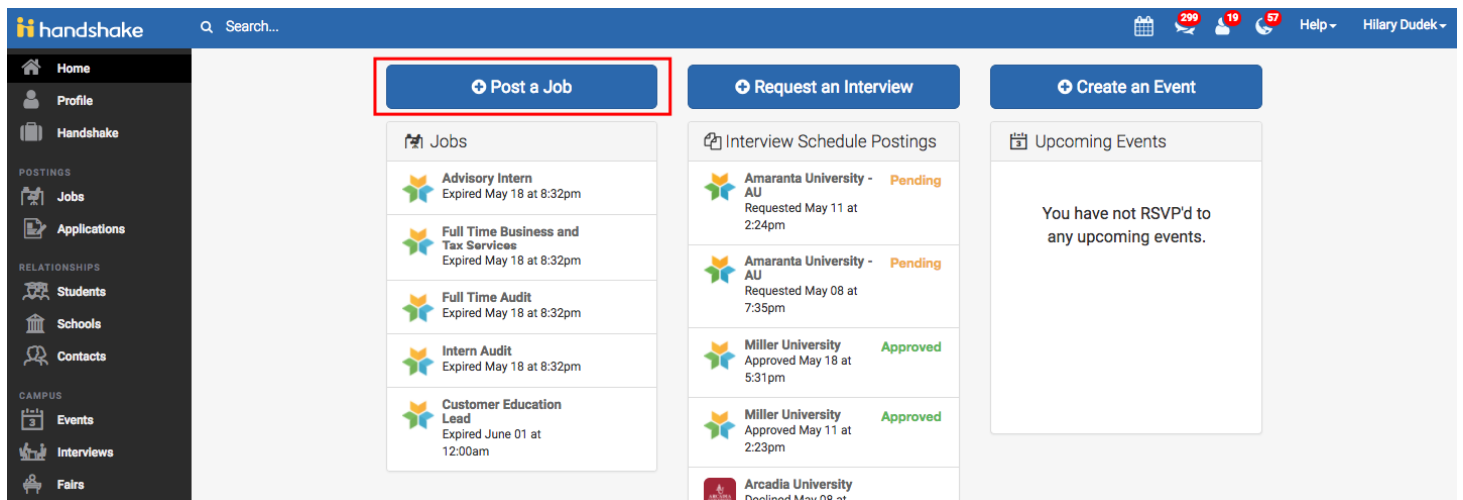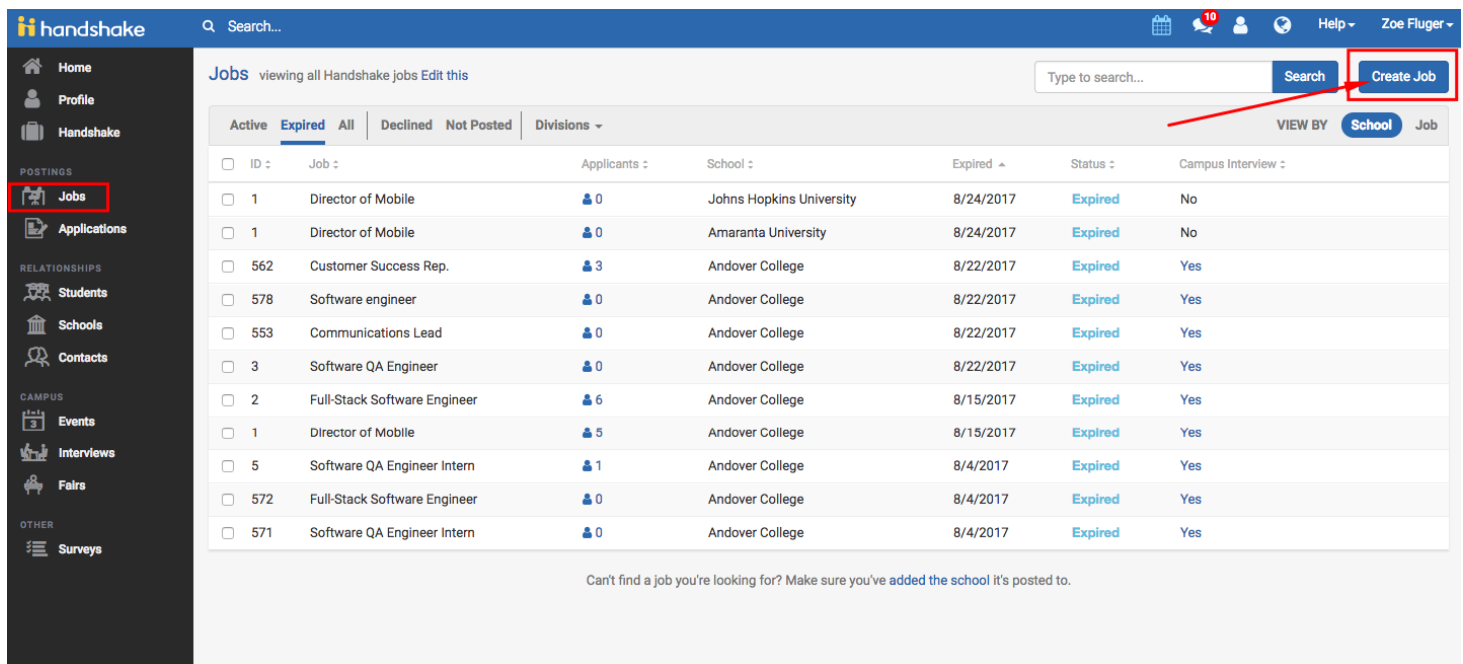# To post a job on Handshake: https://widener.joinhandshake.com/login

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* toward the right hand corner.

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(*).

Helpful Tip: 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).

2. Let's start by going through **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.
- **Company Division**
  - Select Widener University- On Campus Employment
- **Where should students submit their application?**
  - You can elect if you'd like to collect applications in Handshake
  - If you have an external system (like an ATS) you'd like to direct students to, select Apply through external system and you'll be able to input a url for them to apply through
- Add a **Job Type**
  - Don't see the job type you're looking for? Choose "Show more options", and you'll see options for Cooperative Education, Experiential Learning, Fellowship, and Graduate School
- Add an **Employment Type & Duration**
  - When selecting Temporary / Seasonal, you'll need to add both the start and end dates.
- **Work Study Job**
  - If 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. Only select "Yes" for the Work Study Job if this position is a work study only position.

* 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
○ Job
○ Internship
○ Cooperative Education
○ Experiential Learning
○ On Campus Student Employment
○ Fellowship
○ Graduate School
○ 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.

3. Once you're finished with **Job Basics**, choose **Next** along the bottom of your screen. Next we'll go through adding in your **Job Details:**

- Add a **Description** for your job
  - If you copy and paste a description from your own website, we'll retain all of the formatting for you
- Choose **Job Functions** from the dropdown
  - This helps students search for jobs by their functional area
- Add how many students you plan on hiring for this position.
  - This does not affect your job in any way, but rather is used for historical, data, and tracking purposes.
- You can add a **Job Salary** if you'd like, however this is completely 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

- Enter a **location** for your job
  - 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 "Chester, PA"
    - If you do not see your location listed, please submit feedback to Mapbox here: https://www.mapbox.com/geocoder-feedback/
  - 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. We'll talk about that below.

-

* Description

Heading 1 ⬍	**B**	*I*	U	A	A	☰	☰	☰	☲	☲	⬀	⊡	𝐼ₓ

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

* Job function

Choose a 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.

Approximate salary
🔘 Paid ⚪ Unpaid

$ | Per hour ⬍

Enter a number, not a range.

* Job location

Search

+ add another location
☐ Allow remote workers

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

- 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 within the product

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* Job location

San Francisco, California, United States

+ add another location

☐ Allow remote workers

Eligibility for international students (non-US citizens or permanent residents)
* Would you sponsor a work visa for the right candidate?
◯ Yes   ◯ No

* Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for an internship under OPT/CPT)
◯ Yes   ◯ No

Required documents
☐ Resume

☐ Cover Letter

☐ Transcript

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

- Finally, if you'd like for a student to submit documentation in Handshake, you can select **documents to require** students to submit with their application

4. Once you're finished with **Job Details**, choose **Next** along the bottom of your screen to reach the **Job Preferences** tab:

- **Note:** none of the preferences you add to this page will block students from applying for your job. But we will show you candidates that meet all of your preferences, and those who don't. You can learn more in our article on Job Preferences.
- **Also note:** all of these preferences are completely optional.
- Add a **Graduation date range** for your job by specifying the earliest and latest graduation date for qualified applicants
  - Prefer to qualify students by **School Year** - like Freshman, Sophomore, Junior? You can select the link below to toggle to that option instead.
- Add a **Minimum GPA** value
- Choose which **Majors** would make a student qualified for your job. This step is discussed in more detail below.
- Finally, configure who should receive **Applicant Packages**, and with what frequency. We've also added additional details on this below

> ⓘ 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

| month | ⬍ | | year | ⬍ |

Latest grad date

| month | ⬍ | | year | ⬍ |

Hiring alumni? You can leave earliest graduation date blank.

School years

☐ Freshman

☐ Sophomore

☐ Junior

☐ Senior

☐ Masters

☐ Doctorate

☐ Postdoctoral Studies

☐ Alumni

Minimum GPA

- Setting up your **Major Preferences**
  - So by choosing "Computer Science", I am mapping my 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. But I can remove them by simply clicking on the major I'd like to remove.
  - In the image below, I've chosen to remove Library Sciences, User Experience, and Information System Management from the Computer Science category. I see that I've selected 5 of 8 majors.
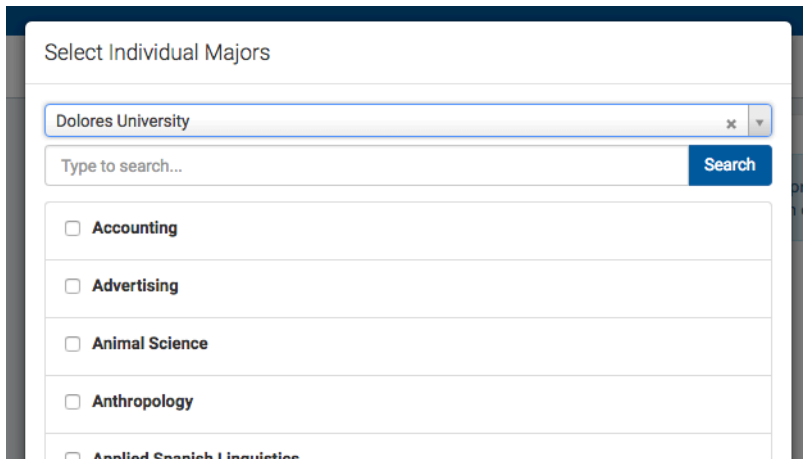

  - If you know of a very specific major at a school that you'd like to choose instead of our mappings, choose the link at the bottom:

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

- o   This will open up a modal to pick your school and major manually:

- Setting up who should receive **Applicant Packages**
  - o   **Email a summary** - you'll receive one email once your job expires
  - o   **Email every time** - you'll get emails each time a new student applies. If you choose this option, you can then specify whether you want every student who applies, or only students who match all of your preferences (Eligibility for international students, grad date / year, GPA, and Major).
  - o   You'll see your name listed first. You can select (or remove) the following options:
  - o   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.

5. Once you're finished with **Job Preferences**, choose **Next** along the bottom of your screen. Next we'll go through **School selection:**

- **Add schools** using the dropdown, and you'll see them appear in the table below
  - o   **Note:** if your company has **not** been **approved to post jobs at a school**, you will not see that school as an option. If you have **not been approved at any schools**, you can still create this job and come back later to add schools.
  - o   If you'd like to post this job to all schools you've been approved at, select "Add All Schools" at the top
- Once you've added schools, you'll see a few options to manage them
  - o   **Remove a school** - The (-) to the left of each school allows you to remove it from the list

- o **Interview on campus?** - selecting this will simply flag this job on the school side, as an employer potentially interested in interviewing. To actually request an on campus interview, please see the [relevant help article](#).
- o **Apply start date** - you can choose if you'd like to block students from applying to your job until a specific date.
- o **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).

6. Choose **Create** on the bottom navigation to create and review your job

7. The finished job will be sent to the Financial Aid Office for approval before students can view the posting. Please allow 1 business day for the job positing to be available for students to view and apply.