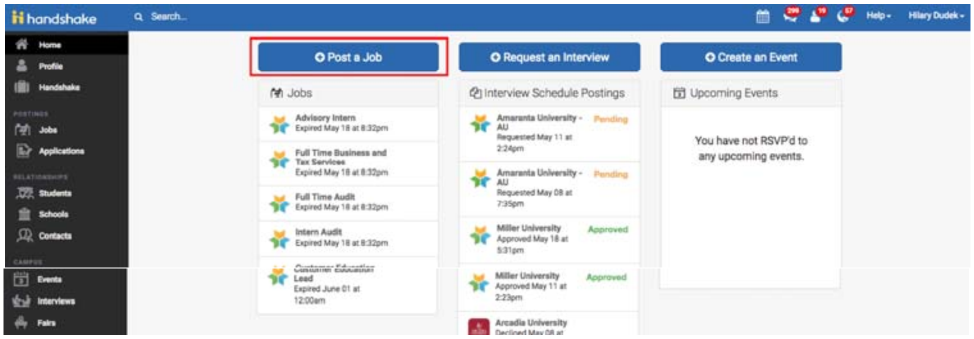
How to Post a Job

Rob Midson - Friday at 17:08

To post a job on Handshake:

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


handshake
Search...
Help
Hilary Dudek
Home
Profile
Handshake
POSTINGS
Jobs
Applications
RELATIONSHIPS
Students
Schools
Contacts
CAMPUS
Events
Interviews
Fairs
Post a Job
Request an Interview
Create an Event
Jobs
Interview Schedule Postings
Upcoming Events

Advisory Intern
Expired May 18 at 8:32pm

Full Time Business and Tax Services
Expired May 18 at 8:32pm

Full Time Audit
Expired May 18 at 8:32pm

Intern Audit
Expired May 18 at 8:32pm

Customer Education Lead
Expired June 01 at 12:00am

Amaranta University - AU Pending
Requested May 11 at 2:24pm

Amaranta University - AU Pending
Requested May 08 at 7:35pm

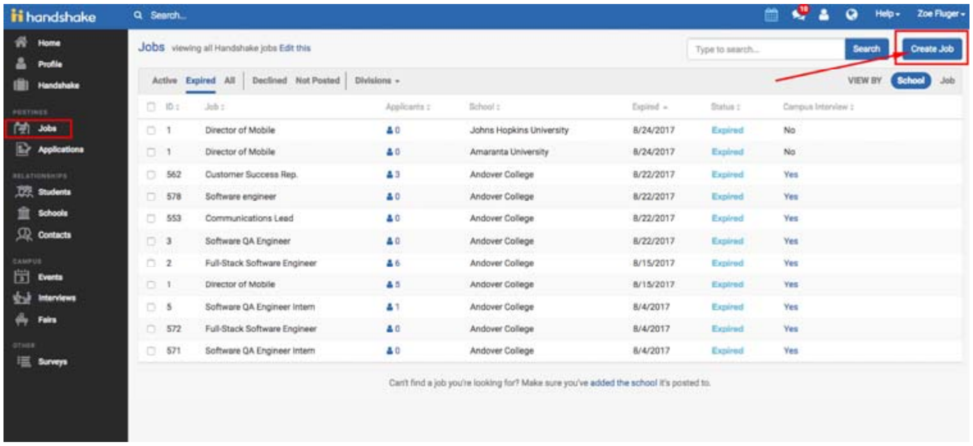
Miller University Approved
Approved May 18 at 5:31pm

Miller University Approved
Approved May 11 at 2:23pm

Arcadia University
Declined May 08 at

You have not RSVP'd to any upcoming events.

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


handshake
Search...
Help
Zoe Fluger
Home
Profile
Handshake
POSTINGS
Jobs
Applications
RELATIONSHIPS
Students
Schools
Contacts
CAMPUS
Events
Interviews
Fairs
OTHER
Surveys
Type to search...
Search
Create Job
Active
Expired
All
Declined
Not Posted
Divisions
VIEW BY
School
Job

Jobs viewing all Handshake jobs Edit this

ID	Job	Applicants	School	Expired	Status	Campus Interview
1	Director of Mobile	0	Johns Hopkins University	8/24/2017	Expired	No
1	Director of Mobile	0	Amaranta University	8/24/2017	Expired	No
562	Customer Success Rep.	3	Andover College	8/22/2017	Expired	Yes
578	Software engineer	0	Andover College	8/22/2017	Expired	Yes
553	Communications Lead	0	Andover College	8/22/2017	Expired	Yes
3	Software QA Engineer	0	Andover College	8/22/2017	Expired	Yes
2	Full-Stack Software Engineer	6	Andover College	8/15/2017	Expired	Yes
1	Director of Mobile	5	Andover College	8/15/2017	Expired	Yes
5	Software QA Engineer Intern	1	Andover College	8/4/2017	Expired	Yes
572	Full-Stack Software Engineer	0	Andover College	8/4/2017	Expired	Yes
571	Software QA Engineer Intern	0	Andover College	8/4/2017	Expired	Yes

Can't find a job you're looking for? Make sure you've added the school it's posted to.

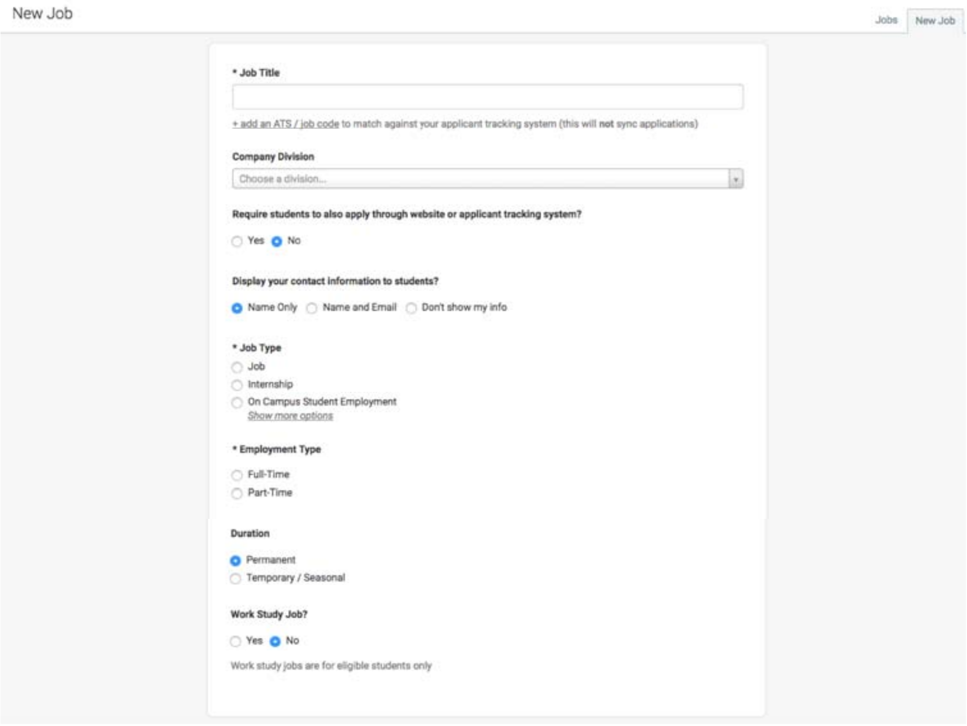
You will now be asked to complete 4 steps: **Job Basics**, **Job Details**, **Job Preferences**, and **Schools** to post the job to. You don't have to fill out every field to create your job - required inputs will be identified with an asterisk(*).

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.



New Job

* Job Title

+ add an ATS / job code to match against your applicant tracking system (this will **not** sync applications)

Company Division

Choose a division...

Require students to also apply through website or applicant tracking system?

○ Yes ● No

Display your contact information to students?

● Name Only ○ Name and Email ○ Don't show my info

* Job Type

○ Job
○ Internship
○ On Campus Student Employment
Show more options

* Employment Type

○ Full-Time
○ Part-Time

Duration

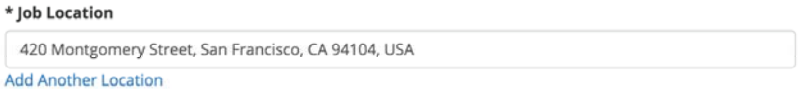
● Permanent
○ Temporary / Seasonal

Work Study Job?

○ Yes ● No

Work study jobs are for eligible students only

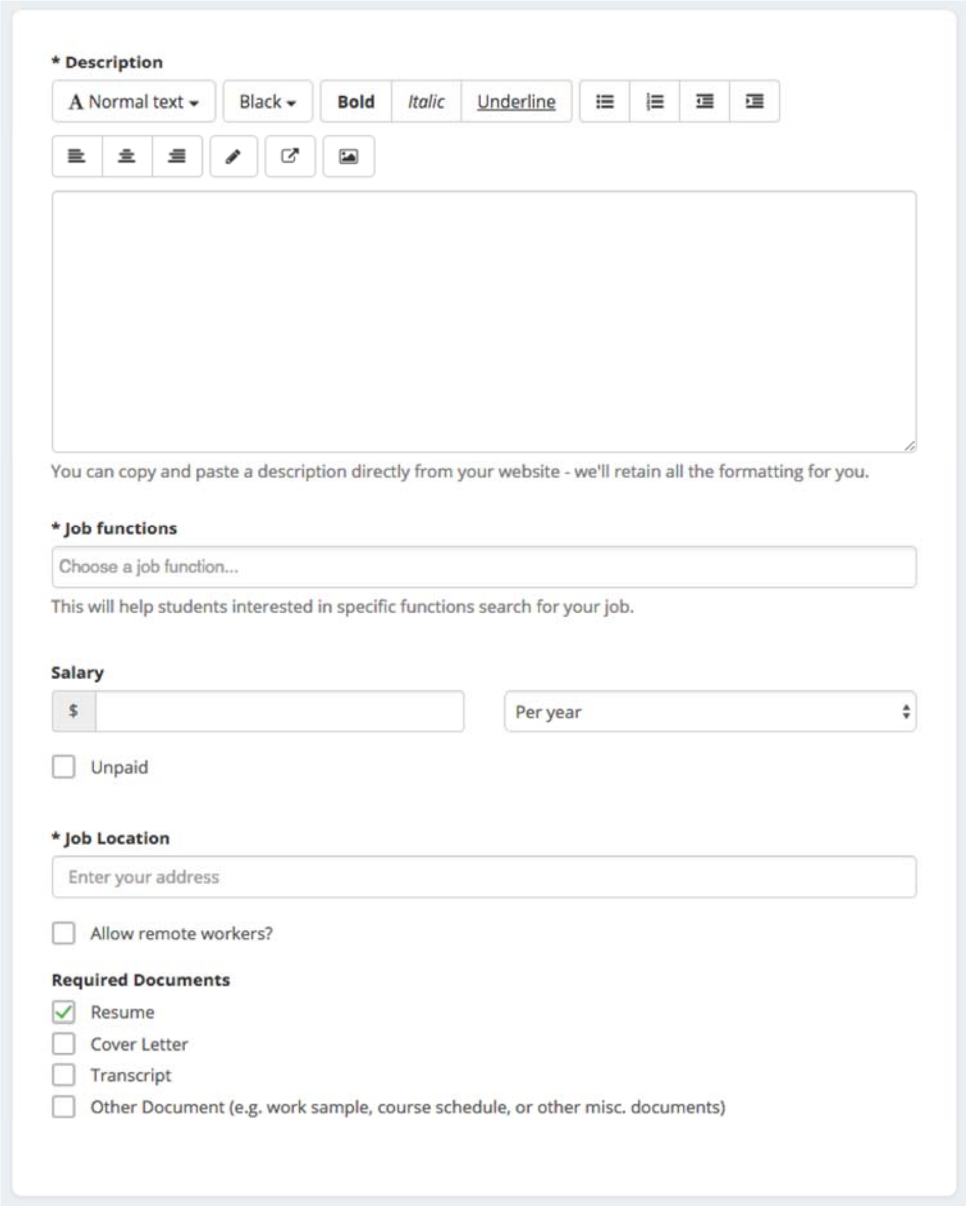
3. Once you're finished with **Job Basics**, choose **Next** along the bottom of your screen. Next we'll go through adding in your **Job Details:**

- 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/
  - 

    *** Job Location**

    420 Montgomery Street, San Francisco, CA 94104, USA

    Add Another Location
  - 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



*** Description**

You can copy and paste a description directly from your website - we'll retain all the formatting for you.

*** Job functions**

Choose a job function...

This will help students interested in specific functions search for your job.

Salary

$ | Per year

☐ Unpaid

*** Job Location**

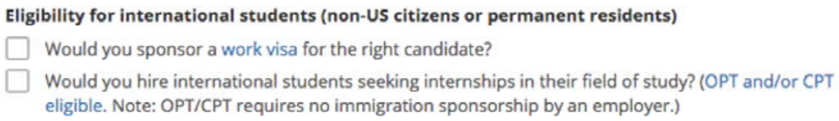
Enter your address

☐ Allow remote workers?

Required Documents

☑ Resume
☐ Cover Letter
☐ Transcript
☐ Other Document (e.g. work sample, course schedule, or other misc. documents)

- 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



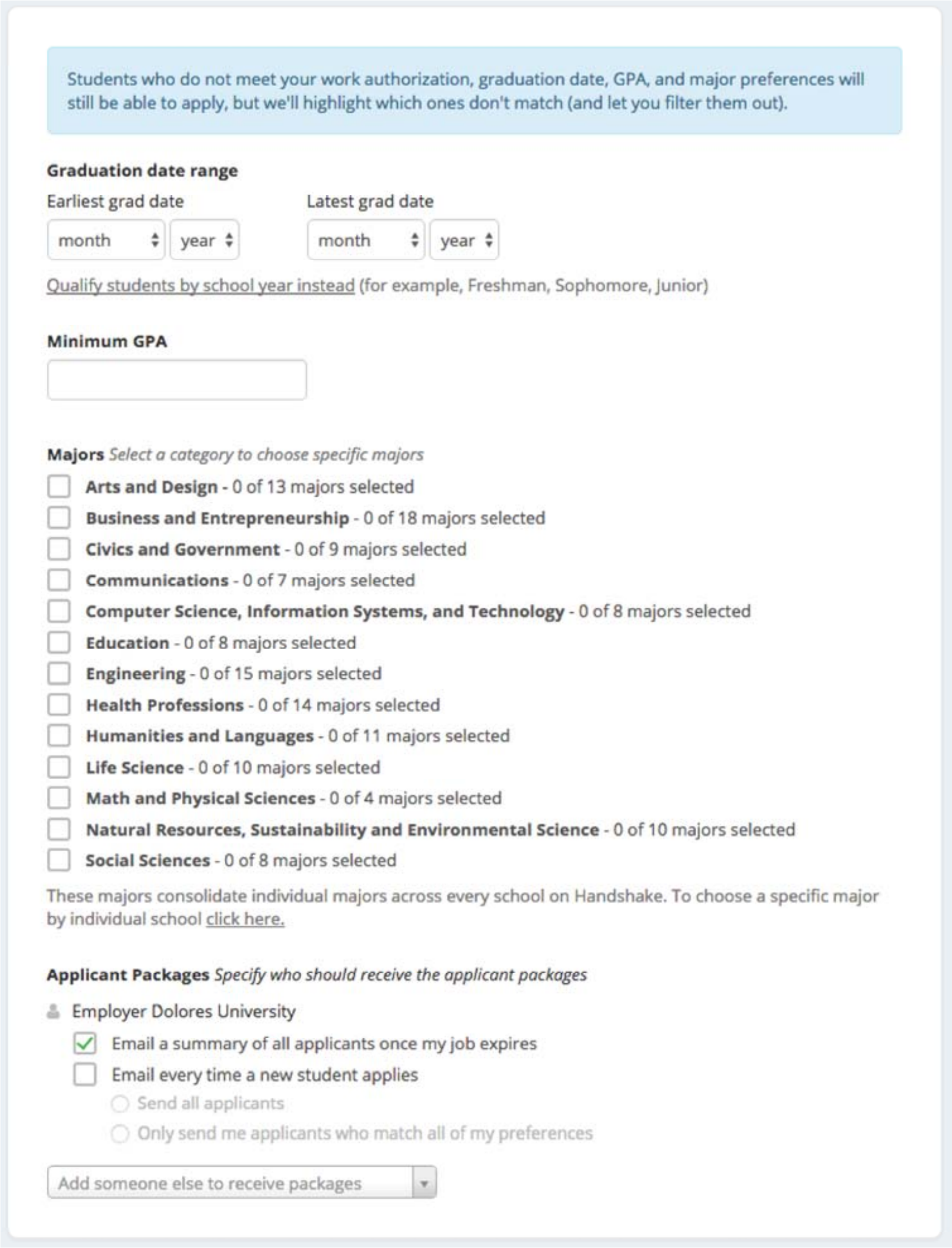
Eligibility for international students (non-US citizens or permanent residents)

☐ 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.



Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

Graduation date range

Earliest grad date: month, year

Latest grad date: month, year

Qualify students by school year instead (for example, Freshman, Sophomore, Junior)

Minimum GPA

Majors *Select a category to choose specific majors*

☐ **Arts and Design** - 0 of 13 majors selected
☐ **Business and Entrepreneurship** - 0 of 18 majors selected
☐ **Civics and Government** - 0 of 9 majors selected
☐ **Communications** - 0 of 7 majors selected
☐ **Computer Science, Information Systems, and Technology** - 0 of 8 majors selected
☐ **Education** - 0 of 8 majors selected
☐ **Engineering** - 0 of 15 majors selected
☐ **Health Professions** - 0 of 14 majors selected
☐ **Humanities and Languages** - 0 of 11 majors selected
☐ **Life Science** - 0 of 10 majors selected
☐ **Math and Physical Sciences** - 0 of 4 majors selected
☐ **Natural Resources, Sustainability and Environmental Science** - 0 of 10 majors selected
☐ **Social Sciences** - 0 of 8 majors selected

These majors consolidate individual majors across every school on Handshake. To choose a specific major by individual school click here.

Applicant Packages *Specify who should receive the applicant packages*

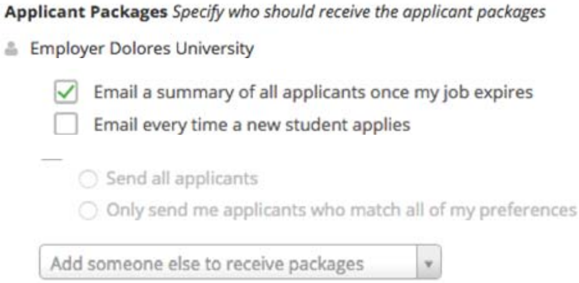
Employer Dolores University

☑ Email a summary of all applicants once my job expires
☐ Email every time a new student applies
○ Send all applicants
○ Only send me applicants who match all of my preferences

Add someone else to receive packages

- 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.



Applicant Packages *Specify who should receive the applicant packages*

Employer Dolores University

☑ Email a summary of all applicants once my job expires

☐ Email every time a new student applies

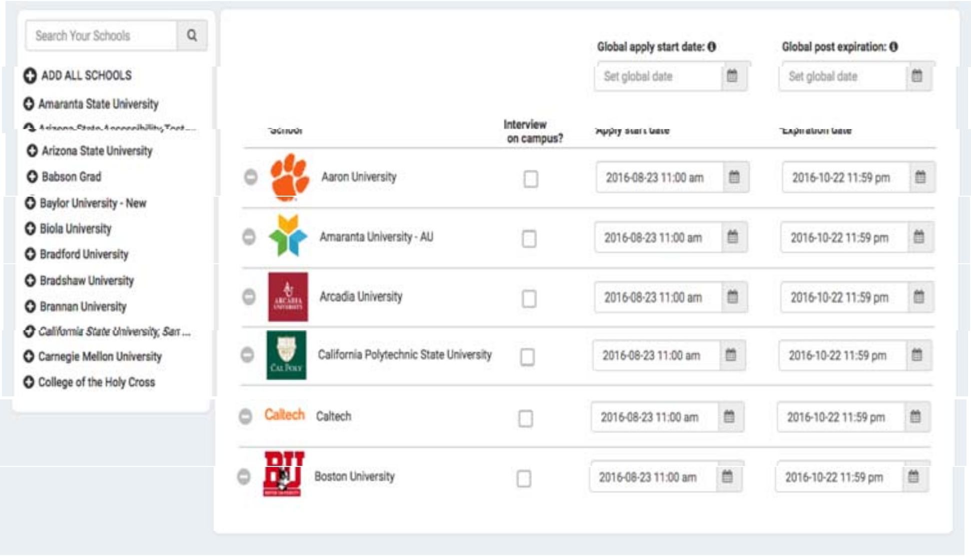
○ Send all applicants

○ Only send me applicants who match all of my preferences

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).



Search Your Schools
ADD ALL SCHOOLS
Amaranta State University
Arizona-State-Accessibility-Test...
Arizona State University
Babson Grad
Baylor University - New
Biola University
Bradford University
Bradshaw University
Brannan University
California State University, San ...
Carnegie Mellon University
College of the Holy Cross
Global apply start date:
Set global date
Global post expiration:
Set global date
Caltech

School	Interview on campus?	Apply start date	Expiration date
Aaron University	☐	2016-08-23 11:00 am	2016-10-22 11:59 pm
Amaranta University - AU	☐	2016-08-23 11:00 am	2016-10-22 11:59 pm
Arcadia University	☐	2016-08-23 11:00 am	2016-10-22 11:59 pm
California Polytechnic State University	☐	2016-08-23 11:00 am	2016-10-22 11:59 pm
Caltech	☐	2016-08-23 11:00 am	2016-10-22 11:59 pm
Boston University	☐	2016-08-23 11:00 am	2016-10-22 11:59 pm

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?