

Job Profile Template in Handshake

**What information do I need in order to post an on-campus student employment job in Handshake?
See below:**

1. Where should students submit their application?
 - a. Apply in Handshake
 - b. Apply through external system
2. Job Title
3. Employer (College/School Name)
4. Display your contact information to students?
 - a. Name only
 - b. Don't show my info
5. Job Type – can only select one option
 - a. Internship
 - b. Cooperative Education
 - c. Experiential Learning
 - d. On Campus Student Employment**
 - e. Fellowship
 - f. Graduate School
 - g. Job
 - h. Volunteer
6. Employment Type – can only select one option
 - a. Full-Time
 - b. Part-Time
7. Duration – can only select one option
 - a. Permanent
 - b. Temporary/Seasonal
8. Is this a Work-Study job? – can only select one option
 - a. Yes
 - b. No
9. Apply Start Date – click calendar icon to select
10. Expiration Date – click calendar icon to select
11. Job Description – can copy and paste – we'll retain all the formatting
 - a. Per federal guidelines, each Work-Study Job must include the following in the job description – see *attached manual*
12. Job Role(s) – job roles are search facets for students who are looking for a certain type of work. Your selection(s) will help the students interested in these roles find your jobs.



13. How many students do you expect to hire for this position? – select from drop-down menu
14. Approximate Salary – select paid or unpaid
 - a. Type in wage/salary and select per hour, per year, or per month from the drop-down menu
15. Job Location
16. Does this position require U.S. work authorization?
 - a. Yes
 - b. No
17. Eligibility for international students (non-US citizens or perm. Residents). Would you sponsor a work visa for the right candidate?
 - a. Yes
 - b. No
18. Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for a job / internship under [OPT/CPT](#))
 - a. Yes
 - b. No
19. Required Documents
 - a. Resume
 - b. Cover Letter
 - c. Transcript
 - d. Other Document (e.g. work sample, course schedule, or other misc. documents)
20. Graduation Date Range (**optional**) – select from drop down menu
21. School Years (**optional**)
 - a. Freshman
 - b. Sophomore
 - c. Junior
 - d. Senior
 - e. Masters
 - f. Doctorate
 - g. Alumni
 - h. Postdoctoral Studies
 - i. Master of Business Administration
22. Minimum GPA (**optional**)
23. Major Categories (**optional**)
24. Resume Collection Preference
 - a. Email a summary of all applicants once my job expires
 - b. Email every time a new student applies
 - i. Send all applicants
 - ii. Only send applicants who match all preferences