# 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



2) Then enter your password credentials and click Sign 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.
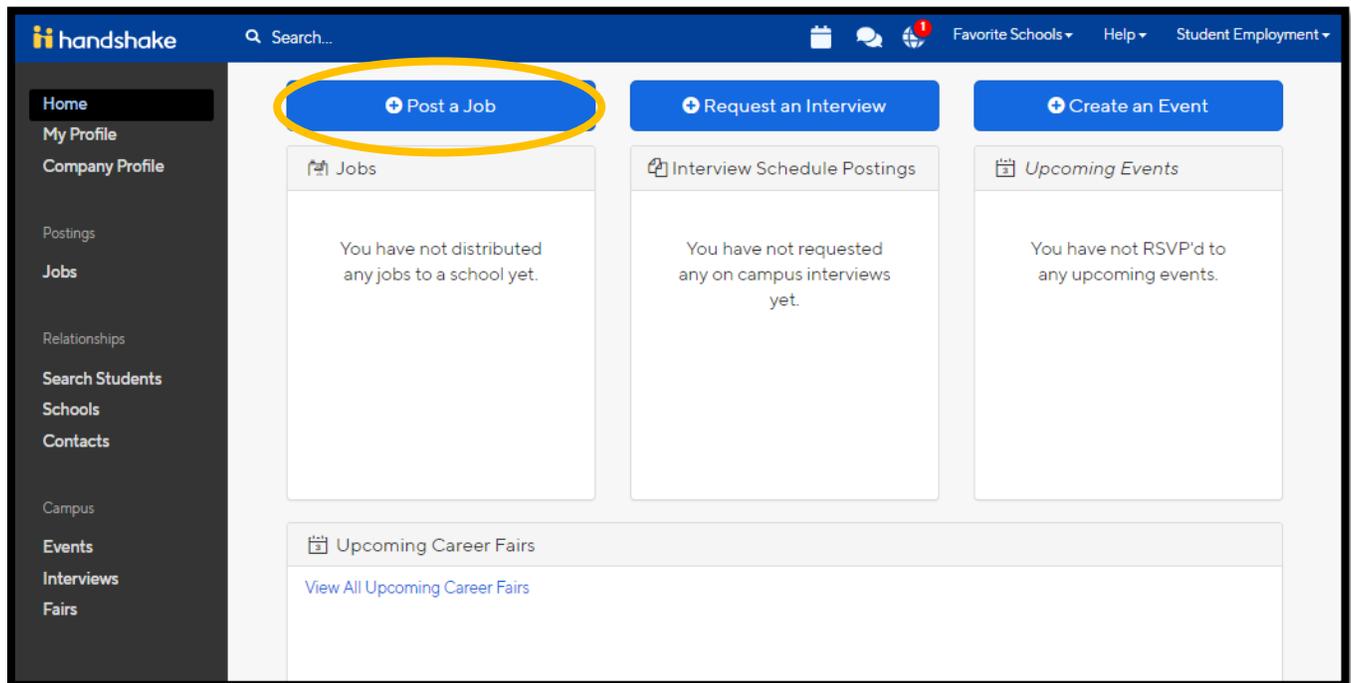


4) You will now be able to enter information about your employment opportunity. This information will be broken down into the following sections: Basics, Details, Preferences, Schools, Preview.

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

**Where should students submit their application?**
- ⦿ Apply in Handshake
- ○ Apply through external system

Select Apply in Handshake

**Job title**

Student Employment Assistant

Enter Job Title

**Company Division** (Optional)

CC Financial Aid

Begin typing your "Division" title. All divisions begin with CC

**Display your contact information to students?**
- ⦿ Name only
- ○ Don't show my info

Up to your discretion

**Job Type**
- ○ Internship
- ○ Cooperative Education
- ○ Experiential Learning
- ⦿ On Campus Student Employment
- ○ Fellowship
- ○ Graduate School
- ○ Job
- ○ Volunteer

**All on campus positions are under "On Campus Student Employment" for Job Type**

\*\*If you select a different job type you will be asked work authorization questions.

**Employment Type**
- ○ Full-Time
- ⦿ Part-Time

Select Part-Time

**Duration**
- ⦿ Permanent
- ○ Temporary / Seasonal

Select Permanent

**Is this a Work Study job?**
Work study jobs are for eligible students only.
- ○ Yes
- ⦿ No

Select No

\*Since this is on campus employment all students can apply

| < | **Basics** | Details | Preferences | Schools | Preview | **Next >** |

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.



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).

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.

Enter the number of students you are looking to hire

Select Paid. Enter amount for either Pay Step 1 ($11.10/hr) or 2 ($11.50/hr) depending on position.

Type in Colorado Springs, Co. It will begin showing results as you type.

Leave blank.

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

Advertising and Promotions Managers

Animal Care and Service Workers

Athletic Trainers

Biologists

Chemists

Computer and Information Systems Managers

Computer Network Support Specialists

Computer User Support Specialists

Data Entry Keyers

Economists

Environmental Scientists and Specialists

First-Line Supervisors of Office and Administrative Support Workers

Fundraisers and Fundraising Managers

General and Miscellaneous Transportation Workers

Geoscientists, Geologists, and Hydrologists

Grounds Maintenance Workers

Human Resources Managers and Specialists

IT Analysts and Consultants

Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers

Mathematicians and Mathematical Scientists

Meeting, Convention, and Event Planners

Microbiologists

Musicians and Singers

Photographers

Receptionists and Information Clerks

Residential Advisors

Sales Managers

Security Guards

Social and Community Service Managers

Switchboard, Telephone, and Communications Equipment Operators

Teaching Assistants, Postsecondary

Tutors

Zoologists and Wildlife Biologists

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

> ⓘ 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

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

**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

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.



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



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 infomration on EPAF.

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



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.



**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

**Apply**

**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**

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.
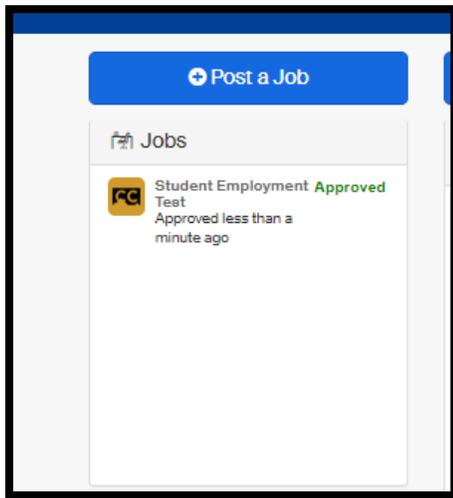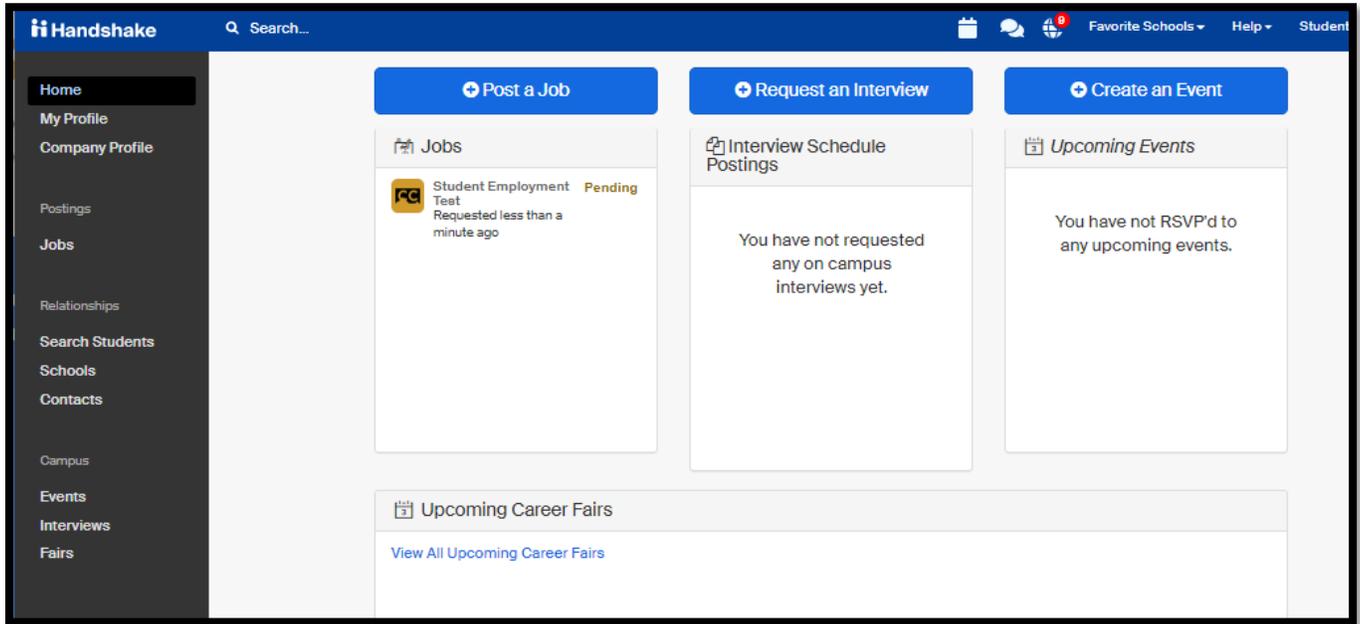




If you would like to remove a job posting sooner than initially set up you can expire the position posting. **Never delete a job posting all together.** Expiring a posting will have the same effect of removing the posting from live page.