

Instructions for How to Post your Job Description in Handshake

UB Student Employment and UB Career Development created this guide, which includes troubleshooting tips and step-by-step pictures, to help walk you through the process of posting jobs. Getting started should be a smooth process!

1. You will receive an email from Handshake (handshake@notifications.joinhandshake.com) on July 29, 2020 inviting you to activate your account under the University of Bridgeport account.



You're invited to recruit at University of Bridgeport

Hi Testing Invite,

Admin Adminson from Brakebills University has invited you to join Handshake!

Handshake helps employers find, access and hire the best college talent. Connect with top students at hundreds of universities using our single platform.

GET STARTED

This is what the email from Handshake will look like.

As an “employer” you can now post and edit your own job posting, as well as connect with the applicants, schedule interviews, and more!

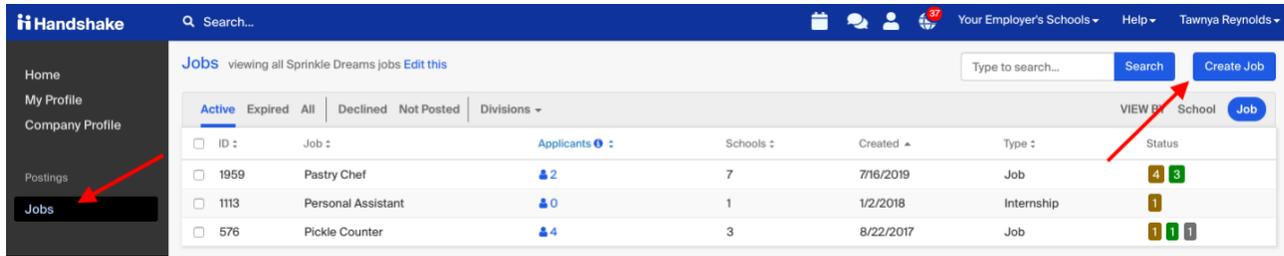
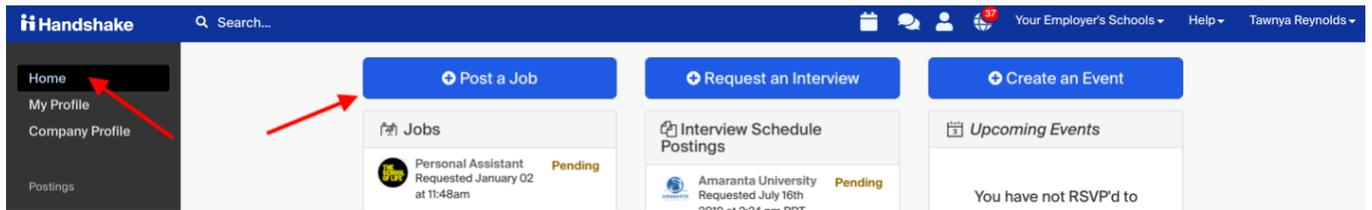
2. Follow the link “GET STARTED” in the email to take you to the account creation process.

Helpful tip: Add handshake@m.joinhandshake.com ahead of July 29 to your email contacts or address book.

If you do not receive the invitation email, try checking your spam and junk folders to ensure the emails did not get filtered out.

To post a job on Handshake

Start by clicking **Post a Job** from your home dashboard, or clicking on **Jobs** in the left hand navigation bar and clicking **Create Job** in the top right hand corner.



- You will now be asked to complete four tabs in the posting. The four tabs are Basics, Details, Preferences, and Schools. Once you have completed the four tabs, you will have an option to use the **Preview** tab to see what your posting will look like.
- Unless the field states “(Optional)” next to the field name, **all fields are required**.

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).

1. Let's start with the first tab: **Job Basics**

- Where should students submit their application?** Select Apply in Handshake
- Job Title** Fill in the appropriate title
- Company Division** You'll notice we've pre-created divisions. Each department that hires a student is its own division. Click the drop down arrow, select your department.

When posting a job, make sure you're choosing only your division when you create the posting. Even though this is says “Optional” you must select your division, otherwise the posting will go to all departments.

Note: Computer Science and Engineering are one division.

Helpful Tip: The division are the departments, and are listed in alphabetical order.

- **Display your contact information to students?** Select if you want your name shown on the posting
- **Job Type** Select On Campus Student Employment
- **Employment Type** Select Part-time
- **Duration** Select Temporary / Seasonal. You'll need to add both the start and end dates.
- **Is this a Work Study Job?** Check this box. All position on campus are Work Study

Graduate Assistants, for purposes of posting the position in Handshake, must be classified as “Work Study”. Please indicate in the Job Description Graduate Assistantship to clarify the position. You will have an opportunity to insert Graduate Assistant in the job title on page 2.

Once you're finished with **Job Basics**, choose **Next** along the bottom of your screen, or you can select the **Details** tab.

Below is the image of the **Basics** tab

Where should students submit their application?

Apply in Handshake

Apply through external system

Job title

Company Division (Optional)

Select a division ▼

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?

Work study jobs are for eligible students only.

Yes

No

Cancel

<
Basics
Details
Preferences
Schools
Preview
Next >

Save

2. The next tab is **Details**

- Add a **Description** for your job. You are welcome to write directly into the box or copy and paste the description. If you copy/paste from Word doc, etc., the formatting will be retained upon posting.

Be sure to include qualifications, responsibilities, and location (building name, room number, etc.), and other items normally featured in a job description.

- **Job role(s)** Select the Job role that **best matches** your job.

The Job Role selection will not impact the job description and students will not be able to use Job Roles to search or filter for jobs.

- **How many students** Add the number of students you plan to hire for this position.

This does not affect your job in any way, but rather is used for historical, data, and tracking purposes.

- **Job Salary** Do not enter a salary. Please skip this sections. The salary is arranged and managed by Student Employment.
- **Job Location** Enter Bridgeport, Connecticut. “Bridgeport, Connecticut, United States of America” will show up in the address field – you must select one rather than manually typing it in.

Waterbury Campus: Enter Waterbury, Connecticut

- **Allow for remote workers** Remote work is not allowed for Work Study positions. Please do not check this box.
- **Required Documents** If you'd like for a student to submit documentation in Handshake, you can select the documents to require students to submit with their application.

Once you're finished with **Job Details**, select **Next**, or click directly on the **Job Preferences** tab

Below is the image of the **Job Details** tab.

The screenshot shows the 'New Job' form in Handshake. The page title is 'New Job' and there are 'Jobs' and 'New Job' tabs. The main content area is titled 'Description' and contains a rich text editor with a toolbar (Heading 1, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Link, Unlink, Source) and a large text area. Below the editor is a note: 'You can copy and paste a description directly from your website – we'll retain all the formatting.' Underneath is a 'Job role(s)' dropdown menu with a search field 'Type to search...'. At the bottom, there is a note: 'Job roles are search facets for students who are looking for a certain type of work. Your selection(s) will help the students interested in these roles find your jobs. [Learn more.](#)'

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. Specifying a salary value is optional.

Job location

[+ add another location](#)

Allow remote workers

Required documents (Optional)

Resume

Cover Letter

Transcript

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

Cancel Basics **Details** Preferences Schools Preview

3. The next tab is **Job Preferences**. Note: all of these preferences are completely optional.

- None of the preferences you add to this page will block students from applying for your job. Handshake 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](#).
- **Graduation date range** Add graduation date range for your job by specifying the earliest and latest graduation date for qualified applicants
- **School Year** Prefer to qualify students by year in school? You can select the link below to toggle to that option instead.
- Add a **Minimum GPA** value
- **Majors** Choose which majors would make a student qualified for your job.

Once you select a category (by clicking on the checkbox next to it), that category will expand to show the majors within it. Or you can link "[Choose a specific major by school](#)", enter University of Bridgeport and then select a major

- **Applicant package recipients** This section allows you to determine who will receive the students' application materials (resume, cover letter, etc.). By default your name will appear and be checked as the recipient. If you would like someone else to receive the application materials either in addition to you or instead of you, you can add or find them the Applicant package recipient drop down menu.

Email a summary - you'll receive one email once your job expires

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 by grad date / year, GPA, and Major).

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

Below is an image of the **Job Preferences** tab.

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

[Empty input field]

Minimum GPA

Major categories

- Agriculture, Food & Horticulture - 0 of 9 majors selected
- Arts & Design - 0 of 19 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 - 8 of 10 majors selected
 - Agriculture Education
 - Early Childhood Education
 - Education Administration
 - Elementary Education
 - Health & Physical Education
 - Higher Education
 - Language Arts Education
 - Mathematics Education
 - Secondary Education
 - Special Education
- 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

Cancel < Basics Details Preferences Schools Preview Next > Save

4. The next and final tab is **School Selection**.

- Type in University of Bridgeport in the “Search your schools to add job postings” field.
- **Interview on campus?** Selecting this will simply flag this job for Career Development as an employer potentially interested in interviewing candidates for the job
- **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; students will no longer be able to apply
- Ignore **Global apply start date and Global post expiration**

Below is an image of the **School Selection** tab.

Job postings

Search your schools to add job postings

- Accidental Saints Academy
- Alverno College
- Cal Poly Demo
- California State University San Marcos
- CivCom
- Cornell College

Global apply start date ⓘ Set global start

Global expiration date ⓘ Set global expiration

Apply start date: 2018-07-12 02:00 pm

Expiration date: yyyy-mm-dd

New Job Jobs New Job

Job postings

Search your schools to add job postings

Add All Schools Add Favorite Schools Find More

Global apply start date ⓘ Set global start

Global expiration date ⓘ 2020-01-03 11:00 pm

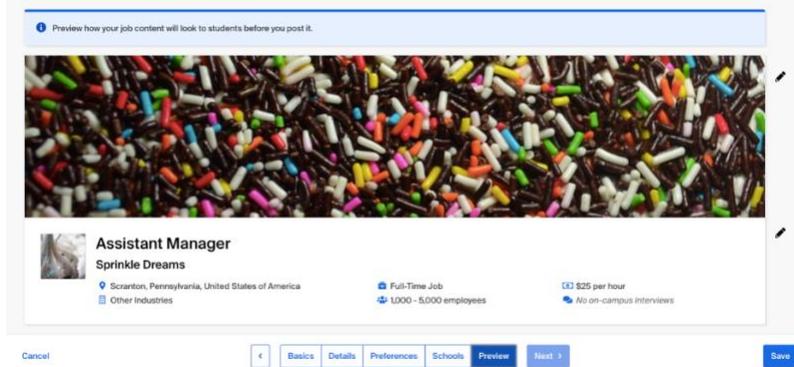
Schools	Interview on campus?	Apply start date	Expiration date
<input checked="" type="checkbox"/>  Amaranta University	<input type="checkbox"/>	2019-10-24 02:00 pm	2020-01-03 11:00 pm
<input checked="" type="checkbox"/>  Rivendell University	<input type="checkbox"/>	2019-10-24 02:00 pm	2020-01-03 11:00 pm
<input checked="" type="checkbox"/>  School of Life	<input type="checkbox"/>	2019-10-24 02:00 pm	2020-01-03 11:00 pm

Note: You will only have one school selected here – University of Bridgeport

Cancel ← Basics Details Preferences **Schools** Preview → Next > Save

You have the option to select **Next** or **Preview** on the bottom navigation to see what your posting will look like

Below is an image of a job posting **Preview**



If you're happy with how it looks, click **Save** in the lower right corner to save the job and publish your posting out to be reviewed by students.

Tip: To see the application process from a student's perspective please view: [Apply for a Job in Handshake](#)

If you'd like to make sure your job is posted successfully, please refer to [Confirming Your Job is Posted Successfully](#).