

## Posting On-Campus Jobs in Handshake

Once you have created an account in Handshake and JOINED the Calvin College employer account, you will be able to post your on-campus jobs in the system.

1. Login to your Handshake employer account and click on Post a Job.
2. **Job Title:** Add in the job title of your on campus job.
3. **Company Division:** You may choose the division that fits most closely to where you work on campus.
4. **Require students to also apply through website or applicant tracking system?** You can either have students only apply through Handshake, or you can direct them to an exterior website to apply as well (e.g. if you have a web form students need to complete. If you want them to apply through another means (e.g. emailing you directly), provide those directions in the body of your posting.
5. **Job Type:** Choose On-Campus Student Employment
6. **Description:** Let applicants know what this job entails. Please include specifics if possible.
7. **Job Functions:** Select options that are related to your job. This can help students search more accurately for positions they are interested in.
8. **Required Documents:** Decide what you want students to submit when applying for jobs. If you choose Other Document at the bottom, you can include directions on what other documents you would like to require. Typically, every position will require a resume if you want students to apply through Handshake. This is good practice because it increases student professionalism and gets them used to using resumes in the application process, a common employment practice.
9. **Applicant Packages:** The first box is automatically checked; this sends all application packages to you once your posting expires. You can also check the second box if you would like an email any time someone new applies. If you want someone else in your department to receive applicants, you can add them.



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

Laurie Lemmen ✕

Email a summary of all applicants once my job expires

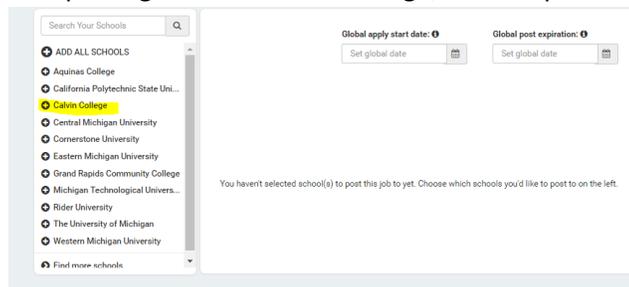
Email every time a new student applies

Send all applicants

Only send me applicants who match all of my preferences

Add someone else to receive packages ▾

10. On the next page, click the plus sign next to Calvin College, enter expiration date, and click Create.



Search Your Schools

ADD ALL SCHOOLS

- Aquinas College
- California Polytechnic State Uni...
- Calvin College
- Central Michigan University
- Cornerstone University
- Eastern Michigan University
- Grand Rapids Community College
- Michigan Technological Univers...
- Rider University
- The University of Michigan
- Western Michigan University

Find more schools

Global apply start date:  Set global date

Global post expiration:  Set global date

You haven't selected school(s) to post this job to yet. Choose which schools you'd like to post to on the left.

11. Keep track of your job ID or job title, and select the option to follow your job.

