

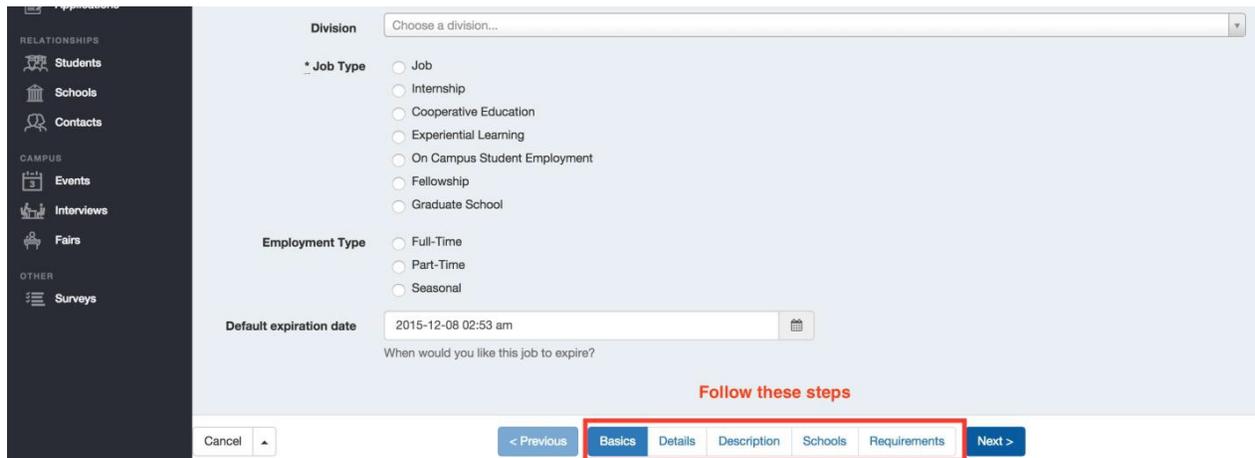
# How do I post a job?

If your company doesn't have a Handshake profile yet, you'll first need to create one. To learn more, read "How do I create an account?"

To post a job on behalf of your company, **click Jobs** on the left-hand navigation bar. If your company has previously posted jobs on Handshake, you'll see them here. (**Note:** You can also view jobs you have posted by clicking **Job Postings** on the left-hand navigation bar).

To post a new job, **select** the **new job** tab on the top right corner of the screen.

**Note:** You'll need to complete five steps in order to post a new job. As you move through the process, you'll see that the steps can be found on buttons at the bottom of the screen. You may complete these steps in any order you choose - you do not need to do them sequentially. It is not necessary to complete every field or option in a section. However, you must complete all required fields (identified by an \*) in each section in order to create a job. 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).



The screenshot shows the 'Basics' step of the job posting process. On the left is a dark navigation sidebar with categories: RELATIONSHIPS (Students, Schools, Contacts), CAMPUS (Events, Interviews, Fairs), and OTHER (Surveys). The main content area includes a 'Division' dropdown menu, a '\* Job Type' section with radio button options (Job, Internship, Cooperative Education, Experiential Learning, On Campus Student Employment, Fellowship, Graduate School), an 'Employment Type' section with radio button options (Full-Time, Part-Time, Seasonal), and a 'Default expiration date' field set to '2015-12-08 02:53 am' with a trash icon and the text 'When would you like this job to expire?'. Below the form is a red 'Follow these steps' label and a navigation bar with buttons: '< Previous', 'Basics' (highlighted with a red box), 'Details', 'Description', 'Schools', 'Requirements', and 'Next >'. A 'Cancel' button is also visible at the bottom left.

1. Let's start in the **Basics** section of the job posting.

- In this step, you must **enter** the job's **Title** and **select** its **Job Type**.
- You may **choose** a **Division** (of your company) if necessary and you can indicate the **Employment Type** and **select** the post's **Expiration Date** (the last day you'll accept applications). **Note:** Unless you change it, the default expiration date will be 3 months from the time of posting.

If you'd like to give the job a tracking code based on your company's processes, feel free. If you leave this field blank, Handshake will automatically generate a unique code for this job.

2. When you're finished with Basics, **click** on the **Details** button at the bottom of the page.

- You will be able to **select** one or more **Job Functions** from a drop down menu.
- In this section, you can also fill out information on **Salary**, **Duration** of the position and **Additional Application Instructions**.
  - **Note:** When entering the **Additional Application Instructions** please include additional steps that will need to be taken to apply for this position along with any external links that the student needs to be directed to.

The screenshot shows the 'Details' page in the Handshake interface. The 'Additional application instructions' field is highlighted with a red box and contains the text: "Please fill out the application here: [https://boards.greenhouse.io/joinhandshake/jobs/78610#\\_VipVfxCrTOQ](https://boards.greenhouse.io/joinhandshake/jobs/78610#_VipVfxCrTOQ)". Below this is a 'Contacts' table with one contact listed: Adam Richardson, Name Only, with checkboxes for 'Email Fully Qualified Application Packages' and 'Email Expiration Summary'. At the bottom, there are navigation buttons: '< Previous', 'Basics', 'Details', 'Description', 'Requirements', 'Next >', and 'Save Changes'.

- You must **enter** the **Location** where the position will be based.
- The final field in this section is the **Contacts** field. A Contact is an individual the employer selects to receive applicant information. You may have multiple contacts for a job posting. Contacts may or may not have a Handshake account. If a contact does not have a Handshake account, they will only get emails based on your selection of **Application Packages** and/or **Expiration Summary** (see note below).

- Note:** By checking the **Application Packages** box, the **Contact** will get an email with all documentation every time a student applies for the job. By checking the **Expiration Summary** box, the **Contact** will receive one email at the expiration of the job posting with all documentation. You may select one or both options.

handshake Search... Help - Employer -

Profile Handshake

POSTINGS  
Jobs Job Postings Applications

RELATIONSHIPS  
Students Schools Contacts

CAMPUS  
Events Interviews Fairs

OTHER  
Surveys

Job functions Choose a job function...

Salary type  
 Paid  
 Unpaid  
 Commission Only  
 Commission Plus Salary

Pay Rate  
 How much will this job pay? This can be a specific rate or a range.

Monthly Housing Stipend  
 Do you provide a monthly housing stipend for this job?

Duration  
 ex. 12 weeks over summer break

Application medium  
 Handshake  
 Determine whether students should apply through Handshake, an external website, or with physical paperwork. You may also choose to have applicants apply both through Handshake and an external website

Government Position?

Remote Workers Allowed?

Relocation Assistance Available?

\* Location  
 Enter your address  
 If you are having trouble finding your address, you can manually enter details such as room number click here.



Contacts

Contact	Display	Application Packages	Expiration Summary
Employer Manera University	Name Only	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Not seeing the contact you're looking for? Create it here

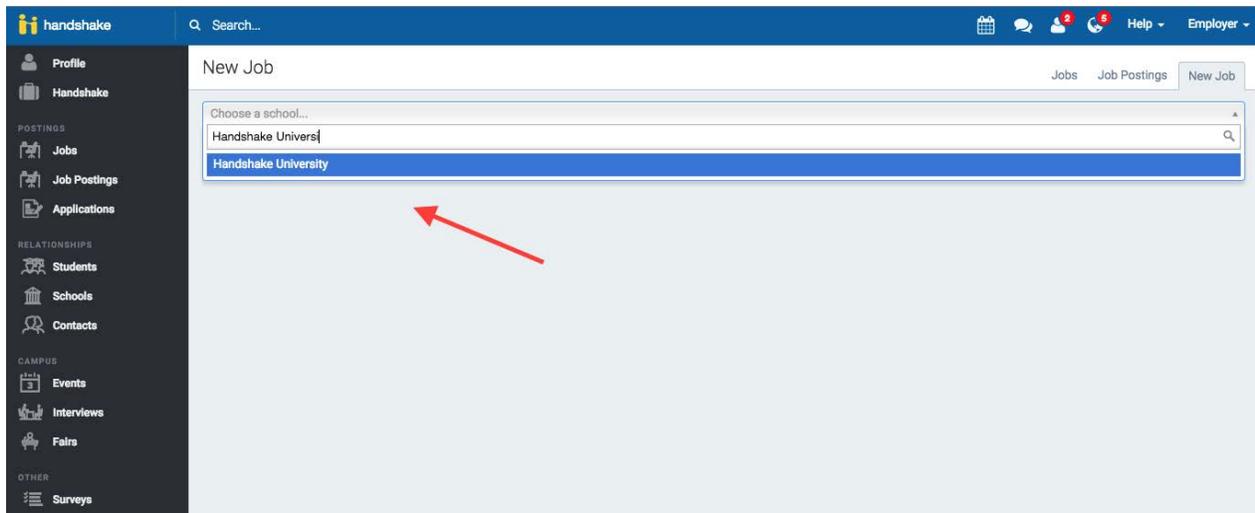
[Add Existing Contact](#)

Cancel - Previous Basics Details Description Schools Requirements Next >

3. In the **Description** section you will **enter** the **Job Description**, **Desired Skills** and **Responsibilities** for this position. Tip: You can copy and paste into these fields from any existing documents you may have and it will maintain your formatting.

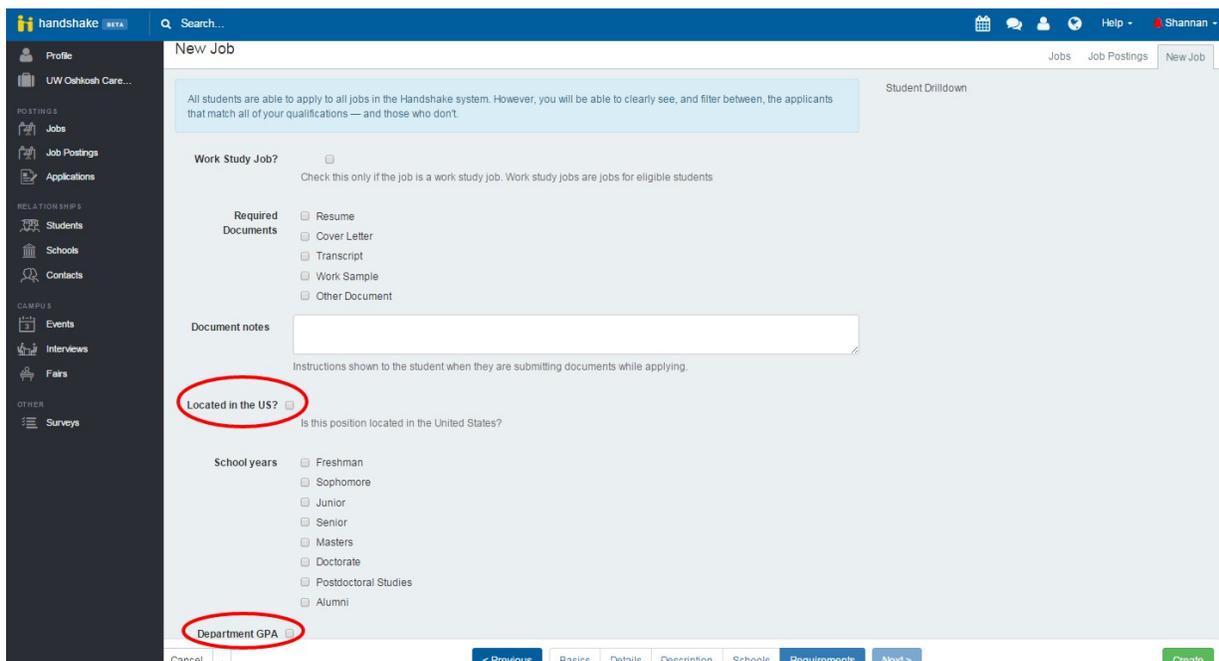
The screenshot shows the 'New Job' form in the Handshake application. The interface includes a top navigation bar with the Handshake logo, a search bar, and utility icons. A left sidebar contains navigation options for Profile, Handshake, POSTINGS (Jobs, Job Postings, Applications), RELATIONSHIPS (Students, Schools, Contacts), CAMPUS (Events, Interviews, Fairs), and OTHER (Surveys). The main content area is titled 'New Job' and features three text input fields, each with a rich text editor toolbar. The first field is labeled '\* Description', the second 'Desired Skills', and the third 'Responsibilities'. At the bottom of the form, there is a 'Cancel' button and a series of navigation buttons: '< Previous', 'Basics', 'Details', 'Description' (which is highlighted), 'Schools', 'Requirements', and 'Next >'.

4. In the next section you can **select** the **Schools** where you would like to post this job. Only schools where you are approved will appear.
  - **Note:** Each specific job posting must be approved by a school's Career Services Center before a student may view it.



5. The final section is **Requirements**. Only the students that meet the criteria you select may apply for the job. The criteria you may select from include **Required Documents**, **School Years** completed, **GPA**, **Major Groups**, etc.

1. Please **do not specify a department GPA**. Our student's profiles do not have a department GPA. If the box is checked, very limited students will be able to apply.
2. Please **do not check "Located in the US"** box.



**Important note** regarding **Major Groups**: Given that similar majors at different schools may have a variety of names, Handshake has required that each school map their majors to a pre-determined list of **Major Groups** to create consistency. This grouping of majors should simplify the process for employers. If you choose, you may still select individual majors specific to a school.

Once you have entered all of your job information, **select** the **Create** button. This brings you to a job summary page where you can review and edit your job posting.

## How to Request a Room & a Schedule for On-Campus Recruiting (Hire a Titan!)

1. Click on **Interviews** on the left hand side of the screen. Then click on **Request Interview Schedule** in the upper right corner.
2. Now it's going to have you fill in some information. Make sure to go to all the different tabs when filling out the information (Basics, Qualifications, Timeline, Review).

The screenshot shows the 'Request Interview Schedule' form in the Handshake interface. The form is divided into several sections: 'School' (a dropdown menu), 'Identifier' (a text input field), 'Interview Schedule Description' (a text input field), and 'Contacts' (a dropdown menu). A red arrow points to the 'Basics' tab in the bottom navigation bar. The navigation bar also includes '< Previous', 'Basics', 'Qualifications', 'Timeline', 'Review', and 'Next >'.

The tabs are located on the bottom of the screen. Once you have completed all the sections there will be a green **Request** button when you're on the Review tab.

## How to request an Event

Employers can request events such as Workshops, Info Sessions, Group Appointments, and Other.

1. Click on the **Events** tab located on the left hand side of the screen under the 'Campus' heading.
2. Then in the upper right corner click on **Request Event**.
3. Now fill out the information, only the sections with an asterisk\* are required (Host, Type, Name, Start date, End date).
4. Once completed click on the green **Request Event** button in the bottom right corner.

## How to Register for Fairs

1. Go to the **Fairs** tab located on the left hand side of the screen under the 'Campus' heading.
2. Search for the Fair you are interested in registering for in the search bar. For example, if you're looking for the Career Fair simply type **Career Fair on the Fox**.
3. Once you have located the specific event you're interested in, you can click on that event.
4. There will be a blue **Register** button on the left side of the screen under 'Actions'.
5. Next, you may be asked what kind of table or booth you would like for that event along with some other information.
6. Next step will be to choose the payment method you wish to proceed with. Payments can be made via credit card or check.
7. Now you may click the blue **Create Registration** button on the bottom of the page.

## Print Interview Packets

1. Click on **Interviews** listed under 'Campus'
2. Search for the interview schedule you are interested in printing. Then once you have found the correct interview, you should see a **Build Interview Packet** button on the left hand side of the screen under 'Actions'.
3. Once you click on that a box will appear, please unselect **Application Documents** and then hit **Build**.
4. The interview schedule will then get emailed to email address you logged in to get on to Handshake.

## Contact us

### Hours of Operation

Monday - Thursday

8:00 a.m. – 5:00 p.m.

Friday

8:00 a.m. – 3:00 p.m.

Email: [cservice@uwosh.edu](mailto:cservice@uwosh.edu)

Visit us online: [www.uwosh.edu/career](http://www.uwosh.edu/career)