



Directions for Posting a Work Study Job on Handshake

*Log on to www.joinhandshake.com & click on Post a Job

A screenshot of the Handshake website interface. The top navigation bar is blue with the "handshake" logo and a search bar. A dark sidebar on the left contains navigation links for Home, Profile, Lander University, Job Templates, Job Postings, Applications, Students, Schools, Contacts, Events, Members, Fairs, and Surveys. The main content area has three primary buttons: "Post a Job", "Request an Interview", and "Create an Event". Below these are three panels: "Job Postings" showing three job listings (Test Job, Coordinator, Coordinator), "Interview Schedule Postings" with a message "You have not requested any on campus interviews yet.", and "Upcoming Events" with a message "You have not RSVP'd to any upcoming events." At the bottom, there is a section for "Upcoming Career Fairs" listing events like "Healthcare Management & Nursing Career Fair", "Operation Career & Veterans Employment Event", "School of Education Teacher Candidate Showcase", "UGA GRAD Industry Night", and "2017-2018 University of Virginia Career Center Sponsorship".

*Fill out all the required fields. For “Where should students submit their application?”, choose Apply in Handshake. For Job Type, click on On Campus Student Employment. Click Next (at the bottom of the page).

*** Job title**

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

Company Division

Select a division ▼

*** Where should students submit their application?**

Apply in Handshake

Apply through external system

Display your contact information to students?

Name only Don't show my info

*** Job Type**

Internship

Cooperative Education

Experiential Learning

On Campus Student Employment

Fellowship

Graduate School

Job

Volunteer

*** Employment Type**

Full-Time

Part-Time

Duration

Permanent

Temporary / Seasonal

Is this a work study job?









Yes No

Work study jobs are for eligible students only.

< **Basics** Details Preferences Schools **Next** >

*Please indicate how many students you expect to hire for the position. If you are unsure of how many students you will be hiring, enter 1.

⋮ * Description

Heading 1 ▾ **B** *I* U **A**         *I*_x

TO APPLY FOR THIS POSITION, STUDENTS MUST HAND IN THEIR APPLICATION IN PERSON TO THE FITNESS CENTER OFFICE IN TAYLOR GYM. DO NOT APPLY THROUGH HANDSHAKE.

You can copy and paste a description directly from your website – we'll retain all the formatting.

⋮ * Job function

This will help students interested in specific functions search for your job.

⋮ * How many students do you expect to hire for this position?

This number can be approximate and will not be displayed to students.

For Approximate Salary, please enter the dollar amount based on the following:

Level I - \$7.25, Level II - \$8.00

For Job Location, type and choose 320 Stanley Ave., Greenwood, SC, United States.

For required documents check all that apply. For Other Document you can either request the student attaches their class schedule OR you can attach your own application if you have one.

Approximate salary

Paid Unpaid

\$ Per hour

Enter a number, not a range.

*** Job location**

[+ add another location](#)

Allow remote workers

Required documents

Resume

Cover Letter

Transcript

Other Document (e.g. work sample, course schedule, or other misc documents)

*Fill out your preferences regarding Graduation date, School years, GPA and Majors (if you do not choose any Majors, the job will be open to students of ALL Majors).

i Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

Graduation date range

Earliest grad date

Latest grad date

Hiring alumni? You can leave earliest graduation date blank.

School years

- Freshman
- Sophomore
- Junior
- Senior
- Masters
- Doctorate
- Alumni
- Postdoctoral Studies

Minimum GPA

Major categories

- Agriculture, Food & Horticulture - 0 of 9 majors selected
- Arts & Design - 0 of 17 majors selected
- Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- Civics & Government - 0 of 9 majors selected
- Communications - 0 of 7 majors selected
- Computer Science, Information Systems & Technology - 0 of 10 majors selected
- Education - 0 of 10 majors selected
- Engineering - 0 of 19 majors selected
- General Studies - 0 of 3 majors selected
- Health Professions - 0 of 17 majors selected

*Applicant Packages – choose how you would like to receive applications. The default recipient will be the name of the person posting the work-study position (the person logged in to Handshake). Please note, the recipient will need to have a Handshake account to view the applications. Click Next.

Applicant package recipients

Choose recipient ▼

Not seeing the recipient you're looking for? [Create a new contact](#)

✕ Tara Moughan

Email a summary of all applicants once my job expires

Email every time a new student applies

Send all applicants

Only send applicants who match all preferences.

*Enter the Apply start date and the Expiration date. Expiration dates should not go beyond the last day of classes in the Spring semester.

*Click the blue Save button on the bottom right of the screen. Once you hit the Save button, your job will be sent to a “Pending Approval” file, in Handshake. You will be notified once your job has been approved.

The screenshot displays the Handshake job posting interface. At the top, the 'Job postings' section includes a search bar with the placeholder text 'Search your schools to add job postings', an 'Add All Schools' button, and a 'Find More' button. To the right of the search bar are two date selection fields: 'Global apply start date' with a 'Set global start' button, and 'Global expiration date' with a 'Set global expiration' button. Below this is the 'Schools' section, which is a table with columns for 'Schools', 'Interview on campus?', 'Apply start date', and 'Expiration date'. The table contains one entry for 'Lehigh University' with a red border around the 'Expiration date' field, which is currently set to 'YYYY-MM-DD'. At the bottom of the interface, there is a navigation bar with tabs for 'Basic', 'Details', 'Preferences', 'Schools', and 'Next', and a blue 'Save' button on the far right.

If you have any questions about Handshake, please contact Courtney Carpenter, in the Career Services department, at 864-388-8404 or ccarpenter1@lander.edu.