

# How to Post a Job

STEP 1. Click **Post a Job** from your home dashboard or click **Jobs** on the left navigation bar to access the Jobs page, then click the blue button **Create Job** in the upper-right corner of the page.

STEP 2. You will be required to complete four tabs in the posting. These include the job **Basics**, **Details**, **Preferences**, and **Schools** you'd like to post the position to. You also have the option to use the **Preview** tab to confirm your postings details.

All fields are required, except those that state "(Optional)" next to the field name.

**Best Practice:** *the more fields you complete, the more well defined your job posting will be!*



## **BASICS TAB:**

### **Where should students submit their application?**

- Apply in Handshake
- Apply through external system

If you have an external ATS, please choose this option. A text field will load below the Job Title where you should enter the ATS information:

When you click on "+ add an ATS/job code", the fields will load for the optional System Code and required URL:

### **Job Title**

Fill in the appropriate title in this text field. The job title should reflect the purpose of the position or sum up job duties. Work Study Student, is not an appropriate job title.

### **Company Division (optional)**

Green River is not using the Division module, there are no divisions listed in the drop down menu.

### **Job Type**

There are many options to select from. For work study and institutional work grant positions, please select "**On Campus Student Employment.**"

- Internship
- Cooperative Education
- Experiential Learning
- On Campus Student Employment
- Fellowship
- Graduate School
- Job
- Volunteer

### **Employment Type**

All student jobs are part-time positions.

- Full – Time
- Part - Time

### **Duration**

All student jobs are temporary. Include start and end date. June 30 of each fiscal year is the max duration of employment for any part-time position.

- Permanent
- Temporary/Seasonal

**Is this a Work Study Job?** Make sure to indicate if this job is work study.

- Yes
- No

**Are you open to speaking with interested candidates?** (choose Yes or No)

- Yes**, I want interested candidates to reach out to me for a conversation

If Yes (check one or both):

- Message me on Handshake**
- Schedule a virtual info chat based on my availability**
  
- No**, I'd rather candidates apply without contacting me

Next >

## DETAILS TAB:

### Description

Add a description for your job, see example on the last page.

Student Employment job postings must include:

- ✓ Purpose of position
- ✓ Job description, including job duties and expectations
- ✓ Minimum Qualification

### How many students do you expect to hire for this position?

This number is approximate and will not be displayed to the student.

### Estimated Salary

All student jobs must be paid. Currently hourly rate is \$15.21.

**Note:** You must enter a number, not a range. Click the field to the right of the amount to toggle Per hour, year, or month. Students are paid hourly, make sure to select per hour.

### Job location

As you start typing the address, some suggestions will appear in the address field — you must choose one rather than manually typing it in. If this position is in multiple locations, you can choose **Add Another Location**. If the job is remote, enter the location for your main location, then click the box next to **Allow remote workers**.

### Required documents (optional)

Additional documents for the job application are optional but encouraged. You will be required to submit a copy of the job application or resume that was used to determine the hire. Options for additional items include:

- Resume
- Cover Letter
- Transcript
- Other Document (e.g. work sample, course schedule, or other misc documents)

Next >

## JOB PREFERENCES TAB:

**Note:** all of these preferences are optional, and none of the preferences you add to this page will block students from applying for your job. Handshake will state which candidates meet all of your preferences, and those who don't. For more information on this, refer to [Understanding Job and Applicant Preferences](#).

**Preferences** options:

- Add a **Graduation date range** by specifying the earliest and latest graduation date for qualified applicants.
- choose a **School Year**
- Add a **Minimum GPA** value
- Choose which **Major Categories** would make a student qualified for your job.
- Configure your **Applicant Packages recipients**, and with what frequency.

**Note:** if you haven't marked at least one document type as *Required* by applicants, this option won't appear.

Next >

**SCHOOLS TAB:**

Select the drop down menu to select Green River College.

Next >

**PREVIEW TAB:**

Preview your job posting to make sure everything looks right before clicking

Save