

RECRUITING STUDENTS: HOW TO POST AN ON-CAMPUS POSITION

This guide will walk you through the student job posting process on Handshake in detail. Below, you can see where this falls in the student hiring process at Illinois Tech, "Recruiting Students."

Student Employment website: iit.edu/seo

Illinois Institute of Technology

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STUDENT EMPLOYMENT

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How to Hire Students

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1. Log in to Handshake

- Create an account on Handshake as an **employer**: <https://iit.joinhandshake.com/login>. If you already have an account and a completed profile, skip to step 2.
- To create a new account, go to <https://iit.joinhandshake.com/login> and click **Employer**:

iit handshake

Please select the type of account you would like to create

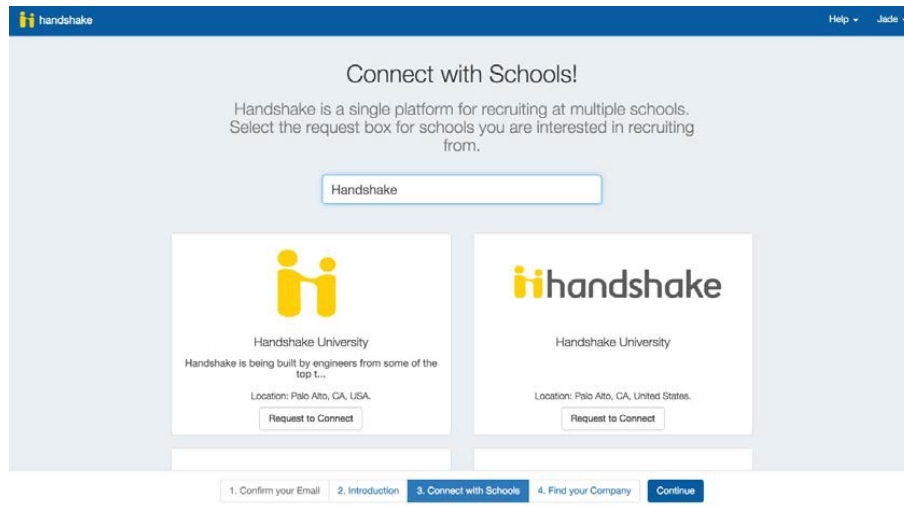
Student / Alumni **Employer** Mentor

- You will be notified via email when your Handshake account is approved. (This can take up to

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48 hours, as Student Employment verifies that you completed the student hiring training.)

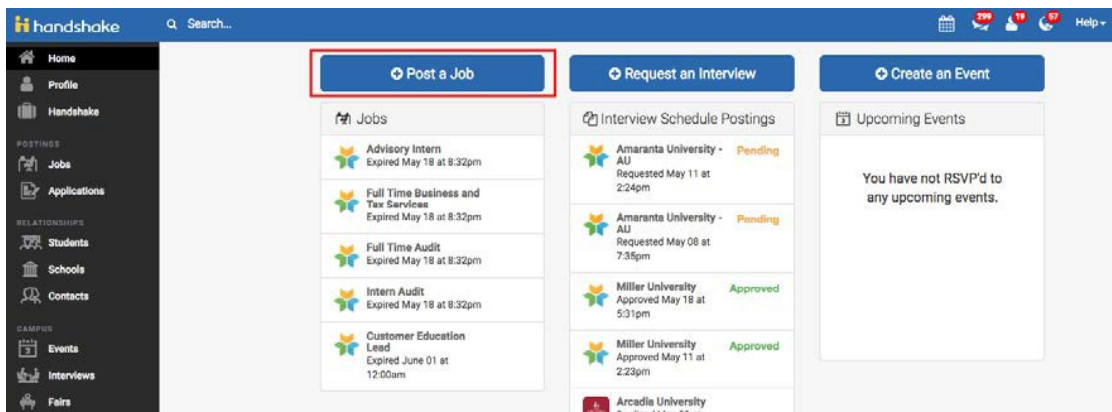
- d. After logging in, you will be brought to a page that will allow you to connect with schools. **Click the *Connect with Schools* button located at the bottom of the screen.**



- e. **Type in the *name of your school*:** Illinois Institute of Technology – On-Campus Jobs
- i. The ***Connect with Schools*** button may be top right of screen (different than the image above).
- f. When you find your school, **click the *Request to Connect*** button. This will allow you to search for and contact students at your school and to post jobs at your school.
- g. **Click the *Continue* or *Find your Company*** button located at the bottom of the screen. This will bring you to an information page on 'stuff you need to know'.
- h. **Click the *Got it*** button. You now have the opportunity to find your school's existing company profile or create a new company profile for your school.
- i. **Click the *Create Company Profile*** button located at the bottom of the screen.

2. Post a Job

- a. Once your profile is complete, you can **Post a Job** from your home dashboard. (Click the **Post a Job** button, as shown below.)



- b. You will now be asked to complete 4 steps: Job Basics, Job Details, Job Preferences, and Schools to post the job to. 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 **Job Basics**.

3. Job Basics

- a. Add a **Job Title**
 - i. 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. (important!)**
 - i. Illinois Institute of Technology 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 "Illinois Institute of Technology – On-Campus Jobs"
- 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. Add a **Job Type:** **On-Campus Student Employment**
- f. Select **Employment Type:** **Part-time** (required during periods of student enrollment)
- g. Select **Duration:** Choose **Temporary/Seasonal**
 - 1) When selecting Temporary / Seasonal, you'll need to add both the start and end dates.
- h. For "**Work Study Job**," decide whether or not the job is exclusive to Federal Work-Study eligible students.

Recruiting Students: How to post an on-campus job on Handshake

Screenshot of Job Basics:

Enter the student job title
e.g. "Front Desk Assistant" →

Choose your department or office under "Division"
Contact your Student Employment office if you do not see it listed. →

Select "On Campus Student Employment" →

Select "Part-Time" →

Select "Temporary / Seasonal"
Enter anticipated start and end dates →

Select "Yes" if the job is exclusive to Federal Work-Study eligible students →

*** Job Title**

+ add an ATS / job code to match against your applicant tracking system (this will **not** sync applications)

Company Division



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

*** Job Type**
 Job
 Internship
 On Campus Student Employment
[Show more options](#)

*** Employment Type**
 Full-Time
 Part-Time

Duration
 Permanent
 Temporary / Seasonal

Start date  **End date** 

Work Study Job?
 Yes No
Work study jobs are for eligible students only

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

4. Job 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. We strongly recommend adding **Desired Skills, Qualifications** and/or **Responsibilities** to this section.
- b. Choose **Job Functions** from the dropdown
 - i. This helps students search for jobs by their functional area. You may select multiple.
- c. Next, select the hourly wage under **Job Salary**
 - i. For most on-campus jobs you will select "per hour"
 - ii. See our Student Compensation Scale under [Forms & Documents](#) on our website for more information.
- 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 location, or a general city like "Chicago, USA"

*** Job Location**

420 Montgomery Street, San Francisco, CA 94104, USA

[Add Another Location](#)

- e. Finally, choose which **documents to require** students to submit with their application:
 - i. **Resume** is automatically checked. Leave this checked, as a resume is required
 - i. Other documents you can require: cover letter, transcript, or other (e.g. writing sample, course schedule, etc.)

Screenshot of Job Details:

*** Description**

A Normal text ▾ Black ▾ **Bold** *Italic* Underline ☰ ☰ ☰ ☰

☰ ☰ ☰ ✎ ↗ 🖼️

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

*** Job functions**

Choose a job function...

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

Salary

\$ **Per hour** ▾

Unpaid

*** Job Location**

Enter your address

Allow remote workers?

Required Documents

Resume

Cover Letter

Transcript

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

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

5. Job 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 our [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.

Screenshot of Job Preferences:

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

month year month year

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

▼

6. Major Preferences

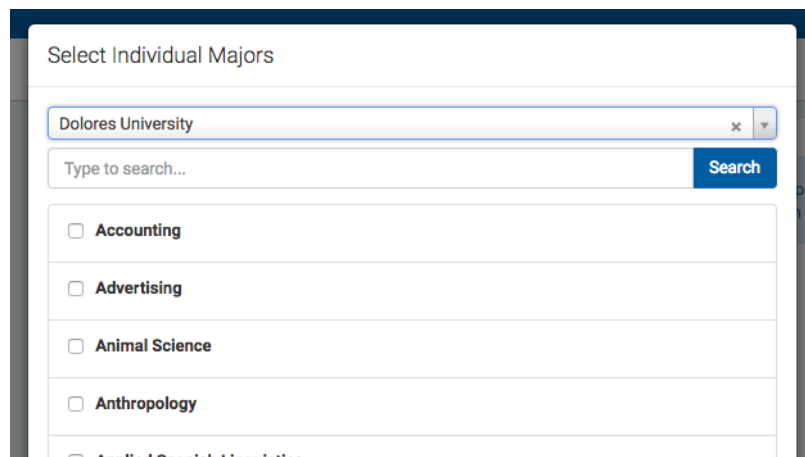
- a. By choosing "Computer Science", I am mapping my major preference to each schools' individual term for "Computer Science"
- b. Even if a major is called "Software Engineering" at a different school, it will still get bucketed into this major correctly
 - i. **Note:** these majors are consolidated 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 I can remove them by simply clicking on the major I'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. If you know of a very specific major at a school that you'd like to choose instead of our mappings, choose the link at the bottom:

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

- g. This will open up a modal to pick your school and major manually:



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

7. Applicant Packages

- Email a summary** - you'll receive one email once your job expires
- 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).
- You'll see your name listed first. You can select (or remove) the following options:
- 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.

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

Add someone else to receive packages

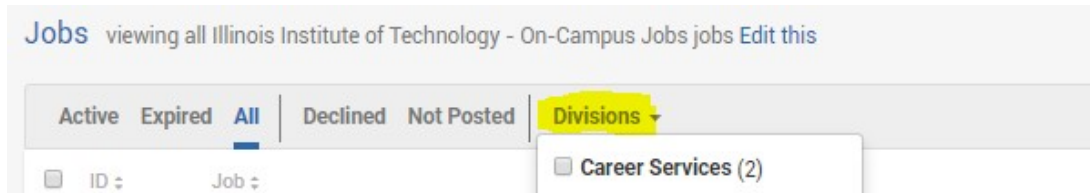
- Once you're finished with **Job Preferences**, choose **Next** along the bottom of your screen. Next we'll go through School selection:

8. School selection

- Search for and select **Illinois Institute of Technology** only. Then enter the application start and end date. (You can log in and change this if you need to end the job post earlier or extend it.)

9. You're ready to recruit students!

- Choose **Create** on the bottom navigation to create your job. Student Employment will review and approve jobs within 48 business hours.
- After you post a job, when you log in to see applications, **select your division first** so that you don't accidentally make changes to a job from another division. You can also [Save Searches!](#)



- Tip:** See the application process from a student's perspective here: [How do I apply for a job?](#)
- See the next steps in the Illinois Tech student hiring process [here](#).