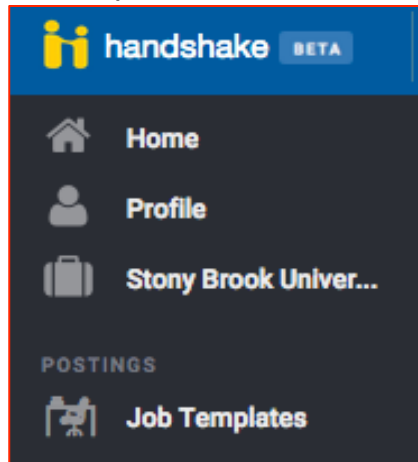


POSTING A JOB ON



- 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

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

Company Division

SBU Career Center

- 4) If you have an outside Google Form or application form select yes, and then insert the link.



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

Yes No

5) Select your contact information, job type, employment type and duration.

* Job Type

Job
 Internship
 On Campus Student Employment

* Employment Type

Full-Time
 Part-Time

Duration

Permanent
 Temporary / Seasonal

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

Work Study Job?

Yes No

Work study jobs are for eligible students only

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

< Previous

Basics

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- 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

Create