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**ON CAMPUS EMPLOYMENT - HANDSHAKE JOB CREATION/POSTING/EXPIRATION PROCESS**

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HOW TO CREATE A NEW JOB POSTING (No employer Handshake account yet? Contact Career Services).

Click on **Jobs** on the left column

- Then **Create Job** on the far right of screen.
- Follow the blocks along the bottom of the screen, starting with BASICS
- Please note that clicking Save any time before the Schools block at the bottom, will NOT save your work.

Please title all jobs **JCU: Job Title**

Where should students submit their application?

- You can include an external link if you prefer to create your own application form – click “Apply through external link” button.

Job Type

- Select On Campus Student Employment

Employment Type

- Select Part time

Duration

- If you select Permanent the job will show without an end date
- If you select Temp/Seasonal you can choose a start and end date

Is this a work study job?

- You must select NO

Click **NEXT, or DETAILS**

Cut and paste your job description

- Include Financial Aid’s required info from page 3 of this document
- Note in your job posting “Interviews will take place with selected candidates in the \_\_\_\_\_ office.”
- Select as many functions as are relevant to help the job come up in student searches

How many students do you plan to hire?

- This number will not affect the job posting and is for your record keeping only

Location

- The system requires a street address. Use “John Carroll Blvd., Cleveland, OH”

### Click **NEXT, or PREFERENCES**

Can select Grad date range OR school years

Major Categories – Select as many as possible

Applicant Package Recipient – can add another person to receive resumes

### Click **NEXT, or SCHOOLS**

**IF YOU ARE READY TO POST THE JOB TO BE VIEWABLE TO STUDENTS (If not ready to post, Click SAVE. Job is now in Not Posted\* See \* below).**

Under Job Postings – type in John Carroll – select

Enter Apply Start and Expiration dates

Select No Interview

### Click **NEXT, or PREVIEW**

Can Preview to see what job will look like to students

(Job is not Saved yet – you must click Save)

**CLICK SAVE (right corner)** – Job is now in Pending. Career Services will approve within 24 hours and then job will be viewable to students.

**\*IF YOU CREATED BUT DID NOT POST JOB, you can find it later in NOT POSTED.** To then post it to be viewable to John Carroll students:

- Go to Jobs, then click on Not Posted
- Click on the Job you want to make viewable to students
- Click on the blue “Select Target Schools” bar on the right
- Type John Carroll into the search bar and select
- Enter Apply State and Expiration dates
- Do not check box for on campus interview
- Click Next, then click Save - Job is now in Pending. Career Services will approve within 24 hours and then job will be viewable to students.

### **HOW TO EXPIRE JOB POSTINGS:**

**Are your student worker jobs currently filled but still posted (viewable to students) in Handshake?**

If so, please take a moment to Expire the job so it is no longer viewable to students. The job will remain in your Expired jobs and you can access the job anytime in the future.

#### To Expire a job:

Click on Jobs, then Active

Click on the title of the job you want to expire

Click on gray Expire Jobs box near top of page, Click green Confirm box

## **HOW TO UN-EXPIRE JOBS:**

### **Will you need to hire new students for positions you have already created in Handshake?**

You have two choices: You can un-expire jobs to use the same posting – this will keep all previous applications attached to the posting. You can tell new applications by the application date.

Or, you can duplicate the posting to create an identical job posting but it will not have previous applications attached (they will remain attached to the original job posting). This will generate a new job ID number assigned to the job title, but that is OK.

To un-expire a job (and keep all applications attached to one posting):

In your Expired jobs, click on the title of the job, then click on gray Edit Details box

Click on Schools box at bottom of the page and change the application and expiration date and Save. Career Services will approve the pending job and it will be posted (viewable to students).

To duplicate (create new posting with no previous applications attached):

In your Expired jobs, click on the job title, then click on gray Duplicate Job box

You can edit the position using the boxes at the bottom of the page. If the posting will remain the same with no change, you only need to click on the Schools box and change the application and expiration dates, then Save. Career Services will approve the pending job and it will be posted (viewable to students).

### **Did you create a job description in Handshake, but saved it in Not Posted and are now ready to post (make viewable to students)?**

Click on Jobs, then Not Posted.

Click on the job title of the position you are ready to post.

On the right side of the page click on Select Target Schools, add John Carroll, then set your application and expiration dates, then Save. Career Services will approve the pending job and it will be posted (viewable to students).

Job Title \_\_\_\_\_

Classification of Position:  New  Rehire

Department Name: \_\_\_\_\_

Org #: \_\_\_\_\_

Supervisor Name & Contact Information: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Pay Rate: \_\_\_\_\_

Location & Hours: \_\_\_\_\_

**Purpose of the Position:**

**Duties and Responsibilities**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Required Job Skills & Qualifications:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Preferred Job Skills & Qualifications:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_