How to Post a Job

In order to post a job to a school via Handshake, you'll need a confirmed user account that is connected to a company profile, and your company profile must be approved at the school(s). For more information on getting started, click here.

Note: once you have created the job, the schools you request to post it to will have to process the job posting request. They may choose to approve or decline the posting. If you'd like to communicate with a particular school about your posting, refer to the following article for guidance How to View Comments on a Job Posting.

Follow the steps below to create a new job posting.

1. Click Post a Job from your home dashboard, or click on Jobs in the left hand navigation bar and click Create Job in the top right hand corner.

   - You will now be asked to complete 4 tabs in the posting. These include the job Basics, Details, Preferences, and Schools you’d like to post the position to. You also have an option to use the Preview tab to see what your posting will look like.

   - All fields are required, save for the fields that state "(Optional)" next to the field name.

   Best Practice: 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 and approvals from schools).

2. Let’s start by going through Job Basics:

   - Where should students submit their application? (Premium partners have a Greenhouse integration available!)

   - What are the job responsibilities?

   - What qualifications are required?

   - What is the job type (Full-time, Part-time, Internship, etc.)?

   - Is the job open to new graduates only?

   - Is the job open to students of all years?

   - Is the job open to students of specific years?

   - When does the job start?

   - What is the end date of the job?

   - Are there any other relevant details about the job?
• If you have an external ATS, please select this option. A text field will load below the Job Title where you should enter the ATS information:

Job title

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

• When you click on "+ add an ATS/job code", the fields will load for the optional System Code and required URL:

Job title

Applicant Tracking System Code (Optional)

Website or Applicant Tracking System URL

+ add instructions for external applications

• **Job Title**
  - Fill in the appropriate title in this text field.

• **Company Division**
  - If your company has *Divisions* set up, a drop down menu will appear right below job title. Make sure to select which division within your company you’re hiring for. If you need help adding a division, check out this article here.

• Select if you want your name shown on the posting

• **Add a Job Type**

• **Add an Employment Type & Duration**
  - When selecting Temporary / Seasonal, you’ll need to add both the start and end dates.

• **Work Study Job**
  - Please keep in mind that if this is a work study job, students that are *not* eligible for work study at their school will not be able to view or apply to this position.
    - This is only true for schools that choose to Enforce Work Study. This setting can be found under school settings by a Career Services User.
    - At schools where they do not choose to Enforce Work Study, any students view and apply to work study jobs, but will be shown as not fully qualified.
3. Once you're finished with Job Basics, choose **Next** toward the bottom middle of the screen, or you can click the **Details** tab.

- **Add a Description** for your job
  - If you copy and paste a description from your own website, we'll retain all of the formatting for you
- **Add how many students** you plan on hiring for this position.
  - This does not affect your job in any way, but rather is used for historical, data, and tracking purposes.
- **You can add a Job Salary** if you'd like, however this is completely optional.
  - You can also toggle the dropdown on the right between per year / per month / per hour, or mark the job as an unpaid position
- **Enter a location** for your job
  - 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.
  - This can be a specific office location, or a general city like "Chicago, USA"
If you do not see your location listed, please submit feedback to Mapbox here: https://www.mapbox.com/geocoder-feedback/

- If this position is located in multiple locations you can select Add Another Location
- If your job is in the United States, you’ll see an additional "Eligibility for international students" section appear. We’ll talk about that below.

- Choosing a job location in the United States, will prompt a question: “Does this position require U.S. Work Authorization?” Choose yes or no as appropriate for your position.

  **Job location**
  
  Chicago, Illinois, United States of America

  + add another location

  - Allow remote workers

  Does this position require U.S. work authorization?
  
  - Yes
  - No

- If you do select "yes", you’ll see the following questions appear:

  - Eligibility for international students (non-US citizens or permanent residents)
    
    Would you sponsor a work visa for the right candidate?
    
    - Yes
    - No

  - Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for a job / internship under OPT/CPT)
    
    - Yes
    - No

- Select either of the options that appear, or read more about them with the additional links provided within the product

- Finally, if you’d like for a student to submit documentation in Handshake, you can select Required documents which will be required for students to submit with their application.

  - TIP: If you’re having students apply via your Direct ATS and don’t want them to apply in Handshake at all, we recommend not selecting any documents here. If checked, these documents will prompt an applicant to first apply with these in Handshake.
  
  - Note: if documents are not required on the job, then you will be unable to select a contact to receive applicant notifications, and your contact information will not be displayed on the job.

4. Once you’re finished with Job Details, select Next, or click directly on the Job Preferences tab. **Note:** all of these preferences are completely optional, and none of the preferences you add to this page will block students from applying for your job. 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.
• Add a **Graduation date range** for your job by specifying the earliest and latest graduation date for qualified applicants
  o If you prefer to qualify students by **School Year** - like Freshman, Sophomore, Junior, you can select the link below to toggle to that option instead.
• Add a **Minimum GPA** value
• Choose which **Majors** would make a student qualified for your job. This step is discussed in more detail below.
• Finally, configure who should receive **Applicant Packages**, and with what frequency.
  o **Note**: If you have not required a document type from applicants, this option will not appear.
Setting up your Major Preferences

- By choosing a major category, you are mapping your major preference to each school’s individual term for that particular category.
  - Even if the major name is different at a different schools, it will still get bucketed into this major category 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 you can remove them by simply clicking on the major you’d like to remove.
• If you know of a very specific major at a school that you’d like to choose instead of our mappings, click the link at the bottom of the list Choose a specific major by school.
  o This will open up a modal to pick the school and major manually. After selecting the school and major(s), click Finish to save the changes.

Interested in marketing your job to specific subsets of students? Premium partners have access to create Segments (to identify students) and send Campaigns to those students! See it in action here!

Setting up who should receive Applicant Packages

• The job creator’s name is listed first. You can also add other team members to receive packages by choosing from the dropdown. If you haven’t added them as a contact yet, there will be + add new contact at the bottom of the dropdown.
• You can select (or remove) the following options:
  o Email a summary of all applicants once my job expires
  o Email every time a new student applies
    ▪ If you choose this option, you can then specify whether you want to:
      ▪ Send all applicants
      ▪ Only send me applicants who match all of my preferences only students who match all of your preferences (Eligibility for international students, grad date/year, GPA, and Major)
5. Once you’re finished with Job Preferences, click **Next** along the bottom of your screen, or click the **Schools** tab.

- **Add schools** using the dropdown, and you’ll see them appear in the table below
  - **Note**: if your company has **not** been approved to post jobs at a school, you will not see that school as an option. If you have **not been approved at any schools**, you can still create this job and come back later to add schools.
  - If you’d like to post this job to all schools you’ve been approved at, select “Add All Schools” at the top
- **Once you've added schools, you'll see a few options to manage them**
  - **Remove a school** - The (-) to the left of each school allows you to remove it from the list
  - **Interview on campus?** - selecting this will simply flag this job on the school side, as an employer potentially interested in interviewing. To actually request an on campus interview, please see the relevant help article.
  - **Apply start date** - you can choose if you’d like to block students from applying to your job until a specific date.
  - **Expiration date** - you can update the date that the job will expire at that school (and students will no longer be able to apply).
- **Adding a Global apply start date** allows you to update the job start date for every school on your list (it will overwrite previously set start dates).
- **Adding a Global post expiration** allows you to update the post expiration for every school on your list (it will overwrite previously set expiration dates).
6. Select **Next** or **Preview** on the bottom navigation to preview your job
If you're happy with the job preview, click **Save** in the lower right corner to save the job and send your posting out to schools to be reviewed.

Once the job has been saved, Handshake will automatically tag up to three job roles based on the title and description. For more information, refer to **About Job Roles**.

If you'd like to make sure your job is posted successfully, please refer to **Confirming Your Job is Posted Successfully**.

**Tip:** Check out the student perspective on applying in **Apply for a Job in Handshake**.