Posting On-Campus Jobs in Handshake

Before following these steps, please make sure you have emailed Pati Kravetz at career@andrew.cmu.edu to be added into the system. Once she responds to your email, you are free to register and post jobs in the system. Please notice the areas in bold highlight important steps that are unique to posting on-campus jobs.

1. Login to Handshake employer account.

2. Click on the Post a Job button on the main page.

3. You are now in the New Job section. Below are directions for how to fill in each section:

4. **Job Title:** Add in the job title of your on campus job. **If you are ONLY hiring Work-Study students,** please write *(Work-Study)* at the end of this title. **If your department has the ability to hire both Work-Study and Non-Work-Study students,** do not write anything after your title.

5. **Company Division:** Choose the division that you work in on-campus. Please select the division that Pati sent you in her confirmation email.

6. **Require students to also apply through website or applicant tracking system?** Select No.

7. **Display your contact information to students?** Choose whichever option you prefer.

8. **Job Type:** Choose On-Campus Student Employment

9. **Employment Type:** Choose Part-Time

10. **Duration:** Choose Temporary / Seasonal. Use start and end dates to indicate if this position is for a single semester, an entire academic year, or over the summer.

11. **Work Study Job?** Select No for this option. Please indicate if your job is work-study or not in the title of the job posting.

12. **Description:** Use this section to let applicants know what this job entails. Please also make sure to include how many hours a week students can expect to work as well as specific days/times if you know them.
13. **Job Functions**: Select options that are related to your job. This can help students search more accurately for positions they are interested in.

14. **Approximate Salary**: Choose Paid or Unpaid. If unpaid, move to the next step. If paid, enter what your department will be paying. Make sure to change the second box from yearly to hourly.

15. **Job Location**: Please use CMU’s main address: 5000 Forbes Avenue, Pittsburgh, PA 15213

16. **Required Documents**: Decide what you want students to submit when applying for jobs. If you choose Other Document at the bottom, you can include directions on what other documents you would like to require. **The CPDC requires that students submit a resume for every on campus position as a part of their application. Make sure you check Resume in this section.**

17. **Graduation Date Range**: Fill this out if you want students of only certain years to apply. You can also click **Qualify students by school year instead** to select Freshman, Sophomore, etc. instead.

18. **Minimum GPA**: Enter if this is a requirement for your department. **One quick note on GPA: Campus jobs are great tools that help many students grow and work on their professional development. Please do not set GPA standards that would disqualify students who would benefit from the learning opportunities that go along with an on campus job.**

19. **Majors**: Choose majors if this is a requirement for your position, otherwise leave this section blank.

20. **Applicant Packages**: The first box is automatically checked; this sends all application packages to you once your posting expires. You can also check the second box if you would like an email any time someone new applies. If you want someone else in your department to receive emails as well, you can add them at the bottom of the section. If they are already in the system, they will automatically start receiving emails as well. If they are not, you can add them as a contact and they will need to be approved by the CPDC before they start receiving documents.

21. **On the next posting to CI**
22. Next, enter the date that you would like your position to post under Start Date, and date you would like your posting to end under Expiration Date. You do not need to check the box for Interview On Campus?

23. Do not fill out the Global apply start date or the Global post expiration.

24. Click Create in the bottom right to finish creating your job.

25. On the next page, make sure to take note of your Job ID Number and/or Job Title. You will need one of these pieces of information to find your job after it has been posted.

26. On this page you can also click to follow your job.
27. When you follow the jobs you post, you can also find them by clicking on Job Postings, and then clicking on **Followed Jobs**. This will allow you to see only jobs you have clicked “Follow Job” for.

Please contact Pati Kravetz at pk13@andrew.cmu.edu, or 412-268-7052, with any questions.