How to post a job in Handshake

UTD - Student Employment

Step 1 - Start by clicking **Post a Job** from your home dashboard

*You can also click **Jobs** in the left hand navigation bar and then select **Create Job** in the top right corner.*

Step 2 - Once you have chosen to create a new job, you will be asked to navigate 4 screens:

**Job Basics, Job Details, Job Preferences and Schools**

You don’t have to fill out every field to create your job - required inputs will be identified with an asterisk (*) 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).
Job Title - The name of the job. You’ll see an option below to add an ATS / job code. It's useful as a reference number, but does not actually provide any additional functionality.

Company Division – n/a (this is not a field we use in our configuration at this time)

Require Students to also... – Select No. If you have any other or special preferences regarding the application submission, please confirm later in your job description.

Job Type - Select “On Campus Student Employment”

Add an Employment Type & Duration - When selecting Temporary / Seasonal, you’ll need to add both the start and end dates.

Work Study Job – Indicate whether or not this is a work study job. Students that are not eligible for work study at their school will not be able to view or apply to this position if marked “Yes”. If you wanted to make the job marketable to both you have 2 choices:

- Select “No” to make the position viewable to both but indicate “position open to both work and non-work study applicants” in your job description. (will not be sorted with work study if filtered)
- Select “Yes” to have the position viewable to work study students. You could then duplicate the same positing and select “No” in the duplicate posting to make the same job viewable for non-work study students.

Once you’re finished with Job Basics, choose Next along the bottom of your screen. This will bring you through to the next section entitled Job Details.
Required documents - Specify which documents need to be submitted for the student to apply to your position. “Resume” will be selected by default, but if you click “Other Document” a window will appear and ask you to confirm exactly which document.

Once you’re finished with Job Details, choose Next along the bottom of your screen. This will bring you through to the next section entitled Job Preferences.
**Graduation date range** - specify the earliest and latest graduation date for qualified applicants

**School years** - if you prefer instead, to qualify students by School Year you can choose from the list provided

**Minimum GPA** - set to 2.0 for all on campus student employment opportunities

**Majors** - these majors are consolidated across every school on Handshake. Once you select a category (by clicking on the checkbox next to it), that category will expand to show the majors within it. All majors within a category will be selected by default. You can still remove majors that you don’t want included, by clicking on them

**Applicant Packages** - here you can choose how to receive applicant packages. These packages include any documents you’ve marked as required for applicants

**Add Someone Else** - at the bottom you can add additional staff members who should receive applicant packages. Select the dropdown to select existing staff. If you need to add someone who does not have a Handshake account select Add New Contact and input their info. You can also remove yourself if necessary.

Once you’re finished with **Job Preferences**, choose **Next** along the bottom of your screen. This will bring you through to the next section entitled **School**.
Add School - select UT Dallas from the section on the left

Application Dates - once UTD is selected you will have fields for the application start date and expiration date. The minimum range is at least 5 business days or 50 applicants reached in conjunction with University HR policy.

Interview on Campus - N/A - this box should be left unchecked

Once you're finished with School, choose Create along the bottom of your screen. This completes the job posting process. Your job status will go into pending until approved by the student employment team. Until that time you may edit your posting using the edit button in the top right corner of the job details screen.