How to Post an On-Campus Student Job on Handshake

1. Log into your Handshake account at https://app.joinhandshake.com/.

2. Click on "***Post a Job***" in the left column of the home dashboard. You can also click "***Jobs***" in the left navigation bar then select "***Post a Job***" in the top left corner of the screen.

3. Complete the fields on the Basics, Details, and Preferences screens with as much detail as possible to find students who are qualified and interested in the position. Required fields are marked with an asterisk. Remember, the more information you provide, the stronger the candidates will be. (Don't forget to select the "On Campus Student Employment" option under Job Type on the Basics Screen."

4. If the job you are posting is for students with Federal Work Study only, select "***Yes***" when asked "Is this a work study job?" on the first page of the form. This will prevent students who do not have financial aid to work on-campus from seeing the posting.

5. Once you select University of Texas-Arlington on the Schools screen, click "***Save***" at the bottom of the page to review and create your job posting.   This puts your job posting in a "pending" status awaiting approval.

6. Your job will be seen by students once it is approved by the Lockheed Martin Career Development Center.

7. When you are ready to review applications for a position, click "***Jobs***" on your Handshake home screen. Then click the title of the job you want to review. Click "***Review Applications***" to see materials for students who applied for the position.

8. Once you have filled a position, expire the job posting rather than deleting it so you have the posting for future reference. Expire the job positing by clicking "***Jobs***" and then the position title. In the middle of the screen, click "***Expire***".

Handshake has an extensive Help section with resources like the one below:

https://support.joinhandshake.com/hc/en-us/articles/218693198-How-to-Post-a-Job