



Idaho State
University

Career
Center

HOW TO POST A JOB ON HANDSHAKE



HANDSHAKE

First, log in to your Handshake account.

H Basic

- Home
- My profile
- Brand page
- Postings
 - Jobs
- Relationships
 - Talent
 - Schools
 - Contacts
- Meet
 - Events
 - Meetings
 - Interviews
 - Fairs

H Plus

- Automated outreach
- Job analytics

Upgrade for \$24/day

Search all of Handshake... 

   Help ▾ Your name here ▾

-  Create job
-  Register for fair
-  Create event
-  Create post
-  Open home feed



Click here to get started

Take action

 Idaho State University

Community Outreach Specialist

98 views · 0 applicants **Low**

Created by Jana Bodily-Roan

 500+ matches

[Upgrade job](#)

 Idaho State University

ISU Idaho HealthCorps- Envision Support Aide

87 views · 0 applicants **Low**

Owned by Jana Bodily-Roan

 500+ matches

[Upgrade job](#)

 Idaho State University

ISU Idaho HealthCorps- Reentry Service

76 views · 0 applicants **Low**

Owned by Jana Bodily-Roan

 500+ matches

[Upgrade job](#)

Invite matches to apply

Assessment Center Specialist

101 views · 1 applicant

Owned by Jana Bodily-Roan

 6.8M matches

[Review all matches](#)

K Kyle Hendricks

 Sociology · Dec 2026

 Brigham Young University-Idaho

 Quality Assurance Specialist at Ava...

 Matches this job

M Marcelle Maria

Active 1 week ago


 Software Development AAS · May 2...


 College of Western Idaho


 RM&A Training and Development S...

 Matches this job

T Tristian Knight

 Social Work/Human Services · Dec ...


 Northwest Nazarene University

 Matches this job

Community Outreach Specialist


98 views · 0 applicants


Created by Jana Bodily-Roan

 96K matches


[Review all matches](#)


C Carrie Grummert


 Professional Studies · Apr 2023

 Brigham Young University-Idaho


C Cameron Vinsonhaler

 K-12 Physical Edu & Health BS · May...

 Boise State University

 Interested in roles like this

 Sarah Gallup

 Elementary Education · May 2025

 Lewis-Clark State College

 Literacy Paraprofessional at Twin Fa...

 Interested in Twin Falls, ID

Basic information


Job description

[Copy description from existing job](#)

Be sure to include specific skills you're looking for, minimum requirements, and expected responsibilities.

B *I* U **:=** **:=** @ *T_x*

Either type or copy & paste your job description here

 Automatically fill in the rest of this job post using the job description. You'll get to confirm everything's correct before posting.

Continue

If you click here, Handshake will try to automate some of your answers on the next pages based on your job description. It could save you time, but it's optional.

Position details

Job title

Type in your job title here (ex: "Team Member")

Tips for good job titles:

- Spell out words instead of using abbreviations ("Senior" instead of "Sr").
- Avoid using all caps.
- Avoid numbers or special characters.
- Keep it concise at 2-5 words.

Position type

- Job
- Internship
- On Campus Student Employment
- Other
- Work-Study program

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TIP: If you are posting a Work Study or CPI position, please type (Work Study) or (CPI) after the title. This will help students more quickly identify whether it is a work study or CPI position. *Failure to do so may result in your posting getting denied.


Ex: Office Assistant (Work Study)
or
Lab Technician (CPI)

Location requirements

Where should candidates expect to work?

 **Onsite**
Employee works in person from a specific location.

 **Remote**
Employee works from home.

 **Hybrid**
Employee works a combination of onsite and remote.

Onsite location

Add the city and state where the job is located. If you're hiring in multiple cities, include them all.

More than 50 locations

Pocatello, Idaho, United States ×

Job is located at residential address

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Time requirements

How much should candidates expect to work?



Full time

30 hours per week or more



Part time

Less than 30 hours per week

Hours (optional)

hours per

week



Employment duration



Permanent



Temporary or seasonal

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Compensation and benefits

What should candidates expect to earn?

Expected pay

[Don't show pay](#)

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

Range	Custom range	Exact amount	Unpaid
Rate	Amount	Currency	
Per hour		USD	

Additional compensation (optional)

- Signing bonus
- Bonus
- Commission
- Tips
- Equity package

Benefits (optional)

- Medical
- Vision
- Dental
- Paid time off
- Paid sick leave
- Parental leave
- 401(k) match
- FSA or HSA plans
- Life insurance
- Disability insurance
- Student loan repayment
- Tuition reimbursement
- Relocation assistance
- Commuter assistance
- Pet insurance

Perks (optional)

- Learning stipend
- Home office stipend
- Career development

You can click here to opt out of this page.



Everything on this page is optional. At ISU, we encourage you to fill this section out because students are much more likely to apply to a job where this information is known.

Categorize your job

Tell us the type of job you're hiring for by adding job role groups.

Job role groups

Search by job role or job role group. Add up to 3 groups. [Learn more or request a new job role group.](#)

e.g., Accountants, Electricians, Marketing Managers



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Ex: customer service

Candidate qualifications

Add your must-have qualifications to refine your candidate matches.

Work authorization

[Don't disclose](#)

For best practices, visit the [Department of Justice's website](#) and [our help article](#) on the impact of work authorization designations across the Handshake network. This section only applies to jobs located in the United States.

This job requires US work authorization

This job is eligible for US visa sponsorship

This job is open to candidates with Curricular Practical Training (CPT)

This job is open to candidates with Optional Practical Training (OPT)

This job does not require US work authorization

Skills (optional)

Add up to 7 skills. We'll use these to show candidates at a glance what you're looking for.

Optional

Dependability ✕

Time Management ✕

Cooperation ✕

Active Listening ✕

Service Orientation ✕

Continued...the rest is also optional

School year (optional)

Freshman Sophomore Junior Senior Masters

Masters of Business Administration Doctorate Postdoctoral Studies

Certificate Program First Year Community / Technical College

Second Year Community / Technical College Alumni

Latest graduation date (optional)

Month Year

-- ---

Major groups (optional)

Major groups combine related majors from every school on Handshake. [Choose majors by school.](#)

Search input with magnifying glass icon

Business Administration & Management ✕ Psychology ✕

Cognition & Neuroscience/Biopsychology ✕

Communication & Media Studies ✕

Minimum GPA (optional)

Only include if your job has specific requirements.

Input field for GPA

You have two options here:

If you belong to other school networks on Handshake, you can click “Auto-select schools” which will select all schools you are linked to

or

You can type in specific schools that you want your job posted to. Here we typed in “Idaho State University”

Choose schools

Where would you like to post your job?

Recommended

Auto-select schools

Post your job to all schools in your network and additional relevant schools based on your job's fit with their students

Post to specific schools or use a school list

Choose schools

Search by school name or location



Lists



Idaho State University ✕

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Application process

What's the application window and process?

Application open date

2024-12-16 06:00 AM GMT-7



Application close date

2025-06-16 06:00 AM GMT-6



Number of hires

This will not show up to candidates.

1

How will candidates submit applications?

 **On Handshake**

Keep all your applications in one place.



On a separate website

Enter a website or Applicant Tracking System URL.

Additional required documents on Handshake

Handshake profile

Resume

If you want students to apply on a separate site, click "On a separate website." You'll need to provide the URL.

OR

You can have students apply right on Handshake. You can look at student resumes and profiles right from your Handshake account.

TIP: If you're posting to ISU, make sure your close date is within 3 months. Anything over that will be denied.

Your hiring team

Set up your hiring team to keep everyone informed, and manage how they receive updates.

Company division (optional)

Company divisions are managed by your administrator. Your hiring team can use them to organize and filter jobs.

Job owner (optional)

Hiring team H Plus

Include 2 more hiring team members in job notifications.

Hiring team members (optional)

[Invite new teammate](#)

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Tip

Stand out from the competition by offering candidates a way to connect and learn more before applying.

This step is optional.

Power up your job post with Plus

It is free to post jobs on Handshake. A paid subscription is completely optional & not needed to post positions at ISU.

H Plus


Handshake Plus Popular \$24/day

Get 4.6x the applicants

- ✓ Wider distribution for more job views
- ✓ Automated outreach to top candidates
- ✓ More matches and filtering
- ✓ Job performance and analytics
- ✓ Increased support at every step

Cancel anytime.

"Handshake Plus is a cost-effective solution for our recruiting needs. Being able to reach out to students directly, discuss roles, and match their profiles to our needs has been a game-changer."

 **Peter Gabranski**
Regional Director @ Serur Organization

H Basic

Standard plan

Recruit on your own timeline.

- ✓ Job shown in search results
- ✓ Limited messages

Continue



One last check

Confirm everything looks good before posting your job to Handshake.

This is your last chance
to make sure all the
information is correct.

Basic information

[Edit](#)

Job description

We need reliability, punctuality, and someone who works well within a team.

Position details

[Edit](#)

Job title

Team Member

Position type

Job

Work-Study program

No

Location requirements

[Edit](#)

Location type

Application process

[Edit](#)

Application open date

12/16/2024 6:00 AM -07:00

Application close date

6/16/2025 6:00 AM -06:00

Number of hires

1

How will candidates submit applications?

On Handshake

Additional required documents on Handshake

--

Your hiring team

[Edit](#)

Company division

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Job owner

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Hiring team members

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[Post job](#)

If everything is correct, click "Post Job."





Now, your job posting will get sent to our office. Our staff will review it. Once approved, it goes live. You can start getting applications immediately.

*If your job posting is denied, the reason will be provided to you on Handshake. Our most common denial is job postings with a longer than 3 month open/close date.

Please let us know if you have any further questions at 208-282-2380 or careers@isu.edu.