

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.

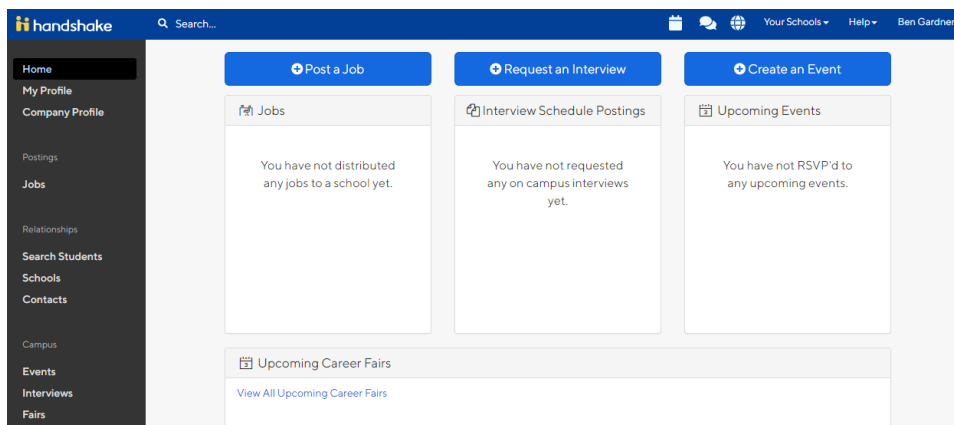
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## Posting a New Job

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 showing '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”.

\* Employment Type

Full-Time

Part-Time

Duration

Permanent

Temporary / Seasonal

Start date End date

yyyy-mm-dd   yyyy-mm-dd

Is this a work study job?

Yes  No

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.

\* Description

Heading 1 **B** *I* U **A**

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.

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

\* Job function

Administration  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?  
  
This number can be approximate and will not be displayed to students.

**Approximate salary**  
 Paid  Unpaid  
   
Enter a number, not a range.

**Job location**  
  
[+ add another location](#)  
 Allow remote workers

**Required documents**  
 Resume  
 Cover Letter  
 Transcript  
 Other Document (e.g. work sample, course schedule, or other misc documents)

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.

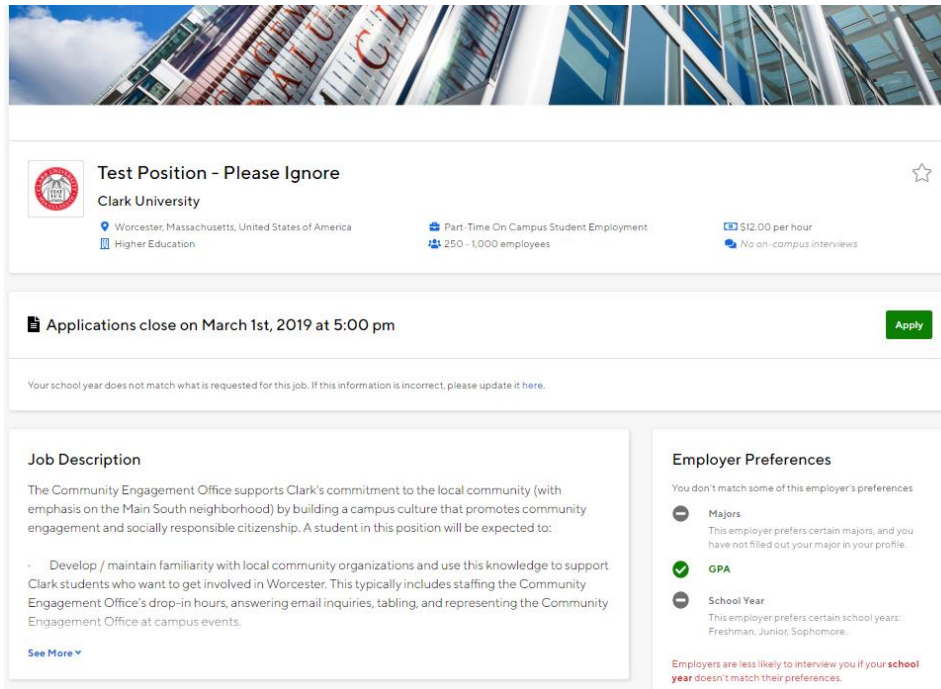
23. **Job postings:** Please add “Clark University”. Do NOT post an on-campus student employment position with another school.

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.

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.



The screenshot shows a job posting preview on the Handshake platform. At the top is a banner image of a modern building with large windows. Below the banner, the job title is "Test Position - Please Ignore" with a star icon on the right. The employer is "Clark University", located in Worcester, Massachusetts, United States of America, in the Higher Education sector. Job details include "Part-Time On Campus Student Employment", "250 - 1,000 employees", "\$12.00 per hour", and "No on-campus interviews". A green "Apply" button is visible. A warning message states: "Applications close on March 1st, 2019 at 5:00 pm". Below this, a note says: "Your school year does not match what is requested for this job. If this information is incorrect, please update it here." The "Job Description" section reads: "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." A "See More" link is provided. The "Employer Preferences" section lists: "Majors" (not filled out), "GPA" (checked), and "School Year" (Freshman, Junior, Sophomore). A red warning at the bottom states: "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](#).