HOW TO POST AN ON-CAMPUS JOB ON HANDSHAKE

Using Handshake for posting an on campus student employment job.

1. Getting started in Handshake

In Handshake’s structure, your department is considered a “division” of the employer “Kalamazoo College,” and you are considered an “employer” just like Stryker or Kellogg, with access to students at all Handshake campuses. You will be asked some questions that make more sense for off-campus employers, and you will be required to affirm Handshake’s “Employer Guidelines.” Of course, you are only interested in recruiting students from Kalamazoo College, so ignore the opportunity to check boxes for other colleges. As you’ll see below, your status as an employer gives you the option for using Handshake to manage your application process—you’re free to use the system to collect and receive applications, or to continue whatever application process you’ve used in the past (the details of which you’ll want to include in your position description).

Upon receiving an email invitation from Handshake to recruit at Kalamazoo College, follow the instructions (screen shots below) to get started. If you did not receive an invitation please email career@kzoo.edu.
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1. Sign up as an Employer
   - First Name: Pam
   - Last Name: Sutherland
   - Email Address (use your work email): firstname.lastname@kzoo.edu
   - Password
   - Confirm Password
   - Phone Number
   - Sign Up

2. Select at least one of the following categories:
   - Agriculture, Food & Horticulture
   - Arts & Design
   - Business, Entrepreneurship & Human Resources
   - Civics & Government
   - Communications
   - Computer Science, Information Systems & Technology
   - Education

3. Add your Alma Mater
   - School Name: Select School
   - Graduation Year: 2017

4. Next: Employer Guidelines
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Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our Terms of Service:

1. Be Accurate and Truthful: Tell the truth about your company, your team, and the jobs available.
2. Keep Your Commitments: When you make a commitment to a school or student, keep it. If you can't work to provide a fair and equitable path for affected students.
3. Be Fair: Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.

In addition, most career service centers require employers to abide by the full NACE Principles for Employment Professionals.

Are you a 3rd party recruiter working on behalf of another company? [Yes] [No]

Next: Confirm Email

Step 3 of 4 - Join Company

Great! It looks like your company is already in Handshake.

Kalamazoo College

This is the home of Kalamazoo College On Campus Student Employment. If you are a Kalamazoo College student interested in getting a job on campus apply here. If you are a Kalamazoo College On Campus Student Employer this is where you will post your jobs.

1220 Academy St, Kalamazoo, Michigan 49006, United States | http://www.kzoo.edu

Are you a part of a division within this company: No problem. First join this company, and then you’ll be able to set up your division within it.

Unable to join? For security reasons, if you’re using a personal email address you won’t be able to join this company. Either contact us or start the sign-up process over with your company email address.

Not your company? Create New Company
Check your email for a Confirmation email from Handshake.

CONGRATULATIONS

You are now a Handshake User and can begin posting jobs!

(see next page)
2. Post a Job

Once your profile is complete, you can Post a Job from your home dashboard. We have provided a screencast of the posting process as well as written instructions.

**SCREENCAST INSTRUCTIONS**

**OR**

**WRITTEN INSTRUCTIONS**

From the Handshake Homepage click on Post a Job on the dashboard.

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.
**Job Basics**

1. **Job Title:** *IMPORTANT*: Construct job title this way → Department-Job title  
   a. This makes it easier for students to see the department.

2. **ATS / job code:** On-Campus Student Employment does not use this feature.

3. **Company Division:** *IMPORTANT*  
   a. Kalamazoo College is using the *Divisions Model*. This means each campus department is listed as a Division, and these Divisions are under one Company, called "Kalamazoo College"  
   b. *IMPORTANT*: Every campus employer can see all job postings. *IMPORTANT*: ONLY POST AND MAKE CHANGES TO YOUR OWN POSTINGS

4. **Require students to also apply through a website or applicant tracking system?:** NO

5. **Display your contact information to students?:** Determine what you want students to see

6. **Job Type:** On-Campus Student Employment

7. **Employment Type:** Part-Time (required during periods of student enrollment)

8. **Duration:** Temporary/Seasonal  
   a. When selecting Temporary / Seasonal, you’ll need to add both the start and end dates.

9. **Work Study Job:** NO (this allows the job to be viewed by all students)
Once you complete **Job Basics**, choose **Next** along the bottom of your screen to add **Job Details**.
Job Details

1. **Description**: To save time you can copy and paste the job description from K-Connect, Handshake will retain all of the formatting for you

2. **Job Functions**: Choose from the dropdown
   a. This helps students search for jobs by their functional area

3. **Approximate Salary**
   a. $8.90 Per hour

4. **Job Location**: 1200 Academy St, Kalamazoo, Michigan 49006, United States
   a. 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.

5. Allow remote workers?

6. **Required Documents**:
   a. We encourage campus employers to require students to submit a résumé as part of their application process, in order to underscore the importance of developing this professional document. However this is up to each department.
   b. Other documents you can require: cover letter, transcript, or other (e.g. writing sample, course schedule, etc.)
Once you complete **Job Details**, choose **Next** along the bottom of your screen to add **Job Preferences**.
Job Preferences (optional)

1. **IMPORTANT**: none of the preferences you add to this page will block students from applying for your job. Handshake 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.

2. **Graduation date range**: specify the earliest and latest graduation date for qualified applicants

3. **School Year**: Select your preference for school year

4. **Minimum GPA**:

5. **Majors**: To select a specific Kalamazoo College major, refer to the sentences just below the Majors section and click where indicated.

6. **Applicant Packages**:
   a. Specify how you want to receive applicant packages
      i. Email a summary of all applicants once job expires
      ii. Email every time a new student applies
   b. You can also add other teammates to receive packages by choosing from the dropdown. If they haven't been added as a contact yet, there will be **add new contact** at the bottom of the dropdown.
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**: Hiring alumni? You can leave earliest grad date blank
  - [ ] month
  - [ ] year

- **School years**
  - [ ] Freshman
  - [ ] Sophomore
  - [ ] Junior
  - [ ] Senior
  - [ ] Masters
  - [ ] Doctorate
  - [ ] Postdoctoral Studies
  - [ ] Alumni

- **Minimum GPA**

- **Majors**: Select a category to choose specific majors
  - Agriculture, Food & Horticulture - 0 of 9 majors selected
  - Arts & Design - 0 of 17 majors selected
  - Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
  - Civics & Government - 0 of 9 majors selected
  - Communications - 0 of 7 majors selected
  - Computer Science, Information Systems & Technology - 0 of 10 majors selected
  - Education - 0 of 19 majors selected
  - Engineering - 0 of 19 majors selected
  - General Studies - 0 of 3 majors selected
  - Health Professions - 0 of 17 majors selected
  - Humanities & Languages - 0 of 12 majors selected
  - Life Science - 0 of 14 majors selected
  - Math & Physical Sciences - 0 of 4 majors selected
  - Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected
  - Social Sciences - 0 of 9 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
  - Pam Sutherland ✅
    - 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 complete Job Preferences, choose Next along the bottom of your screen to select Schools.

**Schools**

1. Select Kalamazoo College
2. Enter Apply start date and Expiration date. The system defaults to today’s date as the start date and 60 days out as the expiration date. Use dates that work best for you.

_Screenshot of Schools and Apply Start and End Dates:_

Enter dates that work best for your particular situation.
You're all set!

1. Choose **Create** on the bottom of your screen to create the job posting.
2. Handshake takes you back to the dashboard once the job has been.
3. From the dashboard you can Review Applicants, Edit Job, Expire Job, and Duplicate Job using the buttons at the top of the posting.

*Screenshot of job posting:*

4. Once your job is approved it will be visible to all students on the apply start date.
Additional items

1. To see the list of all jobs posted to Kalamazoo College click on **Jobs** in the left navigation bar.
2. To view a list of jobs created by you, click on “Edit this” above the list of jobs. This view is saved in Handshake until you go back and change it.
3. To see details on a specific job double click on the job title.

Tip: To see the application process from a student’s perspective please view:

How do I apply for a job?