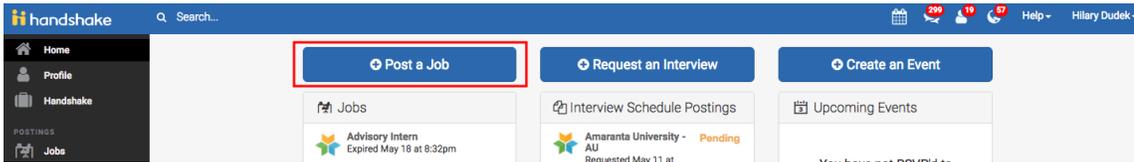# How do I post a job?

1. Start by clicking **Post a Job** from your home dashboard:



You will now be asked to complete 4 steps: Job Basics, Job Details, Job Preferences, and Schools to post the job to. You don't have to fill out every field to create your job - required inputs will be identified with an asterisk (*).

## JOB BASICS

**Job Title**
- You'll see an option below to add an ATS / job code. If you select this option, you'll be able to add a tracking code to this job that matches the job on your own external site. It's useful as a reference number, but does not actually provide any additional functionality.

Require students to apply through an **external website or applicant tracking system**
- If you select "yes" for this option, you'll be able to input a url for them to apply through
- Note, they will still apply through Handshake first, but they will see your link to also apply through your own system as a required step.

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

**\* Job Title**

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

**Require students to also apply through website or applicant tracking system?**

○ Yes ● No

**Display your contact information to students?**

● Name Only ○ Name and Email ○ Don't show my info

**\* Job Type**
- ○ Job
- ○ Internship
- ○ On Campus Student Employment
  *Show more options*

**\* Employment Type**
- ○ Full-Time
- ○ Part-Time

**Duration**
- ● Permanent
- ○ Temporary / Seasonal

## JOB DETAILS

**Description**
- If you copy and paste a description from your own website, we'll retain all of the formatting for you

**Job Salary** (optional).
- You can also toggle the dropdown on the right between per year / per month / per hour, or mark the job as an unpaid position

**Location**
- As you start typing the address, some suggestions will show up in the address field - you must select one rather than manually typing it in.
- This can be a specific office location, or a general city like "Chicago, USA"
- If this position is located in multiple locations you can select **Add**

**Another Location**
- If your job is in the United States, you'll see an additional "Eligibility for international students" section appear.

**\* Description**

| A Normal text ▾ | Black ▾ | **Bold** | *Italic* | Underline | ☰ | ☰ | ☰ | ☰ |

| ☰ | ☰ | ☰ | ✎ | ⧉ | 🖼 |

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

**\* Job functions**

Choose a job function...

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

**Salary**

$ | Per year ▾

☐ Unpaid

**\* Job Location**

Enter your address

☐ Allow remote workers?

**Required Documents**
- ☑ Resume
- ☐ Cover Letter
- ☐ Transcript
- ☐ Other Document (e.g. work sample, course schedule, or other misc. documents)

As mentioned above, choosing a job location in the United States, will open up an "Eligibility for international students" section. Select either of the options that appear, or read more about them with the additional links provided -

**Eligibility for international students (non-US citizens or permanent residents)**

☐ Would you sponsor a work visa for the right candidate?

☐ Would you hire international students seeking internships in their field of study? (OPT and/or CPT eligible. Note: OPT/CPT requires no immigration sponsorship by an employer.)

# JOB PREFERENCES

None of the preferences you add to this page will block students from applying for your job - all of these preferences are completely optional.

Prefer to qualify students by **School Year** - like Freshman, Sophomore, Junior? You can select the link below to toggle to that option instead.

**Minimum GPA** value

**Majors** - Setting up your **Major Preferences**
- By choosing "Computer Science", map out your major preference to each schools' individual term for "Computer Science"
- Even if it's name "Software Engineering" at a different school, it will still get bucketed into this major correctly

**Note:** 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 - remove them by simply clicking on the major you'd like to remove.

**Applicant Packages**
- **Email a summary** - you'll receive one email once your job expires
- **Email every time** You'll see your name listed first. You can select (or remove) the following options:
- You can also add other teammates to receive packages by choosing from the dropdown. If you haven't added them as a contact yet, there will be + add new contact at the bottom of the dropdown.

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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** *Hiring alumni? You can leave earliest grad date blank*

Earliest grad date
- month
- year

Latest grad date
- month
- year

**School years**

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

**Minimum GPA**

**Majors** *Select a category to choose specific majors*

- ☐ **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
- ☐ **Humanities & Languages** - 0 of 12 majors selected
- ☐ **Life Science** - 0 of 14 majors selected
- ☐ **Math & Physical Sciences** - 0 of 4 majors selected
- ☐ **Natural Resources, Sustainability & Environmental Science** - 0 of 11 majors selected
- ☐ **Social Sciences** - 0 of 9 majors selected

These majors consolidate individual majors across every school on Handshake. To choose a specific major by individual school click here.

**Applicant Packages** *Specify who should receive the applicant packages*

👤 Employer Dolores University
- ☑ Email a summary of all applicants once my job expires
- ☐ Email every time a new student applies
  - ○ Send all applicants
  - ○ Only send me applicants who match all of my preferences

Add someone else to receive packages

**Add schools** on the left
- **CSUB will automatically be Defaulted Below if this is the only school you have registered with**



**Note:** if your company has not been **approved to post jobs at a school**, you will not see that school as an option.

- Once you've added schools, you'll see a few options to manage them
  - **Remove a school** - The (-) to the left of each schools allows you to remove it from the list
  - **Interview on campus?** - selecting this will simply flag this job on the school side, as an employer potentially interested in interviewing.
  - **Apply start date** - you can choose if you'd like to block students from applying to your job until a specific date.
  - **Expiration date** - you can update the date that the job will expire at that school (and students will no longer be able to apply).
- Adding a **Global apply start date** allows you to update the job start date for every school on your list (it will overwrite previously set start dates).
- Adding a **Global post expiration** allows you to update the post expiration for every school on your list (it will overwrite previously set expiration dates).

You're all set! Choose **Create** on the bottom navigation to create and review your job