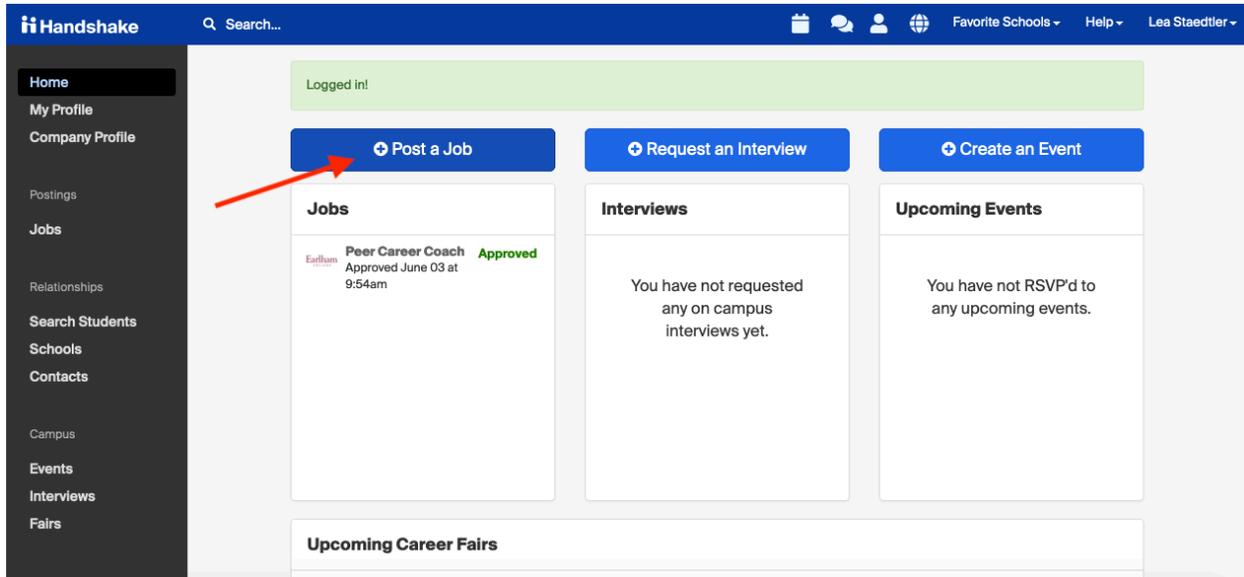## Posting a Job in Handshake

1) Log into Handshake at earlham.joinhandshake.com and select Post a Job on the home dashboard.

2) You will now be prompted to set up your job description. All students should submit their applications for on-campus positions through Handshake. Please leave the Company Division field blank. This refers to a specific setting in Handshake, which we are currently not using.

3) On the first page, please make the following selections:

- *On Campus Employment: When students search for jobs they can filter to just see on-campus positions.*
- *Part-time: Students are allowed to work up to 10 hours total per work.*
- *Temporary/Seasonal: Student Employment jobs are considered temporary since students will be graduating out of them at some point. Pick the day you want to begin training as the start date. You cannot leave the end date blank so I would recommend picking the end of the semester, even though students might stay in their positions longer than that.*

4) Your selection in this section depends on the funds your department has available for student employment wages. Handshake will automatically filter jobs on the student-facing side so students without work-study or work award will not see those kind of positions. Make sure you hit save before moving on to the next page.

5) Enter your job description. Make sure you clearly state if the position is in-person, partially remote or full remote. The Job Role feature is somewhat new and a little wonky. Handshake forces you to make a selection so pick whatever is closest to the actual job. Students will not see this on their end.

New Job

Description

Heading 1 ≑ **B** *I* U A 🖌 ≣ ≣ ≡ 🔗 🖼 *I*ₓ

Include information on job type: in-person, partially remote or fully remote.

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

Job role(s)

Type to search... ▼

Cancel | ‹ | Basics | Details | Preferences | Schools | Preview | Next › | Save

6) Enter the number of students you are hiring and their hourly wage, which is $7.25 for all work-study/work award positions. For location, Handshake requires an actual address so use the College's address. If your position allows for students to do their work remotely, please check that box. Students are required to submit their resume for any student employment position. It is up to you to if you want to collect additional material.

How many students do you expect to hire for this position?

1 ⬍

This number can be approximate and will not be displayed to students.

Approximate salary

● Paid ○ Unpaid

$ 7.25 | Per hour ▾

Enter a number, not a range. Specifying a salary value is optional.

Job location

Search 801 National Rd West

select if partially or fully remote

+ add another location

☑ Allow remote workers

Required documents (Optional)

☑ Resume Required

☐ Cover Letter

☐ Transcript

☐ Other Document (e.g. work sample, course schedule, or other misc documents)

Cancel | ‹ | Basics | Details | Preferences | Schools | Preview | Next › | Save

7) Most of the selections on the next page are optional and you can leave them blank if you want. While your selections will be visible to students as preferences, they will not prohibit them from applying if they don't meet your preferences.

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
- ☐ Alumni
- ☐ Postdoctoral Studies
- ☐ Masters of Business Administration

Minimum GPA (Optional)

[   ]

Cancel | ‹ | Basics | Details | Preferences | Schools | Preview | Next › | Save

8) At the bottom of the page you can select how you want to receive applications. Handshake will default to whoever is posting the position but you can either change that or add other people. It is up to your personal preference if you want to receive all application at once or every time one comes in. However, I do encourage you to state in your job description if applications will be reviewed on a rolling basis or after the deadline so that students will not hound you with questions if they haven't heard back.

- ☐ Health Professions - 0 of 17 majors selected
- ☐ Humanities & Languages - 0 of 12 majors selected
- ☐ Life Science - 0 of 14 majors selected
- ☐ Math & Physical Sciences - 0 of 4 majors selected
- ☐ Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected
- ☐ Social Sciences - 0 of 9 majors selected

These consolidate individual majors across every school on Handshake. Choose a specific major by school.

You can select multiple people ➡

Applicant package recipients

Choose recipient ▾

Not seeing the recipient you're looking for? Create a new contact

✕ **Lea Staedtler**
- ☑ 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

Cancel | ‹ | Basics | Details | Preferences | Schools | Preview | Next › | Save

9) On the next page you are prompted to select what schools should see this posting. Since it's an on-campus position, please only select Earlham. You don't need to set a global start and end date, just one for Earlham. Jobs should be posted for at least a week to allow students time to prepare their application material. Even if you are interviewing students for the position, <u>do not</u> check the interview box. This refers to a module in Handshake we are not using.

New Job

Jobs | New Job

Job postings

| Type to search...   ▾ |

Add All Schools   **Add Favorite Schools**   **Find More**

Global apply start date ⓘ

| Set global start   📅 |

Global expiration date ⓘ

| Set global expiration   📅 |

Leave blank

Schools	Interview on campus?	Apply start date	Expiration date
✕ 🔴Earlham **Earlham College**	☐	2020-07-15 02:00 pm 📅	yyyy-mm-dd 📅

Do not check

Cancel   ‹   **Basics** **Details** **Preferences** **Schools** **Preview** **Next ›**   **Save**

10) Lastly you are able to review the job posting as it will show up to the students. If everything looks in order, hit save and the job will be published either immediately or on the date you selected on the previous page.

Test

Earlham College - Career Education

📍 801 W National Rd, Richmond, Indiana 47374,...   💼 Seasonal Part-Time On Campus Student Em...   💰 $7.25 per hour

🏛 Higher Education   👥 250 - 1,000 employees   💬 No on-campus interviews

✏

Applications close on July 21st, 2020 at 2:00 pm   **Apply**   ✏

Job Description   ✏

Test

Share Job

🔵 🐦 in ✉

About Earlham College - Career Education   ✏

Cancel   ‹   **Basics** **Details** **Preferences** **Schools** **Preview** Next ›   **Save**