Student/Work Study Hiring Guide
*Posting a Job in Handshake*

1. Once you are signed into your Employer Account, at the top of the page, click **Post a Job**.

2. The first page of the job posting process is called **Basics**. This is where you will fill in Where students should apply, Job Title, Job Type, Employment Type, Duration, Work-Study, and if you are open to speaking with interested candidates.

   a. **Where should students submit their application?**
      - **Apply within Handshake** – There are options for you to ask for students to submit a resume, cover letter, transcript, and other documents (references, question response – outlined on second page, submit Veteran’s preference, etc.)
      - **Apply through external system** – When selected, a text box will appear where you can paste a link to a job application.

   b. **Job Title:**
      If you are posting a Graduate Assistantship, please use the job title format **Graduate Assistantship – Job Title**.
c. **Job Type:**
For student employment, select which option is most applicable for the type of job you are posting.

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

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

**Duration**
- **Permanent**
- **Temporary / Seasonal**

d. **Work Study:**
If this job is applicable to students with and without work study, you will want to duplicate the position once it is created so you have created two postings for the same position. The position that accepts work study should follow this format – **Work Study - NDSU Student Job Title** for the job title.

3. Once you complete all the fields on this page, click **Next** to move to the Details page.

   - **Is this a Work Study job?**
     - Yes
     - No

   - **Are you open to speaking with interested candidates?**
     - Yes, I want interested candidates to reach out to me for a conversation
     - No, I'd rather candidates apply without contacting me
4. On the **Details** page, you will be required to include a description, the number of students you would like to hire, the estimated salary, location, and required documents.
   
   **a. Job Description:**

   **Description**

   ![Job Description Input Area]

   **b. Application Process:**
   
   If you are having student submit their application through Handshake, be sure to select and communicate the documents students will need to apply.

   ![Application Process Input Areas]
5. While all of the options on the Preferences page are optional, please be sure to include the Graduation Date Range, School Years, GPA, and Major categories if applicable.
a. **Applicant package recipients:**
   When selecting the recipient for the job posting, you will be able to add to anyone who has created their profile and connected to your company. You will then have options to receive an email summary of all of the applicants once the job expires or receive an email every time a new student applies.

6. Once you complete all the fields on this page, click **Next** to move to the Schools page.

7. Search for **North Dakota State University** and it will then be added below. Here you can disregard the Global apply start date and global expiration date. Rather focus on the **Apply start date** and **Expiration date** under Schools.

8. After setting the start and expiration dates, you can click **Next** to preview your job posting.
a. Once you are satisfied with your posting, click **Save** at the bottom of the page. Doing this will send the NDSU Career and Advising Center a notification for approval to be posted. **Please allow at least 2 business days for the position to be approved.**

Any questions regarding job postings can be sent to the NDSU Career and Advising Center at ndsu.cac@ndsu.edu or 701-231-7111.