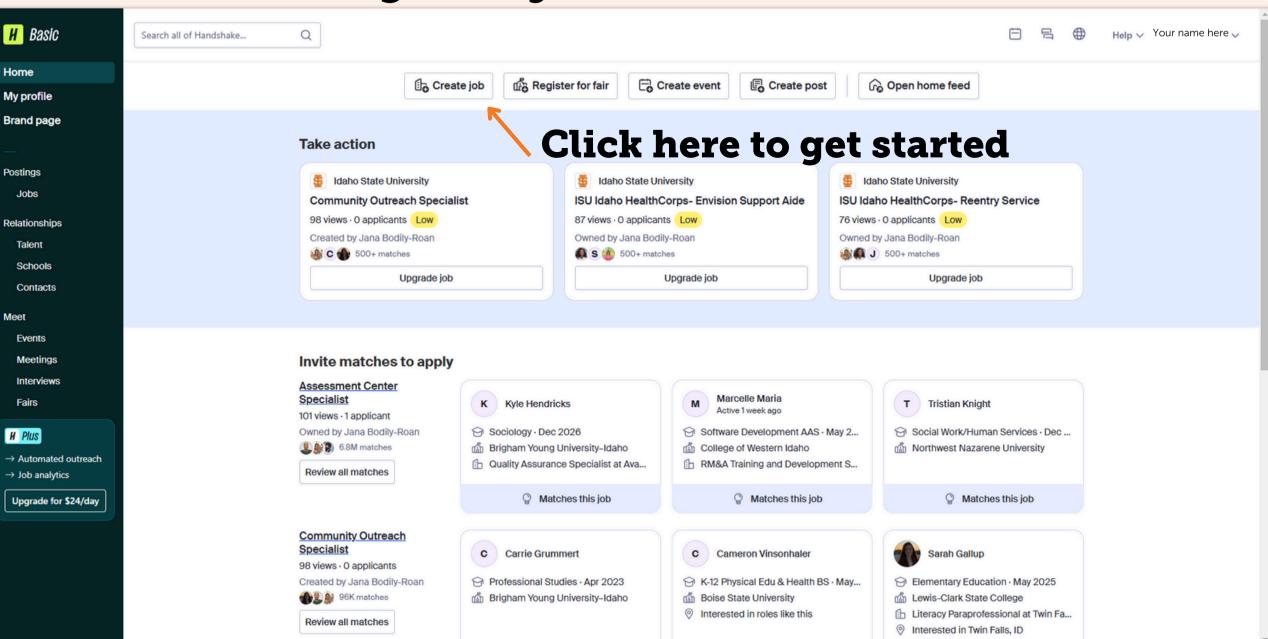


# HOW TO POST A JOB ON HANDSHAKE



## First, log in to your Handshake account.



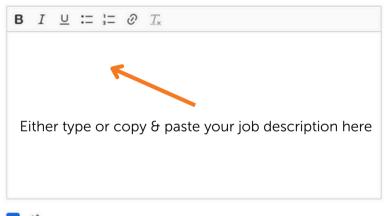


## **Basic information**

#### Job description

#### Copy description from existing job

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



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

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.

Continue

## 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



Internship

On Campus Student Employment

Other

Work-Study program

Back

Continue

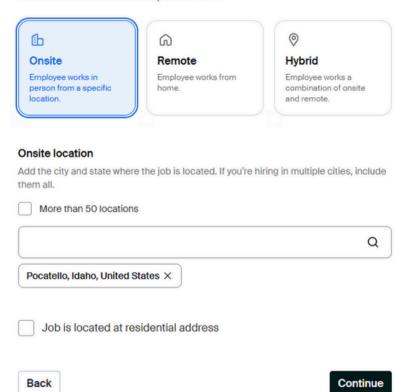
TIP: If you are posting a Work Study or CPI position, please type (Work Study) or (CPI) after the title. This will help students more quickly identify whether it is a work study or CPI position. \*Failure to do so may result in

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

your posting getting denied.

## **Location requirements**

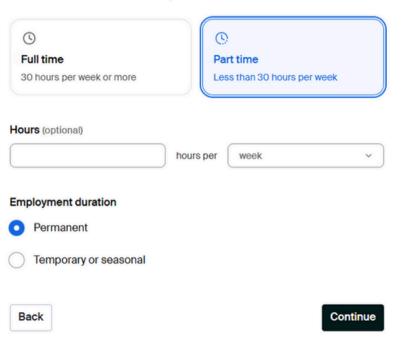
Where should candidates expect to work?



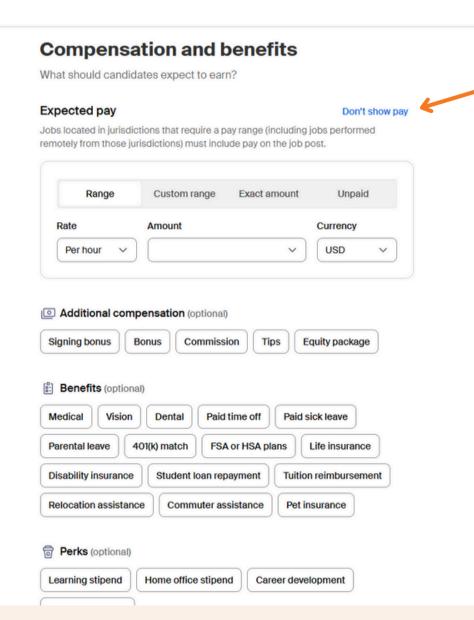


## **Time requirements**

How much should candidates expect to work?



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.



You can click here to opt out of this page.

## 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 Q

Continue Back

Ex: customer service

## **Candidate qualifications**

Optional

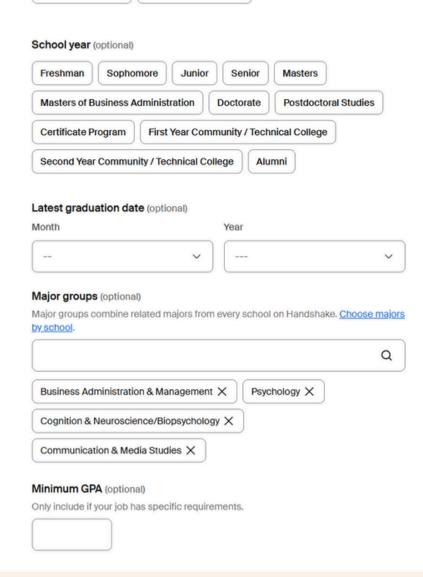
Active Listening X

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 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. Q Dependability X Cooperation X Time Management X

Service Orientation X

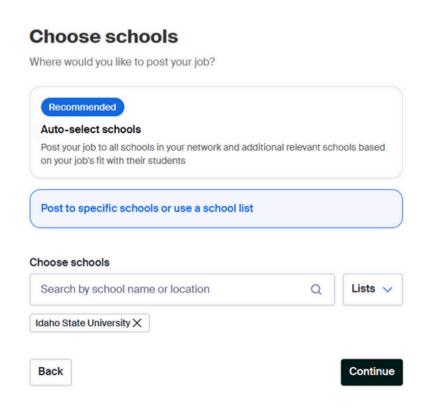
## Continued...the rest is also optional



You have two options here:

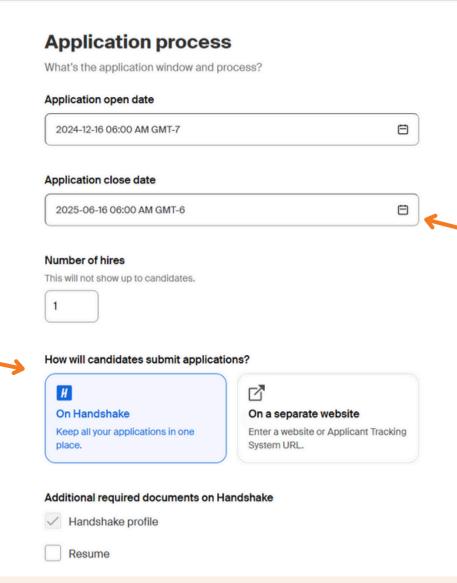
If you belong to other school networks on Handshake, you can click "Auto-select schools" which will select all schools you are linked to or

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



# 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.

## ♀ Tip

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

#### Job owner (optional)

Choose team member Q

## Hiring team # Plus

Include 2 more hiring team members in job notifications.

#### Hiring team members (optional)

Invite new teammate

Choose team member

Back

Continue

Q

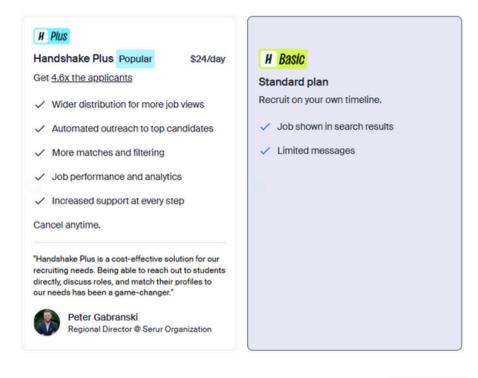
Q

This step is optional.

Create job post

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

## Power up your job post with Plus



Continue



## One last check

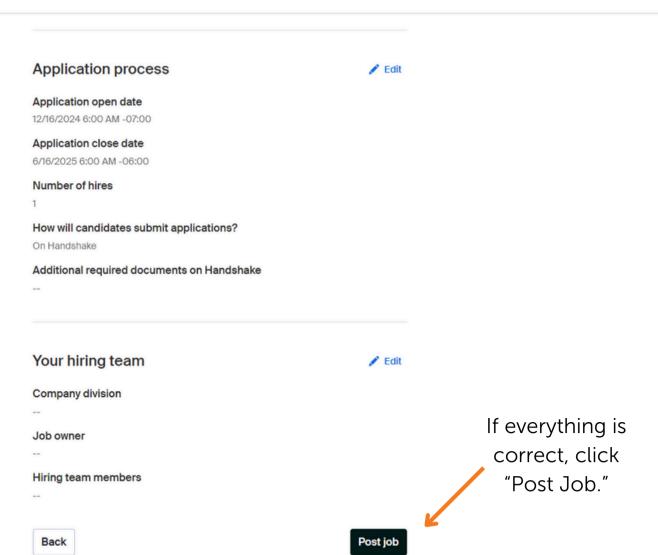
Confirm everything looks good before posting your job to Handshake.

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

Basic information  Job description  We need reliability, punctuality, and someone who works well within a team.	✓ Edit
Job title Team Member	
Position type Job	
Work-Study program No	
Location requirements  Location type	✓ Edit

Save as draft







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.