



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.



Handshake Job Profile Template

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