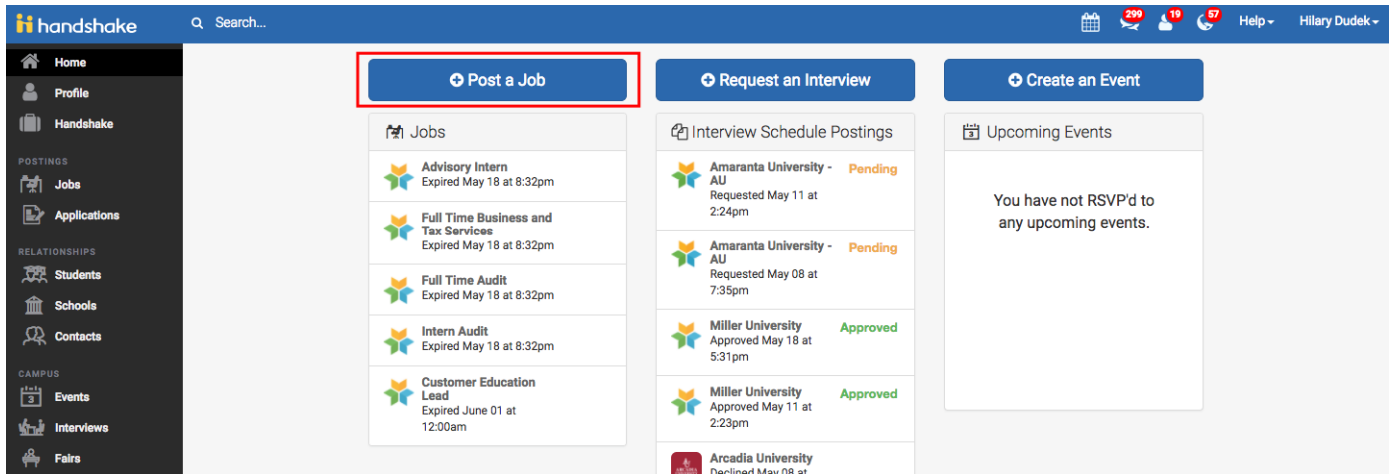


1. Post a Job

- a. Once your account on Handshake is active, log in again: <https://unt.joinhandshake.com>. You can **Post a Job** from your home dashboard. (Click the **Post a Job** button, as shown below.)



- b. **Job Basics:** You will now be asked to complete 4 steps: Basics, Details, Preferences, and Schools to post the job. You don't have to fill out every field to create your job - required inputs will be identified with an asterisk (*). **Note:** 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). Let's start by going through **Basics**.

2. Basics

- a. Add a **Job Title**
- Please include **WORK STUDY** in the title if this is a Work study position.
 - Optional: You'll see an option appear right below job title to add an ATS / job code. If you select this option, you'll be able to add a tracking code to this job that matches the job on your own external site. It's useful as a reference number, but does not actually provide any additional functionality.
- b. Select the correct **company division**. *(This is your department, i.e., Athletic Department, Career Center, or College of Business-Accounting. If your department is not listed, please call us at 940-565-2105.)*
- UNT Student Employment has the *Divisions Model* of Handshake's on-campus employment recruitment environment. This means each campus department is listed as

a Division, and these Divisions are under one Company, called "University of North Texas – Student Employment."

- c. Decide if you will require students to apply through an **external website or applicant tracking system**
 - i. If you select "yes" for this option, you'll be able to input a url for them to apply through
 - ii. Note, they will still apply through Handshake first, but they will see your link to also apply through your own system as a required step.
- d. **Choose how to display your contact information** to students
 - i. If you'd like students to see your name, or your name and email as a point of contact for this job, select either option. Otherwise you can always choose "Don't show my info"
- e. Choose **Job Type**:
 - i. Select **On-Campus Student Employment**
- f. Choose **Employment Type**:
 - i. Select **Part-Time**
- g. Choose **Duration**:
 - i. Select **Temporary/Season**
 - ii. When selecting Temporary / Seasonal, you'll need to add both the start and end dates
- h. Choose whether the position is a **Work Study Job**:
 - i. **Select NO - even if this this is a Work Study Job** (Unfortunately, this is a strange system issue which will exclude students from applying, so please select No.)

The screenshot shows a job posting form with several sections. Red arrows point from instructional text on the left to specific fields on the right:

- An arrow points from the instruction "Include WORK STUDY in job title if this is a work study job." to the "Job Title" field, which contains the text "Your student job title here, e.g. 'Front Desk Assistant'".
- An arrow points from the instruction "Choose your department or office under 'Division.'" to the "Company Division" dropdown menu, which is currently set to "Choose a division...".
- An arrow points from the instruction "Select 'On Campus Student Employment'" to the "Job Type" radio button options, where "On Campus Student Employment" is selected.
- An arrow points from the instruction "Select Temporary / Seasonal" to the "Employment Type" radio button options, where "Part-Time" is selected.
- An arrow points from the instruction "Choose if it is exclusive to Federal Work Study eligible students" to the "Work Study Job?" radio button options, where "No" is selected.

Other visible fields and options include: "Require students to also apply through website or applicant tracking system?" (Yes/No), "Display your contact information to students?" (Name Only, Name and Email, Don't show my info), and "Duration" (Permanent, Temporary / Seasonal).

- i. Once you're finished with job **Basics**, choose **Next** along the bottom of your screen. Next we'll go through adding in your job **Details**.

3. Details

- a. Add a **Description** for your job
 - i. If you copy and paste a description from your own website, Handshake will retain all of the formatting for you
 - ii. Be sure to include your **Department & Fund Account** at the top of the Job Description, if this will be a work study position.
- b. Choose **Job Functions** from the dropdown
 - i. This helps students search for jobs by their functional area
- c. Next, select the hourly wage under **Approximate Salary**
 - i. For most on-campus jobs: toggle the dropdown on the right to select "per hour"
- d. Enter a **location** for your job

- i. As you start typing the address, some suggestions will show up in the address field - you must select one rather than manually typing it in. This can be a specific office address or simply Denton, TX.


*** Job Location**

420 Montgomery Street, San Francisco, CA 94104, USA

[Add Another Location](#)

- e. Once you enter in your location, you will be asked about **Eligibility for international students (non-US citizens or permanent residents)**. Under the question "Would you sponsor a work visa for the right candidate?"
 - i. **Select Yes**
- f. Finally, choose which **documents to require** students to submit with their application:
 - i. **Resume** is automatically check. Leave this checked, as a resume is required
 - ii. **Check the Other Document** box, and type "**Student Employment Application**" into the text box
 - iii. Other documents you can require: cover letter, transcript, or you can include other required documents in the text box under "Other Documents"

*** Description**



Include your Dept & Fund Account at the top of the Job Description if this is a Work Study Job.

You can copy and paste a description directly from your website - we'll retain all the formatting for you.

*** Job functions**

This will help students interested in specific functions search for your job.

Approximate Salary (enter a number, not a range)

Paid
 Unpaid

*** Job Location**

[Add Another Location](#)

Allow remote workers?

*** Eligibility for international students (non-US citizens or permanent residents)**


Would you sponsor a work visa for the right candidate?

Yes
 No

Would you hire international students seeking opportunities in their field of study? (OPT and/or CPT eligible. Note: OPT/CPT requires no immigration sponsorship by an employer.)

Yes
 No

Required Documents

Resume
 Cover Letter
 Transcript

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

Student Employment Application is required
Financial Aid Award Letter required for Work Study

g. Once you're finished with job **Details**, choose **Next** along the bottom of your screen. Next we'll go through job **Preferences**.

4. Preferences (optional)

- a. **Note:** *none of the preferences you add to this page will block students from applying for your job, but we will show you candidates that meet all of your preferences, and those who don't. You can learn more in Handshake's [article on Job Preferences](#). **Also note:** all of these preferences are completely optional.*
- b. Add a **Graduation date range** for your job by specifying the earliest and latest graduation date for qualified applicants
- c. Prefer to qualify students by **School Year** - like Freshman, Sophomore, Junior? You can select the link below to toggle to that option instead.
- d. Add a **Minimum GPA** value
- e. Choose which **Majors** would make a student qualified for your job. This step is discussed in more detail below.

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

Qualify students by school year instead (for example, Freshman, Sophomore, Junior)

Minimum GPA

Majors *Select a category to choose specific majors*

- Arts and Design** - 0 of 13 majors selected
- Business and Entrepreneurship** - 0 of 18 majors selected
- Civics and Government** - 0 of 9 majors selected
- Communications** - 0 of 7 majors selected
- Computer Science, Information Systems, and Technology** - 0 of 8 majors selected
- Education** - 0 of 8 majors selected
- Engineering** - 0 of 15 majors selected
- Health Professions** - 0 of 14 majors selected
- Humanities and Languages** - 0 of 11 majors selected
- Life Science** - 0 of 10 majors selected
- Math and Physical Sciences** - 0 of 4 majors selected
- Natural Resources, Sustainability and Environmental Science** - 0 of 10 majors selected
- Social Sciences** - 0 of 8 majors selected

These majors consolidate individual majors across every school on Handshake. To choose a specific major by individual school [click here](#).

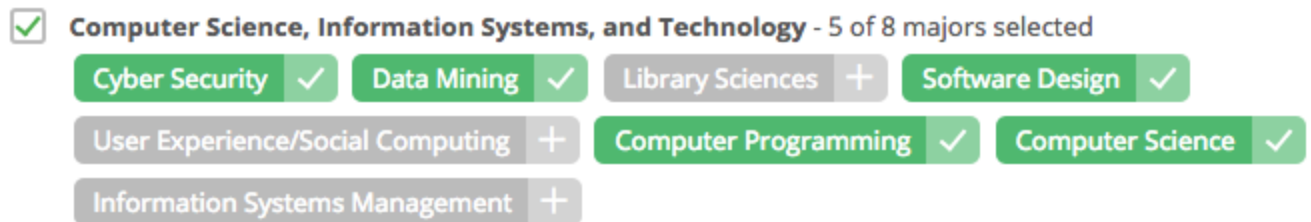
Applicant Packages *Specify who should receive the applicant packages*

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

5. Major Preferences

- a. So by choosing "Computer Science", you are mapping your major preference to each schools' individual term for "Computer Science"
- b. Even if a major is called "Software Engineering" at a different school, it will still get bucketed into this major correctly

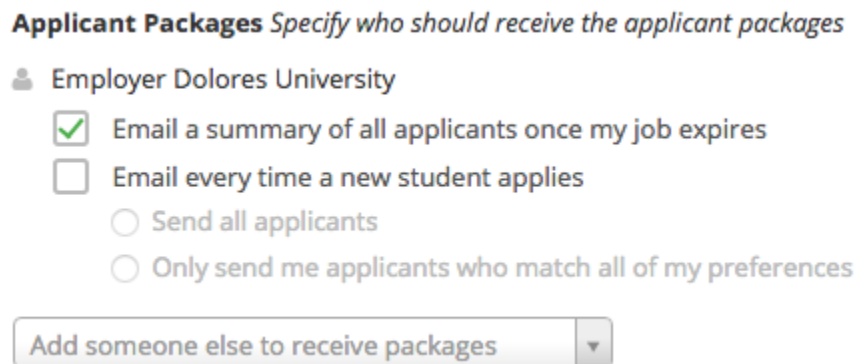
- i. **Note:** these majors are consolidated across **every school on Handshake**.
- c. Once you select a category (by clicking on the checkbox next to it), that category will expand to show the majors within it.
- d. **All majors within a category** will be selected by default, but you can remove them by simply clicking on the major you'd like to remove.
- e. In the image below, I've chosen to remove Library Sciences, User Experience, and Information System Management from the Computer Science category. I see that I've selected 5 of 8 majors.



- f. Finally, configure who should receive **Applicant Packages**, and with what frequency. We've also added additional details on this below.

6. Applicant Packages

- a. **Email a summary** - you'll receive one email once your job expires
- b. **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 for international students, grad date / year, GPA, and Major).
- c. You'll see your name listed first. You can select (or remove) the following options:
- d. You can also add other teammates to receive packages by choosing from the dropdown. If you haven't added them as a contact yet, there will be + add new contact at the bottom of the dropdown.



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

7. School selection

- a. In the school selection, be sure to select University of North Texas! **Do NOT select any other schools.**

8. You're all set!

- a. Choose **Create** on the bottom navigation to create and review your job.
- b. **Tip:** To see the application process from a student's perspective please view: [How do I apply for a job?](#)