How to Post an On-Campus Job in Handshake

Once you have completed your profile, confirmed your email and approved by the Career Center, you may start Post a Job from your home dashboard.

a. Login to Handshake.
b. Click the Post a Job button, as shown below.

c. You will now be asked to complete 4 steps: Job Basics, Job Details, Job Preferences, and Schools to post the job to. You don't have to fill out every field to create your job - required inputs will be identified with an asterisk (*). Note: the more fields you complete, the more well defined your job posting will be (and the more likely you’ll be to attract well-qualified candidates). Let's start by going through Job Basics.
1. Job Basics

a. **Add a Job Title**
   i. Please make sure your job title is descriptive of the position you are posting. For example, Reception Attendant (specific) and not Student Worker (generic)

b. **Employer** will always be **Westminster College – On Campus Student Employment**.

c. **Select the correct Company Division. (Important!)**
   i. Click the dropdown arrow and choose your Department name.
      * **Westminster College – On Campus Student Employment** has the Divisions Model of Handshake’s on-campus employment recruitment environment. This means each campus department is listed as a Division, and these Divisions are under one Company (Employer), called “**Westminster College – On Campus Student Employment**”.
   ii. If you don’t find your Department’s name, please email **Nell Cline**.
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https://westminstercollege.joinhandshake.com/jobs/new?employer_id=158585

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d. **Require students to also apply through website or applicant tracking system?**
   i. Select "No" for this option.

e. **Choose how to display your contact information** to students
   i. Choose Name only, if you want the applicant to see your name but the application will be submitted to a different person or email other than you. You can assign this later in the “Preferences” page.
   ii. Choose Name and Email if the application will directly go to you.
   iii. Choose "Don't show my info" if the application will be submitted to a different person or email other than you.

f. **Add a Job Type:**
   i. Choose On-Campus Student Employment

g. **Add Employment Type:**
   i. Choose Part-Time
   *On Campus jobs are always part-time.

h. **Add Duration:**
   i. Choose Permanent if the job is ongoing for the academic year
   ii. Choose Temporary/Seasonal if the job has a specific the start and end dates. For example, it is only a Fall semester job.
i. **Work Study Job?**
   - Choose **Yes** if it is exclusive to Federal Work Study eligible students.

j. **Status**
   - Choose **Pending**. Jobs must be approved by Student Employment.

k. **Apply Start**
   - Choose the date students can start applying for the job. It will ask for a date and time.

l. **Expiration Date**
   - Choose the date the job will expire and stop posting.
   *Typically, the job expiration date is 60 days. You can always go back and re-open the position.*
   - Remember, students will continually see the job and probably apply as long as the job remains open.

m. Once you’re finished with **Job Basics**, choose **Next** along the bottom of your screen.
   Next we’ll go through adding in your **Job Details**.
2. Job Details
   a. Add a **Description** for your job
      i. It is easier to have a job description ready to copy and paste from your own file/word document. Handshake will retain all of the formatting for you.

   b. Choose **Job Functions** from the dropdown
      i. This helps students search for jobs by their functional area. This is a limited list pre-filled and chosen by Handshake. *Choose the closest descriptor to match your job position.*
      ii. Also, choose **Other**, as a second or only job function.
c. Next, select the hourly wage under **Job Salary**
   i. For all on campus jobs, click on the drop down menu and select **per hour**

d. Enter **Job Location**
   i. 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.
   Please select: 1840 S 1300 E Salt Lake City, UT 84105

e. Choose which **Required Documents** you would like students to submit with their application:
   i. **Resume** is automatically checked. Leave this checked, as a resume is required to apply for jobs.
   ii. Other documents you can require: student employment application, cover letter, letter of interest, writing sample, course schedule, etc.
   *Note that the Student Employment Application is a PDF attachment already posted in the employer page and has information on federal work study eligibility and work schedule availability.*

f. Once you're finished with **Details**, choose **Next**, along the bottom of your screen. Next we'll go through **Preferences**.
3. Preferences (Optional)

Note: none of the preferences you add to this page will block students from applying for your job, but we will show you candidates that meet all of your preferences, and those who don't. You can learn more in our article on Job Preferences.

a. Add a Graduation date range for your job by specifying the earliest and latest graduation date for qualified applicants

b. Prefer to qualify students by School Year - like Freshman, Sophomore, Junior? You can select the link below to toggle to that option instead.

c. Add a Minimum GPA value
d. Choose which **Majors** would make a student qualified for your job. This step is discussed in more detail below for informational purposes.

*Note: this is optional and may be skipped.*

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- So by choosing "Computer Science", I am mapping my major preference to each school's individual term for "Computer Science".
- Even if a major is called "Software Engineering" at a different school, it will still get bucketed into this major 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 I can remove them by simply clicking on the major I'd like to remove.
- In the image below, I've chosen to remove Library Sciences, User Experience, and Information System Management from the Computer Science category. I see that I've selected 5 of 8 majors.

- If you know of a very specific major at a school that you'd like to choose instead of our mappings, choose the link at the bottom:

  These majors consolidate individual majors across every school on Handshake. To choose a specific major by individual school [click here].

- This will open up a modal to pick your school and major manually.
e. **Colleges and Required Labels** are not applicable for on-campus jobs – this is to post a job to other schools who are connected in Handshake.

f. **Applicant Packages** - Specify who should receive the applicant packages.
   1. You will see your name listed first. You will receive an email once your job expires.
   2. You may also choose to receive **Email a summary** of all applicants once your job expires.
   3. You may also choose to receive **Email every time** a student applies. If you choose this option, you can then specify whether you want every student who applies, or only students who match all of your preferences (Eligibility for international students, grad date / year, GPA, and Major).
   4. You may add other teammates/staff members to receive the application packages by choosing from the dropdown. If the staff name does not appear on the dropdown menu, there will be **+ add new contact** at the bottom of the dropdown.

   ![Applicant Packages Image]

   ![Add New Contact Image]

a. Once you're finished with **Job Preferences**, choose **Create** along the bottom of your screen

   CONGRATULATIONS! You have now created your Job Position for Westminster College – On Campus Student Employment to review and approve. Once approved, students will be able to view and apply to your position.