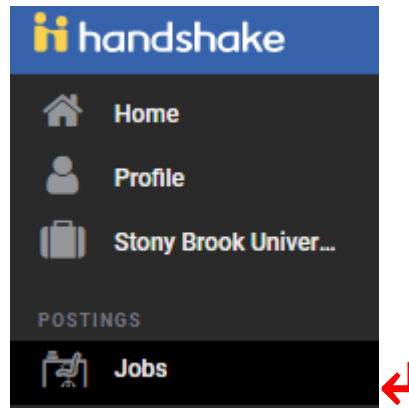


POSTING A JOB ON



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



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



- 3) 4) If you have an outside Google Form or application form select “Apply through external system”, otherwise, select Apply in Handshake.

Where should students submit their application?

- Apply in Handshake
 Apply through external system

- 4) Continue on by answering the rest of the questions associated with the job.
Please note the following:
 - a. Division is where you will select your On Campus Department.

Company Division (Optional)

b. 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

c. 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

5) Continue clicking Next and fill out all of the fields

- A Job Description, Job Functions, Job Location and Location 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.

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

Create