POSTING A JOB ON

1) After logging into Handshake you will see a black Tool Bar on your left hand side
   • Select Postings -> Jobs

2) On Top Right Corner there will be a Tab titled “New Job”
3) Follow Instructions for Posting the Job. You may leave tracking code blank. Division is where you will select your On Campus Department.

4) Continue clicking Next and Fill Out All of the Fields

- A Job Description and Job Title are REQUIRED.
- Responsibilities, Pay Rate, and Duration are HIGHLY RECOMMENDED
- Please be sure to mention **what kind of position you are hiring** for somewhere in the JOB TITLE (i.e. Student Assistant, Research Assistant, Graduate Assistant, Work Study).
- Please create a new job post for each kind of position you are hiring for. This will target your screening pool with the specific requirements you are looking for.
5) Please check Federal Work Study Position under the Requirements tab if applicable

![Work Study Job?](image)

- Check this only if the job is a work study job. Work study jobs are jobs for eligible students.

6) When you have finished filling in all fields, click “Create” on the bottom left hand corner

![Create Button](image)