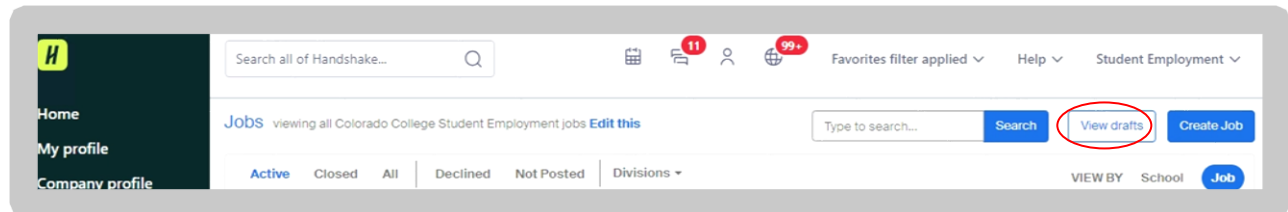# How to Post a Job on Handshake

(October 2023 Update)

Before beginning: To post a job on Handshake, you must have a confirmed user account. Contact CC Student Employment (studentemployment@coloradocollege.edu) for user account approval. You will be approved if you have done the supervisor training.

1. Starting the Process

a. From your home dashboard, Click the blue button Create Job in the upper-right corner of the page. Complete the job form as outlined below to successfully create and post your job.
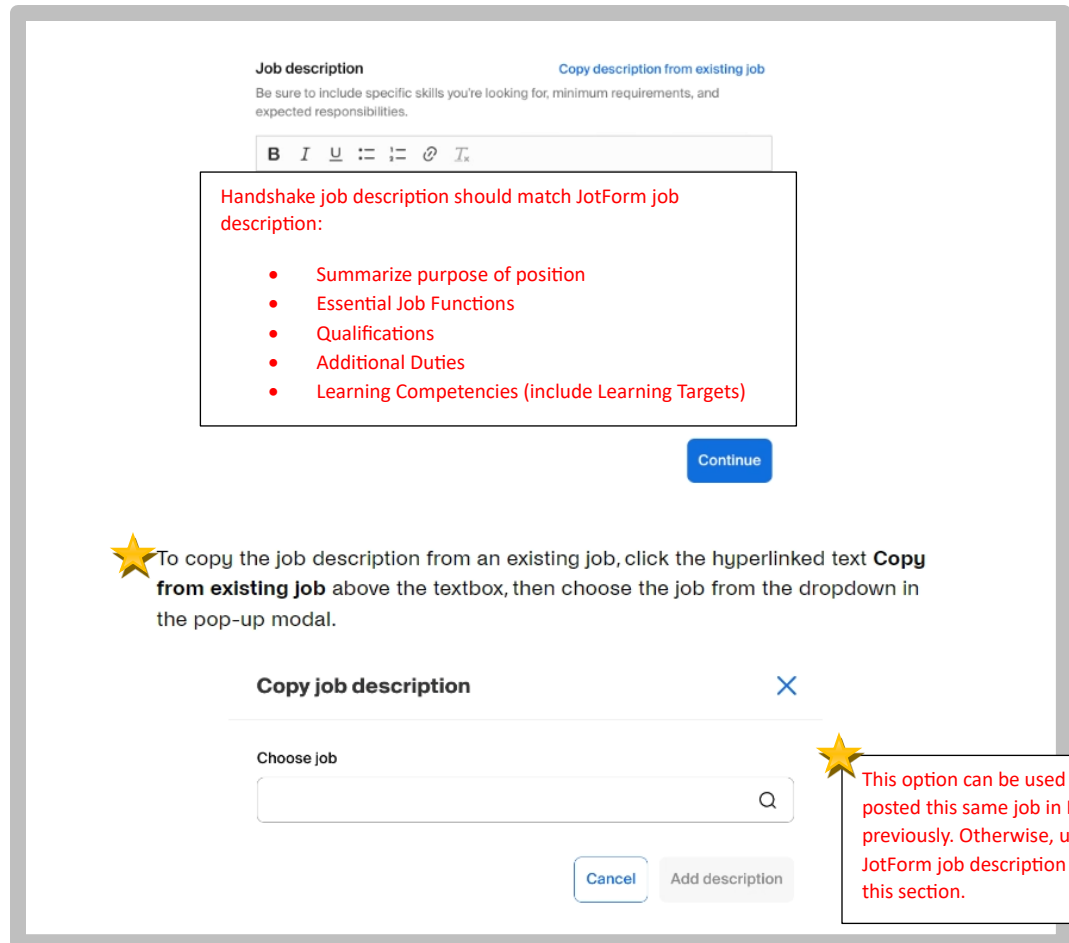
2. Entering Basic Information.

a. Handshake job title must match Jotform job title.
b. Must mark job as "On Campus Student Employment". Please do not mark the job as anything else or it won't get to our approval queue.

c.   Do not mark job as Work Study program. There are only a few Work Study Award required positions (i.e CCE)

3. Completing Job Description

Job description   Copy description from existing job
Be sure to include specific skills you're looking for, minimum requirements, and expected responsibilities.

B *I* U ≔ ≡ ∂ Tₓ

Handshake job description should match JotForm job description:

- Summarize purpose of position
- Essential Job Functions
- Qualifications
- Additional Duties
- Learning Competencies (include Learning Targets)

Continue

⭐ To copy the job description from an existing job, click the hyperlinked text **Copy from existing job** above the textbox, then choose the job from the dropdown in the pop-up modal.

Copy job description   ✕

Choose job

🔍

This option can be used if you have posted this same job in Handshake previously. Otherwise, use your JotForm job description to complete this section.

Cancel   Add description

a.

Click the blue button **Continue** in the lower-right corner of the page to proceed.

- If you'd like to save your job as a draft, click the white button **Save as draft** in the top-right corner of the page. Fields that must be completed before saving as a draft will show an error.
- **Note**: to access the job post later, click the white button **View drafts** in the top-right corner of the **Jobs** page.

JOBS viewing all Sprinkle Dreams jobs Edit this   Type to search...   Search   View drafts   Create Job

b.

4. Providing Location Requirements

Location requirements   Always select **Onsite**   –

Where should candidates except to work? *(select one)*

- (●) Onsite *(employee works in person from a specific location)*
  - Onsite location
    - Add the city and state where the job is located. If you're hiring in multiple cities, include them all.
      - Check the box if the job is based in **More than 50 locations.** *(only visible to institutions with more than 10,000 employees)*
        - Select either **US only** or **Various global locations.**

Note: to remove a location, click the **X** to the right of the city and state.

Click the blue button **Continue** in the lower-right corner of the page to proceed.

Location requirements
Where should candidates expect to work?

Onsite	Remote	Hybrid
Employee works in person from a specific location.	Employee works from home.	Employee works a combination of onsite and remote.

Onsite location
Add the city and state where the job is located. If you're hiring in multiple cities, include them all.

Colorado Springs, Colorado, United States   🔍

💡 **Tip**
Job seekers are more likely to apply when a location is included. Adding one here ensures your job shows up in location-based searches and recommendations.

🚫 Job is located at residential addres **Do not check this box!**

Back   **Continue**

a. Select Onsite
b. Enter "Colorado Springs, Colorado, United States" as Onsite Location.
c. Do not check "Job is located at residential address".

5.

| Time requirements | Select Part-Time and Permanent. Only select Temporary or seasonal if it is a summer position. Click blue button at bottom to continue. | – |

6.

| Compensation and benefits | Expected pay should be entered as a custom range: Step One: $14.42-$14.42
*as of 01/01/2024
Step Two: $14.82-$14.82 |

7.

| Categorize your job | You must select a job category or Handshake will not let you proceed to the next step. Press blue button to continue. | – |

8.

| Candidate qualifications | Enter any job qualifications you want and press blue bottom at bottom to continue. | – |

9. Application Process Information

Application process   –

What's the application timeline and process?

First, choose the application open and close date.

The job will have a single application open and close date.

Click the calendar icon to the right of each field to select the date and time from the calendar modal.

The time zone will be written in relation to **GMT**, and will also vary based on daylight savings.

Note: the time zone will always be in the time zone of the person creating or viewing the job.

- California = GMT-7 or GMT-8 **based on daylight savings**
- NY = GMT-4 or GMT-5 **based on daylight savings**

- **Application open date**
  - The application's open date defaults to today's date and the time of 6am in the user's time zone.

    Please select an open date two days after you submit posting for approval to allow for processing time.

    - Select today's date, or a date in the future.
    - Select time.
- **Application close date** *(1 year max)*
  - The application's close date defaults to 6 months from the application's open date, at 6am in the user's time zone.

    Please select a close date at least five days after open date to allow for equity compliance.

    - Select the date the job will close, up to 1 year in the future.
    - Select time.

Next, enter the **number of hires** in the textbox. This number will not show up to job seekers.

a. Please select an open date two days after you submit posting for approval to allow for processing time.
b. Please select a close date at least five days after open date to allow for equity compliance.

Finally, choose **how will candidates submit applications?** ⭐ For compliance and equity, Student Employment applicants are required to apply directly on Handshake.

- **On Handshake**
  - Additional required documents *(select one or many)*
    - Handshake profile *(selected by default)*
    - Resume
    - Cover letter
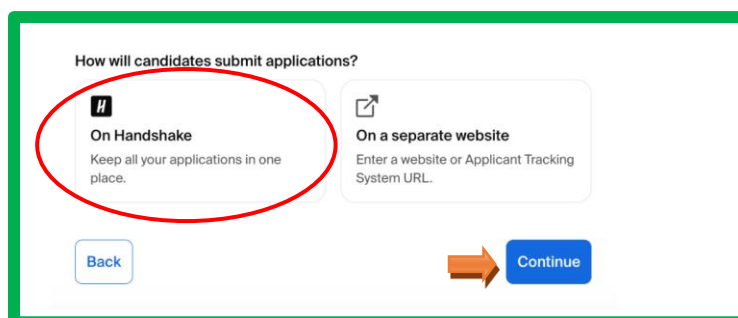   - Transcript
    - Other

    You must require at least one additional required document besides the Handshake profile (a resume, cover letter, etc.)

- **On a seperate website**
  - Enter an external or Applicant Tracking System URL
    - **Note**: URL must begin with http:// or https://
  - Instructions for applicants *(optional)*

c. Supervisors must require at least one additional required document besides the Handshake profile (a resume, cover letter, etc.)
d. For compliance and equity, Student Employment applicants must apply directly on Handshake

How will candidates submit applications?

On Handshake
Keep all your applications in one place.

On a separate website
Enter a website or Applicant Tracking System URL.

Back   Continue

10. Assigning Your hiring team

Your hiring team   +

Job owner *(job poster)*

- **Messaging availability**
  - Give candidates the option to message you through the job post. Messages from candidates will not count against your message limit.
    - *Learn more about your Message Limits in Handshake.*
  - To give candidates the option to message you, check the box for **Feature [NAME] as available for candidate message**.
- **Email settings** *(select one or many)*
  - Send summary email once application period closes
  - Send email when a candidate who meets qualification applies
  - Send email when a candidate applies

***Hiring team members** *(optional)*

Lee Cooper
University Recruiter

Messaging availability
Give candidates the option to message you through the job post. Messages from candidates will not count against your message limit.

☐ Feature Lee Cooper as available for candidate messages

Email settings

☑ Send summary email once application period closes

☐ Send email when a candidate who meets qualifications applies

☐ Send email when a candidate applies

Hiring team members (optional)   Invite new teammate

Choose team member   🔍

Click to add additional recipients of applicant information

11. Review Job Post

The final step is to review your job posting. Review the details and modify any sections as necessary.

- To edit any section, click the pencil icon to the right of the section, then click the blue button **Continue** to save changes, and to reach the last page of the job form.

To post your job, click the blue button **Post job** in the lower-right corner of the job form.

Your hiring team
✏ Edit

Company division
--

Job owner
Lee Cooper

Hiring team members
Layne McAllister

Back
Post job

Please allow 1-3 days for job posting approval. **Remember to adjust your open and close dates to account for processing time**. Please email studentemployment@coloradocollege.edu if you need further assistance.