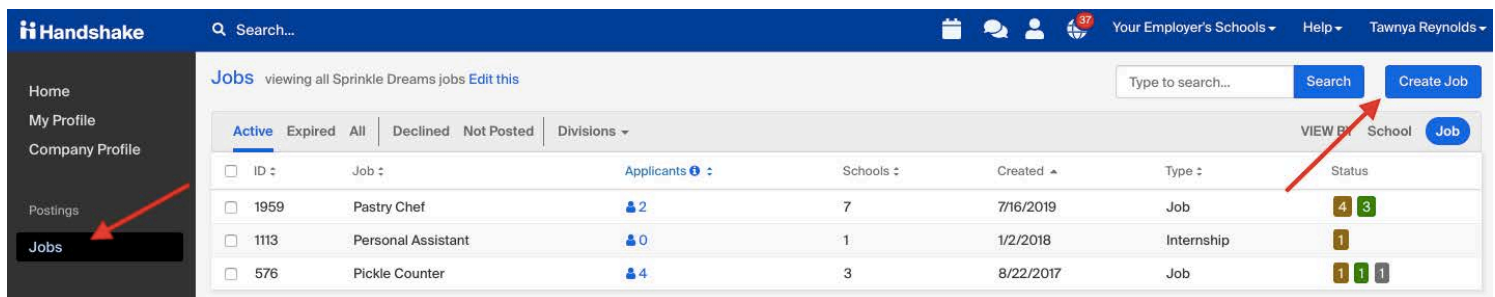
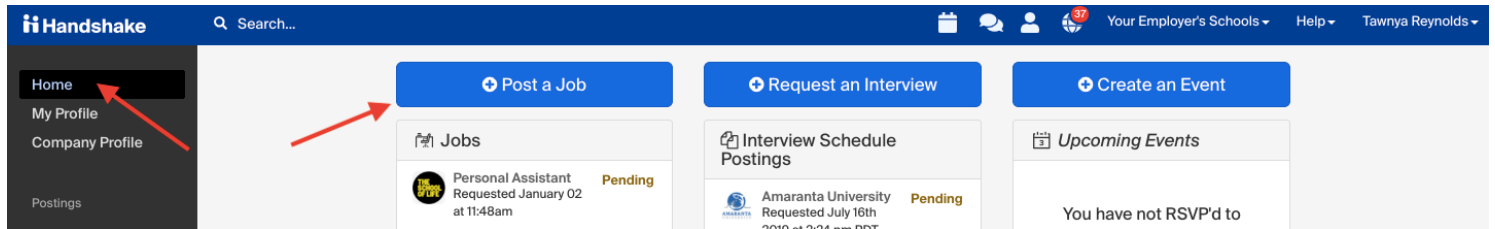


How to Post a Job in Handshake

Follow the steps below to create a new job posting.

1. Click **Post a Job** from your home dashboard, or click on **Jobs** in the left hand navigation bar and click **Create Job** in the top right hand corner.



- You will now be asked to complete 4 tabs in the posting. These include the job **Basics**, **Details**, **Preferences**, and **Schools** you would like to post the position to. You also have an option to use the **Preview** tab to see what your posting will look like.
- All fields are required, save for the fields that state "(Optional)" next to the field name.

Best Practice: *the more fields you complete, the more well defined your job posting will be (and the more likely you will be to attract well-qualified candidates and approvals from schools).*

2. Let's start by going through **Job Basics**:

- **Where should students submit their application? (Premium partners have a [Greenhouse integration](#) available!)**
- If you have an external ATS, please select this option. A text field will load below the Job Title where you should enter the ATS information:

Job title

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

- When you click on "+ add an ATS/job code", the fields will load for the optional System Code and required

URL:

Job title

Applicant Tracking System Code (Optional)

Website or Applicant Tracking System URL

[+ add instructions for external applications](#)

- **Job Title**
- Fill in the appropriate title in this text field.
- **Company Division**
- If your company has **Divisions** set up, a drop down menu will appear right below job title. Make sure to select which division within your company you are hiring for. If you need help adding a division, [check out this article here](#).
- Select if you want your name shown on the posting
- Add a **Job Type**
- Add an **Employment Type & Duration**
- When selecting Temporary / Seasonal, you will need to add both the start and end dates.
- **Work Study Job**
- Please keep in mind that 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.
- This is only true for schools that choose to Enforce Work Study. This setting can be found under school settings by a Career Services User.
- At schools where they do not choose to Enforce Work Study, any students view and apply to work study jobs, but will be shown as not fully qualified.

Where should students submit their application?

Apply in Handshake

Apply through external system

Job title

Company Division (Optional)

Select a division ▼

Display your contact information to students?

Name only

Don't show my info

Job Type

Job

Internship

Cooperative Education

Experiential Learning

On Campus Student Employment

Fellowship

Graduate School

Volunteer

Employment Type

Full-Time

Part-Time

Duration

Permanent

Temporary / Seasonal

Is this a Work Study job?

Work study jobs are for eligible students only.

Yes

No

[Cancel](#)[<](#) [Basics](#) [Details](#) [Preferences](#) [Schools](#) [Preview](#) [Next >](#)[Save](#)

3. Once you are finished with Job Basics, choose **Next** toward the bottom middle of the screen, or you can click the **Details** tab.

- 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
- Add **how many students** you plan on hiring for this position.
- This does not affect your job in any way, but rather is used for historical, data, and tracking purposes.
- You can add a **Job Salary** if you would 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 this position is located in multiple locations you can select **Add Another Location**
- If your job is in the United States, you will see an additional "Eligibility for international students" section appear. We will talk about that below.
- Choosing a job location in the United States will prompt a question: "Does this position require U.S. Work Authorization?" Choose yes or no as appropriate for your position.

Job location

Chicago, Illinois, United States of America

[+ add another location](#)

Allow remote workers

Does this position require [U.S. work authorization](#)?

Yes No

- If you do select "yes", you'll see the following questions appear:
 - Eligibility for international students (non-US citizens or permanent residents)
 - Would you sponsor a [work visa](#) for the right candidate?
 - Yes No
 - Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for a job / internship under [OPT/CPT](#))
 - Yes No
- Select either of the options that appear, or read more about them with the additional links provided within the product
- Finally, if you would like for a student to submit documentation in [Handshake](#), you can select **Required documents** which will be required for students to submit with their application.
- **TIP:** If you are having students apply via your **Direct ATS** and **do not want them to apply in Handshake at all**, we recommend **not** selecting any documents here. If checked, these documents will prompt an applicant to first apply with these in Handshake.
- **Note:** if documents are not required on the job, then you will be unable to select a contact to receive applicant notifications, and your contact information will not be displayed on the job.

4. Once you are finished with **Job Details**, select **Next**, or click directly on the **Job Preferences** tab.

Note: all of these preferences are completely optional, and none of the preferences you add to this page will block students from applying for your job. We will show you candidates that meet all of your preferences, and those who do not. You can learn more in our [article on Job Preferences](#).

- Add a **Graduation date range** for your job by specifying the earliest and latest graduation date for qualified applicants
- If you prefer to qualify students by **School Year** - like Freshman, Sophomore, Junior, you can select the link below to toggle to that option instead.
- Add a **Minimum GPA** value
- Choose which **Majors** would make a student qualified for your job. This step is discussed in more detail below.
- Finally, configure who should receive **Applicant Packages**, and with what frequency.
- **Note:** If you have not required a document type from applicants, this option will not appear.

i 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 (Optional)

Earliest grad date Latest grad date

month year month year

Hiring alumni? You can leave earliest graduation date blank.

School years (Optional)

Freshman

Sophomore

Junior

Senior

Masters

Doctorate

Postdoctoral Studies

Alumni

Minimum GPA (Optional)

Major categories (Optional)

Major categories (Optional)

- Agriculture, Food & Horticulture - 0 of 9 majors selected
- Arts & Design - 0 of 21 majors selected
- Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- Civics & Government - 0 of 10 majors selected
- Communications - 0 of 7 majors selected
- Computer Science, Information Systems & Technology - 0 of 10 majors selected
- Education - 0 of 10 majors selected
- Engineering - 0 of 19 majors selected
- General Studies - 0 of 3 majors selected
- Health Professions - 0 of 19 majors selected
- Humanities & Languages - 0 of 13 majors selected
- Life Science - 0 of 14 majors selected
- Manufacturing, Production, and Skilled Trades - 0 of 4 majors selected
- Math & Physical Sciences - 0 of 6 majors selected
- Natural Resources, Sustainability & Environmental Science - 0 of 9 majors selected
- Social Sciences - 0 of 9 majors selected
- Technologies & Technicians - 0 of 15 majors selected

These consolidate individual majors across every school on Handshake. [Choose a specific major by school.](#)

Applicant package recipients

Not seeing the recipient you're looking for? [Create a new contact](#)

× Emily Chandler

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

Setting up your Major Preferences

- By choosing a major category, you are mapping your major preference to each schools' individual term for that particular category.
- Even if the major name is different at a different schools, it will still get bucketed into this major category correctly

Note: these majors are consolidated across **every school on Handshake.**

- Once you select a category (by clicking on the checkbox next to it), that category will expand to show the majors within it.
- **All majors within a category will be selected by default.** But you can remove them by simply clicking on the major you'd like to remove.

- If you know of a very specific major at a school that you would like to choose instead of our mappings, click the link at the bottom of the list **Choose a specific major by school**.
- This will open up a modal to pick the school and major manually. After selecting the school and major(s), click **Finish** to save the changes.

The image shows two sequential screenshots of a web modal titled "Select Individual Majors".

The top screenshot shows the initial state of the modal. It features a dropdown menu labeled "Select school" with a downward arrow on the right. At the bottom right corner, there is a blue button labeled "Finish".

The bottom screenshot shows the modal after a selection. The dropdown menu now displays "School of Life" with a small "x" icon and a downward arrow on the right. Below this, there is a new search input field labeled "Type to search for majors" with a downward arrow on the right. The "Finish" button remains at the bottom right.

Interested in marketing your job to specific subsets of students? Premium partners have access to create Segments (to identify students) and send Campaigns to those students! See it in action [here!](#)

Setting up who should receive Applicant Packages

- The job creator's name is listed first. You can also add other team members to receive packages by choosing from the dropdown. If you have not added them as a contact yet, there will be + add new contact at the bottom of the dropdown.
- You can select (or remove) the following options:
- **Email a summary of all applicants once my job expires**
- **Email every time a new student applies**
- If you choose this option, you can then specify whether you want to:
- **Send all applicants**
- **Only send me applicants who match all of my preferences** *only students who match all of your preferences (Eligibility for international students, grad date / year, GPA, and Major)*

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

5. Once you are finished with Job Preferences, click **Next** along the bottom of your screen, or click the **Schools** tab.

- **Add schools** using the dropdown, and you'll see them appear in the table below
- **Note:** if your company has **not** been **approved to post jobs at a school**, you will not see that school as an option. If you have **not been approved at any schools**, you can still create this job and come back later to add schools.
- If you'd like to post this job to all schools you've been approved at, select "Add All Schools" at the top
- Once you've added schools, you'll see a few options to manage them
- **Remove a school** - The (-) to the left of each school allows you to remove it from the list
- **Interview on campus?** - selecting this will simply flag this job on the school side, as an employer potentially interested in interviewing. To actually request an on campus interview, please see the [relevant help article](#).
- **Apply start date** - you can choose if you would 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).
- Adding a **Global apply start date** allows you to update the job start date for every school on your list (it will overwrite previously set start dates).
- Adding a **Global post expiration** allows you to update the post expiration for every school on your list (it will overwrite previously set expiration dates).

Job postings

Search your schools to add job postings

- Accidental Saints Academy
- Alverno College
- Cal Poly Demo
- California State University San Marcos
- CivCom
- Cornell College

Global apply start date ⓘ

Set global start

Global expiration date ⓘ

Set global expiration

Apply start date

2018-07-12 02:00 pm

Expiration date

yyyy-mm-dd

New Job

Jobs **New Job**

Job postings

Search your schools to add job postings

Add All Schools

Add Favorite Schools

Find More

Global apply start date ⓘ

Set global start

Global expiration date ⓘ




2020-01-03 11:00 pm

Schools

Interview on campus?

Apply start date

Expiration date

<input type="checkbox"/>	 Amaranta University	<input type="checkbox"/>	2019-10-24 02:00 pm	2020-01-03 11:00 pm
<input type="checkbox"/>	 Rivendell University	<input type="checkbox"/>	2019-10-24 02:00 pm	2020-01-03 11:00 pm
<input type="checkbox"/>	 School of Life	<input type="checkbox"/>	2019-10-24 02:00 pm	2020-01-03 11:00 pm

Cancel

<

Basics

Details

Preferences

Schools


Preview

Next >

Save

6. Select **Next** or **Preview** on the bottom navigation to preview your job

Preview how your job content will look to students before you post it.



Assistant Manager
Sprinkle Dreams

Scranton, Pennsylvania, United States of America
Other Industries

Full-Time Job
1,000 - 5,000 employees

\$25 per hour
No on-campus interviews

Cancel < Basics Details Preferences Schools **Preview** Next > Save

If you are happy with the job preview, click **Save** in the lower right corner to save the job and send your posting out to schools to be reviewed.

Once the job has been saved, Handshake will automatically tag up to three job roles based on the title and description. For more information, refer to [About Job Roles](#).

If you would like to make sure your job is posted successfully, please refer to [Confirming Your Job is Posted Successfully](#).

Tip: Check out the student perspective on applying in [Apply for a Job in Handshake](#).