POSTING A JOB ON

1) After logging into Handshake you will see a black Tool Bar on your left hand side
   • Select Postings -> Job Templates

2) On Top Right Corner there will be a Tab titled “New Job”

3) Follow Instructions for Posting the Job. Division is where you will select your On
   Campus Department.

   **Job Title**
   Human Resources Assistant - FWS

   Company Division
   SBU Career Center

4) If you have an outside Google Form or application form select yes, and then insert
   the link.
5) Select your contact information, job type, employment type and duration.

6) If this is a work study job, be sure FWS or “work study” is in your job title.

7) Continue clicking Next and Fill Out All of the Fields

- A Job Description and Job Title are REQUIRED.
- Responsibilities, Pay Rate, and Duration are HIGHLY RECOMMENDED
- Please be sure to mention **what kind of position you are hiring** for somewhere in the JOB TITLE (i.e. Student Assistant, Research Assistant, Graduate Assistant, Work Study).
- Please create a new job post for each kind of position you are hiring for. This will target your screening pool with the specific requirements you are looking for.

8) When you have finished filling in all fields, click “Create” on the bottom right hand corner