

CLARK
UNIVERSITY



On-Campus Student Employment: Hiring Manager’s Guide to Posting Jobs on Handshake

This guide is adapted from [Handshake’s support documentation](#) to answer questions specific to posting jobs for on-campus student employment at Clark University. If you have technical questions, their FAQ pages cover a range of topics not included in this document.

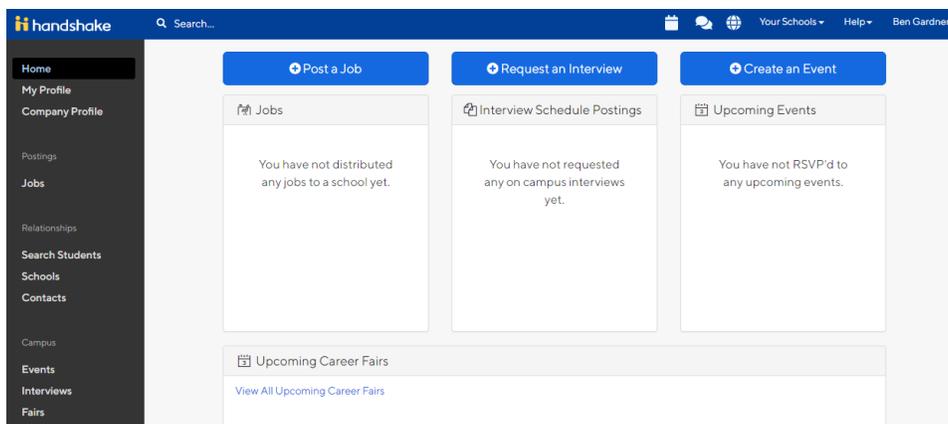
Table of Contents

Posting a New Job	2
Editing an Active Job Posting	7
Reposting / Duplicating a Job	7



Posting a New Job

To post jobs in Handshake, hiring managers need an Employer account connected to their Clark office / department. If you do not have one, please follow the instructions in our documentation on Handshake Accounts. Positions posted in Handshake will be approved by Career Development staff within 72 business hours.



1. **Post a Job:** Please click on post a job button in the first blue column on your homepage (as shown above). A new screen to enter job information will appear and look as follows:

A screenshot of the job posting form. It contains several sections: 'Job title' with a text input field containing 'Test Position - Please Ignore' and a link to '+ add an ATS / job code to match against your applicant tracking system (this will not sync applications)'; 'Company Division' with a dropdown menu set to 'Select a division'; 'Where should students submit their application?' with radio buttons for 'Apply in Handshake' (selected) and 'Apply through external system'; 'Display your contact information to students?' with radio buttons for 'Name only' (selected) and 'Don't show my info'; and 'Job Type' with radio buttons for 'Internship', 'Cooperative Education', 'Experiential Learning', 'On Campus Student Employment' (selected), 'Fellowship', 'Graduate School', 'Job', and 'Volunteer'.

As an employer, you'll complete four steps for posting a job: Job basics, Job details, Job Preferences, and Schools. If you need technical assistance, refer to [Handshake documentation](#) for posting a job.

2. **Job Title:** Please enter the title of your position. You can also include if you are hiring for more than one vacancy. For example, "Office Assistant (2-5 openings)".
3. **Company Division:** This section may not be visible to all users, and you can leave it blank.
4. **Where should students submit their application:** Click "Apply in Handshake" button.

5. **Display your contact information to students:** This is a personal preference.
6. **Job Type:** Select “On Campus Student Employment”. This is how students will filter for finding positions on campus, so this MUST be marked accurately to show up in their searches.
7. **Employment type:** Please select “Part-Time”.
8. **Duration:** Select “Temporary”. This is not the platform for hiring full-time professional staff positions in your department. Please consult with HR regarding hiring policies for professional staff.
9. **Start date/end date:** Enter your desired start/end date.
10. **Is this a work study job:** Please click “No”.

The screenshot shows a form with the following sections:

- Employment Type:** Radio buttons for Full-Time and Part-Time. Part-Time is selected.
- Duration:** Radio buttons for Permanent and Temporary / Seasonal. Temporary / Seasonal is selected.
- Start date:** A text input field with a calendar icon, containing the placeholder text 'yyyy-mm-dd'.
- End date:** A text input field with a calendar icon, containing the placeholder text 'yyyy-mm-dd'.
- Is this a work study job?:** Radio buttons for Yes and No. No is selected.
- Work study jobs are for eligible students only.**

11. **Description:** You can type your position description or copy it from another document.
 - a. If you are limited to hiring only undergraduate or graduate students, you are strongly encouraged to specify that prominently in the position description. This will not prevent students from applying, but provides clarity to students about whether they are eligible.
12. **Job function:** Select appropriate job functions for the position. These do not have to be an exact match, but will give students an idea of the type of work the job entails.

The screenshot shows a form with the following sections:

- Description:** A rich text editor with a toolbar containing icons for heading, bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, and source. The text area contains:
 - This position is only available to undergraduate students.
 - The Community Engagement Office supports Clark's commitment to the local community (with emphasis on the Main South neighborhood) by building a campus culture that promotes community engagement and socially responsible citizenship. A student in this position will be expected to:
 - Develop / maintain familiarity with local community organizations and use this knowledge to support Clark students who want to get involved in Worcester. This typically includes staffing the Community Engagement Office's drop-in hours, answering email inquiries, tabling, and representing the Community Engagement Office at campus events.
- Job function:** A selection area with two tags: "Administration" and "Advertising, Media & PR".

13. **How many students do you expect to hire:** Indicate the number of students that you expect to hire for this position. This is for Handshake/Clark tracking purposes.
14. **Approximate salary:** Enter salary information. Keep in mind Massachusetts minimum wage.
15. **Job location:** Enter “Worcester, Massachusetts, United States of America”. This field is not specific to buildings or departments at Clark.
16. **Allow Remote Workers:** Do NOT check this box.
17. **Required Documents:** Please check all documents you would like to receive as part of the student application. Resumes are the default and you should check that box. If you require a cover letter, writing sample, or want students to submit their available work hours, include that here.
 - a. **Other Document:** If requiring an additional document, please include a brief description of what you are expecting. For example, 3-5 class paper, response to essay question you list here, or copy of their student schedule.

How many students do you expect to hire for this position?
1
This number can be approximate and will not be displayed to students.

Approximate salary
 Paid Unpaid
\$ 12.00 Per hour
Enter a number, not a range.

Job location
Worcester, Massachusetts, United States of America
[+ add another location](#)
 Allow remote workers

Required documents
 Resume
 Cover Letter
 Transcript
 Other Document (e.g. work sample, course schedule, or other misc documents)
Describe what other document the student should submit with their application

18. **Graduation date range:** Please leave these blank.
 - a. This filter cannot distinguish between graduate and undergraduate students when you review applications. For this reason, we strongly suggest using the school years option instead.
19. **School years:** Please select the appropriate boxes for your position.
 - a. Handshake is populated with information from Banner. Please remember that some students enter Clark with Advanced Standing credit and might have standing for another class year.
20. **Minimum GPA:** If you require a certain GPA for your position, enter it here. Otherwise, leave blank.

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

Earliest grad date **Latest grad date**

Hiring alumni? You can leave earliest graduation date blank.

School years

Freshman
 Sophomore
 Junior
 Senior
 Masters
 Doctorate
 Alumni
 Postdoctoral Studies

Minimum GPA

21. **Select majors:** Handshake has general categories you can select. Or you can click on the “Choose a specific major by school” link at the bottom right to pull up a drop-down menu of Clark majors.

- a. This does not prevent students with different majors from applying. It as an opportunity to be transparent if you are trying to recruit / will be giving preference to students in certain majors.

Select Individual Majors

Clark University

Type to search for majors

- Accounting
- Ancient Civilization
- Art History
- Asian Studies
- Biochemistry and Molecular Bio
- Biology

- 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
- Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected
- Social Sciences - 0 of 9 majors selected

These consolidate individual majors across every school on Handshake. [Choose a specific major by school.](#)

22. **Applicant package recipients:** Choose Clark recipients to receive applicants (you are selected by default). You can select more than one person if you have multiple people on a hiring committee.
- If you are posting a position for someone else in your department (a faculty member, for example), you can enter their information instead of your own. If you need to add a contact not in the Handshake system, please [click here](#) for a step-by-step process for adding a contact.
 - You can select to receive applicants after your posting expires or as individuals apply based on your individual hiring preferences.
 - You also have the option to only receive applications that match all of your preferences.

Applicant package recipients

Choose recipient

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

X Ben Gardner

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

23. **Job postings:** Please add “Clark University”. Do NOT post an on-campus student employment position with another school.

24. **Global apply start/expiration date:** Please list the dates for your position. Please note that all positions must be posted for a minimum of THREE business days.

- If you are pre-posting a position, you can set an apply date for the future. The position description will be viewable to students, but they will NOT be able to apply before the application date.
- Do not check “Interview on campus”. This is a Handshake feature that Clark is not currently using. You should continue to schedule interviews as you have done in the past.

Job postings

Search your schools to add job postings

Add All Schools Find More

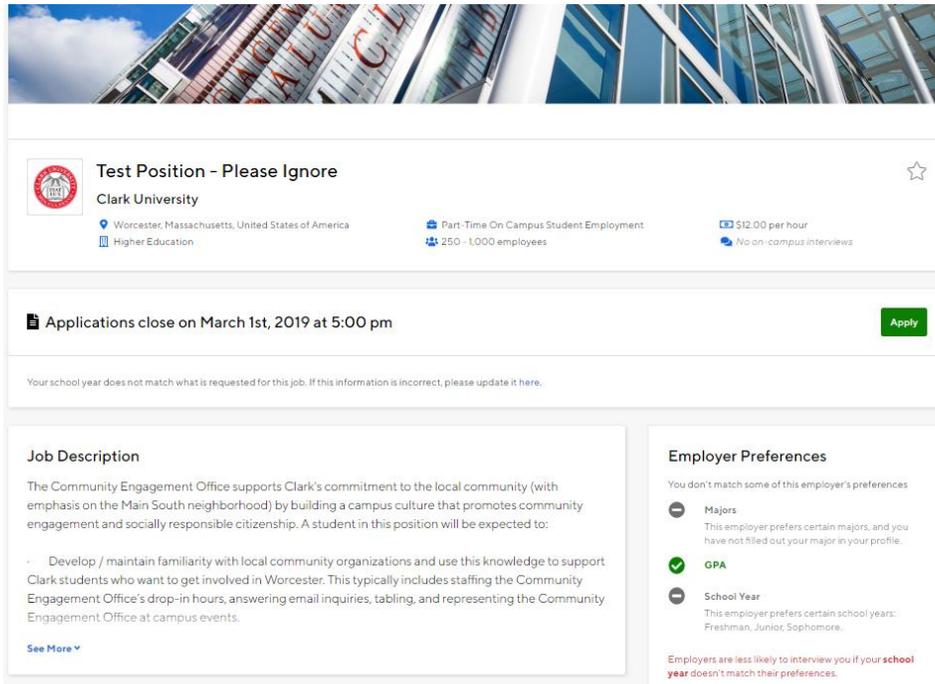
Global apply start date ⁱ Set global start

Global expiration date ⁱ Set global expiration

Schools	Interview on campus?	Apply start date	Expiration date
X Clark University	<input checked="" type="checkbox"/>	2019-02-07 02:00 pm	2019-03-01 5:00 pm

25. **Save:** Click save to review and submit your position.

26. **Preview:** Handshake will preview your job description as shown below. Please check to make sure all details are correct, including that it says “On Campus Student Employment, and the application deadline.



Test Position - Please Ignore ☆

Clark University

Worcester, Massachusetts, United States of America
Higher Education

Part-Time On Campus Student Employment
250 - 1,000 employees

\$12.00 per hour
No on-campus interviews

📅 Applications close on March 1st, 2019 at 5:00 pm [Apply](#)

Your school year does not match what is requested for this job. If this information is incorrect, please update it [here](#).

Job Description

The Community Engagement Office supports Clark's commitment to the local community (with emphasis on the Main South neighborhood) by building a campus culture that promotes community engagement and socially responsible citizenship. A student in this position will be expected to:

- Develop / maintain familiarity with local community organizations and use this knowledge to support Clark students who want to get involved in Worcester. This typically includes staffing the Community Engagement Office's drop-in hours, answering email inquiries, tabling, and representing the Community Engagement Office at campus events.

[See More](#)

Employer Preferences

You don't match some of this employer's preferences

- Majors**
This employer prefers certain majors, and you have not filled out your major in your profile.
- GPA**
✓
- School Year**
This employer prefers certain school years: Freshman, Junior, Sophomore.

Employers are less likely to interview you if your **school year** doesn't match their preferences.

27. **Approved/Pending status:** Your job will be listed as “pending” until Career Development staff manually approves it. This should take place within 72 hours (Monday-Friday). If there are any questions, someone will reach out to you for clarification.

Editing an Active Job Posting

As an employer, you have the ability to edit an active position description for your department in Handshake. Please log into Handshake and follow the directions [here](#).

Reposting / Duplicating a Job

If you are hiring for the same position on an annual basis, you do not need to recreate the position description. You can duplicate the job posting by following these [instructions](#).