your job by specifying the earliest and latest graduation date for qualified applicants
  - Prefer to qualify students by School Year - like Freshman, Sophomore, Junior? You can select the link below to toggle to that option instead. Be sure to select all that apply.
- Add a Minimum GPA value
- Choose which Majors would make a student qualified for your job. This step is discussed in more detail below. Once you select a category (by clicking on the check box next to it), that category will expand to show the majors within it.
- Finally, configure who should receive Applicant Packages, and with what frequency. We've also added additional details on this below.
• Setting up who should receive Applicant Packages
  ◦ Email a summary - you'll receive one email once your job expires
  ◦ Email every time - you'll get emails each time a new student applies. If you choose this option, you can then specify whether you want every student who applies, or only students who match all of your preferences (Eligibility for international students, grad date / year, GPA, and Major).

  ◦ You'll see your name listed first. You can select (or remove) the following options:
     • You can also add other teammates to receive packages by choosing from the dropdown. If you haven't added them as a contact yet, there will be + add new contact at the bottom of the dropdown.

5. Once you're finished with Job Preferences, choose Next along the bottom of your screen. Next we'll go through School selection:

  • Add schools on the left, and you'll see them appear on the right in a table. Select Saint Joseph's University from the left margin. If not listed, you can type it in and then select it.

  • Once you've added schools, you'll see a few options to manage them:
    ◦ Remove a school - The (-) to the left of each schools allows you to remove it from the list
    ◦ Apply start date - you can choose if you'd like to block students from applying to your job until a specific date.
    ◦ Expiration date - you can update the date that the job will expire at that school (and students will no longer be able to apply).
6. You're all set! Choose Create on the bottom navigation to create and review your job.

Tip: To see the application process from a students perspective please view: How do I apply for a job?