

How to post a student employment job using Handshake

- 1) Go to url <https://app.joinhandshake.com/login>. Do not use Single Sign On for Handshake.
 - a. Enter the student employment email address (studentemployment@coloradocollege.edu) under Employers & Career Centers

No account? [Sign up here.](#)

Sign in

Students & Alumni
Please select your school to sign in.

Please select your school to sign in. ▾

Never logged in? Select your school and we'll tell you what to do next!

Employers & Career Centers
Please sign in with your email.

[Next](#)

- 2) Then enter your password credentials and click Sign In

CC
COLORADO COLLEGE

CC Student Employment
studentemployment@coloradocollege.edu

Is this not you?
[Switch Accounts.](#)

Welcome back, Student

Please enter your password to sign in.

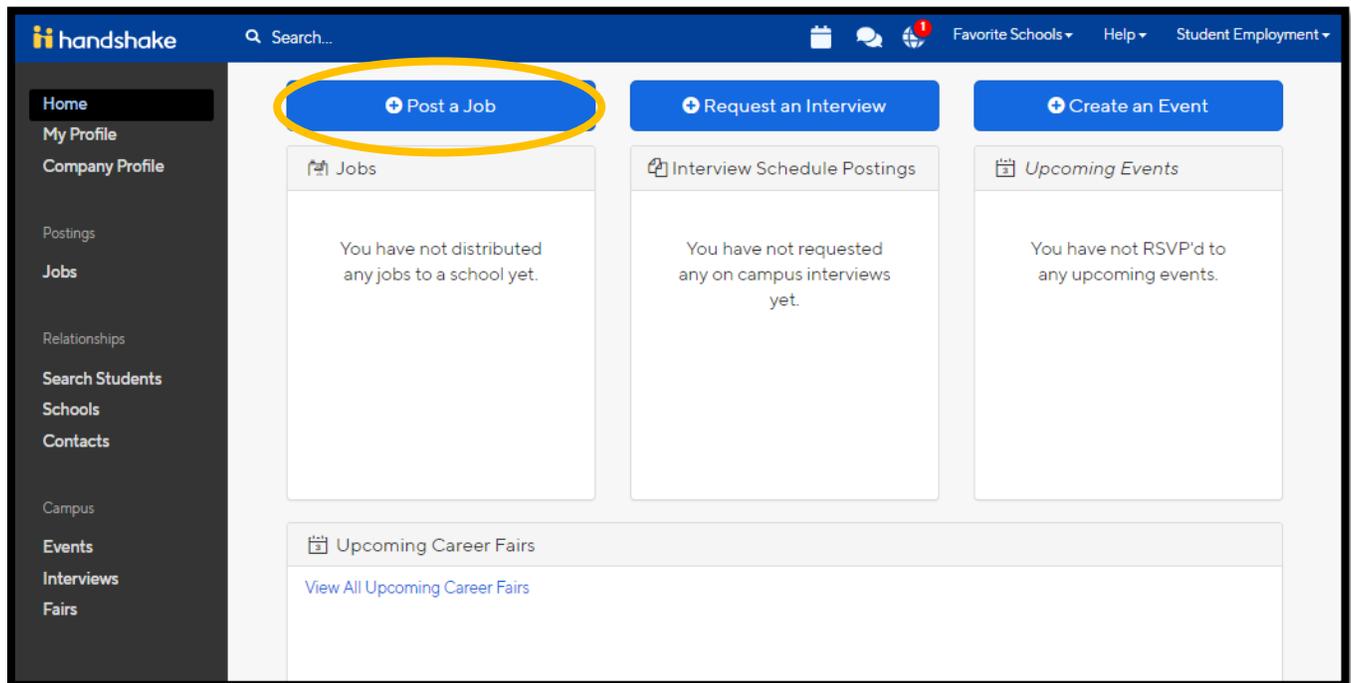
[Sign In](#) [Forgot your password?](#)

Keep me logged in

*Please note, to ensure the security of the CC Student Employment Handshake account the password will be changed every 6 months. We will contact all stake holders with the new password.

Do not save passwords on browser as they will change.

- 3) Once logged in you will be brought to the homepage of the CC Student Employment homepage of Handshake. Click Post a Job.



- 4) You will now be able to enter information about your employment opportunity. This information will be broken down into the following sections: Basics, Details, Preferences, Schools, Preview.

5) First enter the information for the Basics section. Then click Next.

The image shows a job application form with several sections. Yellow callout boxes with arrows point to specific fields, providing instructions:

- Where should students submit their application?**: Callout: "Select Apply in Handshake". The form has radio buttons for "Apply in Handshake" (selected) and "Apply through external system".
- Job title**: Callout: "Enter Job Title". The text input field contains "Student Employment Assistant".
- Company Division (Optional)**: Callout: "Begin typing your 'Division' title. All divisions begin with CC". The text input field contains "CC Financial Aid".
- Display your contact information to students?**: Callout: "Up to your discretion". The form has radio buttons for "Name only" (selected) and "Don't show my info".
- Job Type**: Callout: "All on campus positions are under 'On Campus Student Employment' for Job Type". A note below says: "**If you select a different job type you will be asked work authorization questions." The form has radio buttons for Internship, Cooperative Education, Experiential Learning, On Campus Student Employment (selected), Fellowship, Graduate School, Job, and Volunteer.
- Employment Type**: Callout: "Select Part-Time". The form has radio buttons for Full-Time and Part-Time (selected).
- Duration**: Callout: "Select Permanent". The form has radio buttons for Permanent (selected) and Temporary / Seasonal.
- Is this a Work Study job?**: Callout: "Select No". A note below says: "*Since this is on campus employment all students can apply". The form has radio buttons for Yes and No (selected).

At the bottom of the form is a navigation bar with buttons: < Basics Details Preferences Schools Preview Next >. The "Next" button is highlighted with a yellow border.

6) Next enter the information for the Details section. **All fields are required.** Please note, you can use the paste option to transfer information from previously submitted job descriptions. Then click Next.

The screenshot shows a job posting form with several sections and callout boxes:

- Description:** A rich text editor with a toolbar. A callout box points to the text area, stating: "Paste or type in purpose of position, qualifications, essential and additional job functions, and at least 5 learning competencies (learning competencies reference sheet available for download on Student Employment webpage)." The text in the editor includes: "Detail oriented, team player, effective communicator, self-motivated, interpersonal skills both in person and over the phone, customer service experience, CO final employment program knowledge, ability to accurately and efficiently process employment eligibility paperwork." Below the editor is a "Work Ethic" section with a bulleted list: "Consistently works energetically to accomplish tasks", "Takes responsibility for work that needs to get done", "Does the best job possible in all situations", "Does not carry out non-work activities during work".
- Job role(s):** A dropdown menu with "Human Resources Managers and Specialists" selected. A callout box explains: "Using the drop down function begin either typing or search for an area which most closely relates to the position. This does not affect the job listing title, but instead allows the student to see what roles this job may relate to in life after CC. Check out more information on Job Role(s) on the next page."
- How many students do you expect to hire for this position?:** A text input field containing "1". A callout box says: "Enter the number of students you are looking to hire".
- Approximate salary:** Radio buttons for "Paid" (selected) and "Unpaid". A text input field contains "\$ 11.10" and a dropdown menu is set to "Per hour". A callout box states: "Select Paid. Enter amount for either Pay Step 1 (\$11.10/hr) or 2 (\$11.50/hr) depending on position."
- Job location:** A text input field containing "Colorado Springs, Colorado, United States of America". A callout box says: "Type in Colorado Springs, Co. It will begin showing results as you type." Below this is a checkbox for "Allow remote workers" with a callout box: "Leave blank."
- Required documents (Optional):** A list of checkboxes: "Resume" (checked), "Cover Letter" (checked), "Transcript" (unchecked), and "Other Document (e.g. work sample, course schedule, or other misc documents)" (unchecked). A callout box says: "Select which application materials you would like to receive".

Job roles assist students by allowing them to filter jobs that best match their interests. The job roles list is based on the Bureau of Labor Statistics' (BLS's) Standard Occupation Classification (SOC).

Here is a list of the most common Job Roles for on campus employment. Feel free to utilize other job roles not in this list.

Administrative Services Managers	Human Resources Managers and Specialists
Advertising and Promotions Managers	IT Analysts and Consultants
Animal Care and Service Workers	Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers
Athletic Trainers	Mathematicians and Mathematical Scientists
Biologists	Meeting, Convention, and Event Planners
Chemists	Microbiologists
Computer and Information Systems Managers	Musicians and Singers
Computer Network Support Specialists	Photographers
Computer User Support Specialists	Receptionists and Information Clerks
Data Entry Keyers	Residential Advisors
Economists	Sales Managers
Environmental Scientists and Specialists	Security Guards
First-Line Supervisors of Office and Administrative Support Workers	Social and Community Service Managers
Fundraisers and Fundraising Managers	Switchboard, Telephone, and Communications Equipment Operators
General and Miscellaneous Transportation Workers	Teaching Assistants, Postsecondary
Geoscientists, Geologists, and Hydrologists	Tutors
Grounds Maintenance Workers	Zoologists and Wildlife Biologists

7) Next, enter information for Preferences section. This is only part of the page.

i 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 (Optional)

Earliest grad date **Latest grad date**

month ▼ year ▼ month ▼ year ▼

Hiring alumni? You can leave earliest graduation date blank.

School years (Optional)

- Freshman
- Sophomore
- Junior
- Senior
- Masters
- Doctorate
- Alumni
- Postdoctoral Studies
- Masters of Business Administration

Minimum GPA (Optional)

Major categories (Optional)

- 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

These fields are all optional. Please note, that this may limit your applicant pool. Feel free to leave fields blank if desired.

- 8) **This is the second half of the page for the Preferences section.** Type in the name of who you would like to receive the application materials in the Choose recipient box.
- a. Many time sheet approvers have been prepopulated for convenience. Once a name is selected they will automatically be added.
 - i. **If you cannot find the person you are looking for select Create a new contact and follow step 9.**
 - b. If you do **not** need to create a new contact then once you have entered the person's name you can unselect Student Employment to receive application materials by clicking the x. **Skip step 9.**

Applicant package recipients

Choose recipient

Not seeing the recipient you're looking for? Create a new contact

Student Employment

Email a summary of all applicants once my job expires

Email every time a new student applies

Send all applicants

Only send applicants who match all preferences

Kristen Clinton

Email a summary of all applicants once my job expires

Email every time a new student applies

Send all applicants

Only send applicants who match all preferences

- 9) Once you have clicked Create a new contact you will see the pages below open in a new tab.

New Contact

Contacts New Contact

Email address

First name

Last name

Title

Location Enter your address

Phone

Cell phone

Fax

Description

Cancel Create Contact

- a. Enter the necessary information and click Create Contact in bottom right corner. The only required fields are email address, first name, and location.

The screenshot shows a 'New Contact' form with the following fields and values:

- Email address: kolinton@coloradocollege.edu
- First name: Kristen
- Last name: Clinton
- Title: (empty)
- Location: 14 E Cache La Poudre St
- Phone: 7193896008
- Cell phone: (empty)
- Fax: (empty)
- Description: (empty)

Buttons: Cancel (bottom left), Create Contact (bottom right, highlighted with a yellow box).

- b. You will then see the new contact is added as a recipient.

The screenshot shows the contact settings for 'Kristen Clinton' with the following options:

- Email a summary of all applicants once my job expires
- Email every time a new student applies
- Send all applicants
- Only send applicants who match all preferences

This step will determine who will receive the applications and when. Please note, Handshake will not notify applicants they were hired or pending. These notification must be done by the employer. Applicants can be notified if denied using the automatic messaging. More information is provided in the How to Access and Contact Applicants instructions.

Once a student is hired you can then proceed to the next steps of the hiring process which includes the student employment paperwork and EPAF. Please visit the Student Employment webpage for more information on EPAF.

10) Then select which preference you would like recipients' to receive application. Once you have selected your preference then select Next.

Applicant package recipients

Choose recipient

Not seeing the recipient you're looking for? [Create a new contact](#)

Student Employment

Email a summary of all applicants once my job expires

Email every time a new student applies

Send all applicants

Only send applicants who match all preferences

Kristen Clinton

Email a summary of all applicants once my job expires

Email every time a new student applies

Send all applicants

Only send applicants who match all preferences

11) The next screen is to select which schools this job will be advertised at and for how long. Using the search bar type Colorado College. Then use the Apply start date and Expiration date to select the date range the job will be posted and accept applications. Once the Expiration date has been reached the job posting will automatically be expired. **Leave the "Interview on campus?" box blank.** Once your dates are in click Next.

Jobs

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 Set global expiration

Schools Interview on campus? Apply start date Expiration date

Schools	Interview on campus?	Apply start date	Expiration date
x Colorado College	<input type="checkbox"/>	2019-08-15 04:00 pm	2019-08-30 5:00 pm

Ignore the Global apply/expiration fields as this is for employers who are posting to numerous schools simultaneously

This set up is not supported. Leave blank. You can interview on campus without checking box.

Use these date fields to determine when applicants can apply and when the job posting will expire. If this is an ongoing open position you can set the Expiration date to the end of the academic year or term.

12) You will next see a preview of your job description. Please note, you will see information about CC Student Employment on your job postings since this is all posted under an umbrella account for student employment. Make any needed edits using the pencil icons. **Click Save in the bottom right hand corner.** You will then see a green box briefly appear in the bottom right corner showing the job has been successfully submitted.

Student Employment Assistant
CC Student Employment

Colorado Springs, Colorado, United States of America
Higher Education

Part-Time On Campus Student Employment
100 - 250 employees

\$11.50 per hour
No on-campus interviews

Applications close on August 30th, 2019 at 5:00 pm

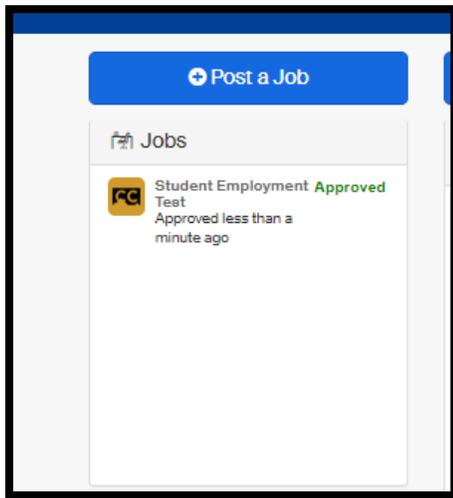
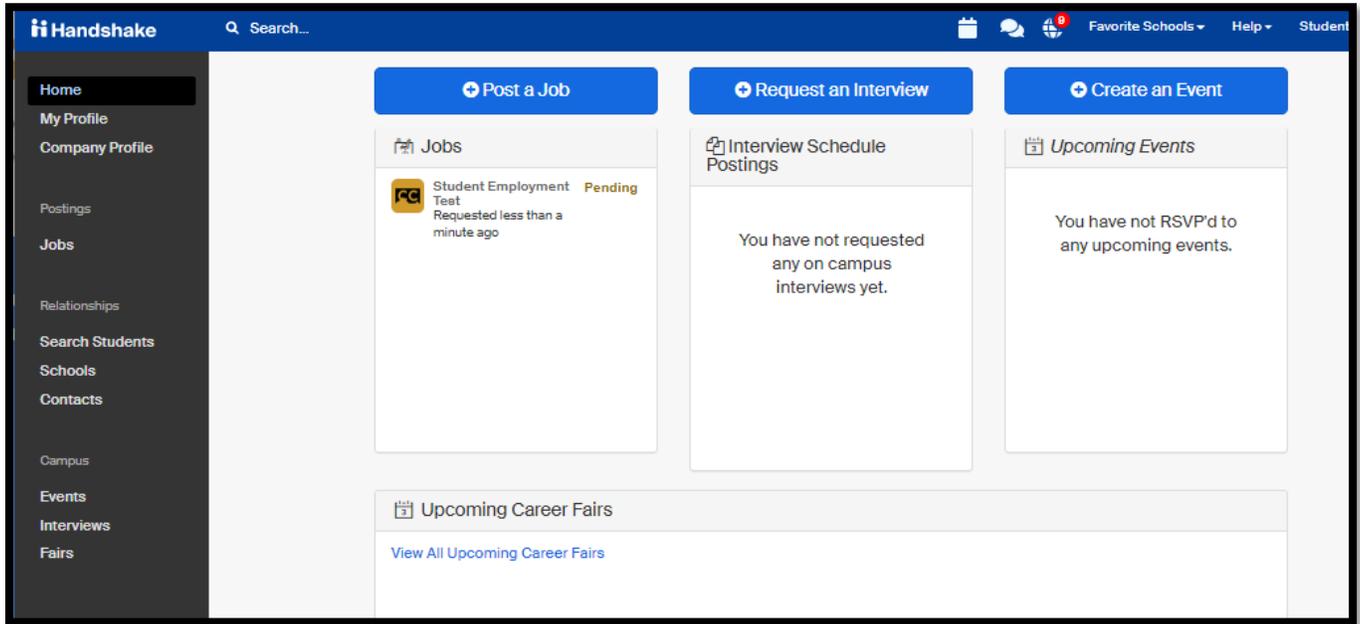
Job Description

To assist the Student Employment and Communications Manager in various ways to provide an excellent customer service experience for both supervisors and students. Dependable and trustworthy support for student employment processing and at times the financial aid processes. Self-started who requires minimal supervision to complete tasks for both the financial aid side and student employment to the best of their ability. Detail oriented, team player, effective communicator; self-motivated, interpersonal communication skills both in person and over the phone, customer service experience, CC financial aid and student employment program knowledge, ability to accurately and efficiently process and complete employment eligibility paperwork. To assist the Student Employment and Communications Manager in maintaining student employment processes through customer service, employment regulation knowledge, data entry, filing, and website maintenance. Provide support and backup for both the student employment program and at times the financial aid process.

Share Job

Facebook, Twitter, LinkedIn, Email

13) Select home on the left side menu. This position is now pending approval to be posted. The status of your position can be seen on the homepage of the CC Student Employment Handshake page. Please allow 3-5 business days for your job posting to be approved. When approved you will see the status change from Pending to Approved.



If you would like to remove a job posting sooner than initially set up you can expire the position posting. **Never delete a job posting all together.** Expiring a posting will have the same effect of removing the posting from live page.