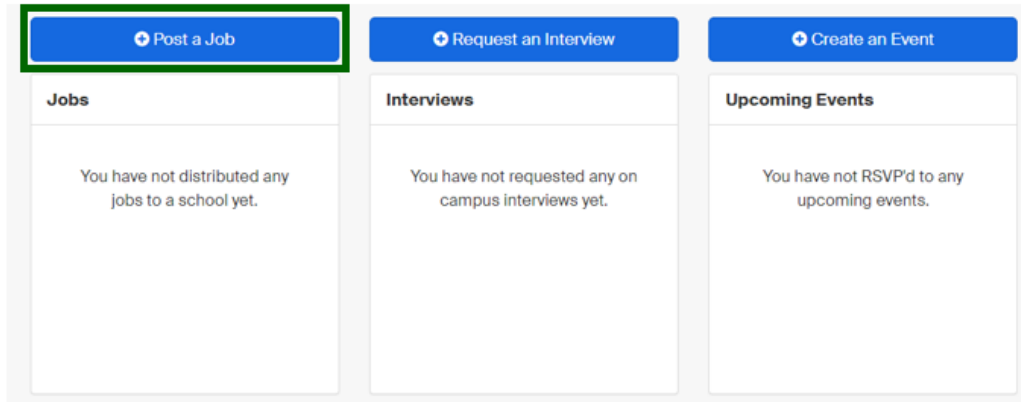


Student/Work Study Hiring Guide

Posting a Job in Handshake

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



- 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**.

Where should students submit their application?

- Apply in Handshake
- Apply through external system

Job title

+ add an ATS / job code to match against your applicant tracking system (this will not sync applications)

Website or Applicant Tracking System URL

+ add instructions for external applications

c. Job Type:

For student employment, select which option is most applicable for the type of job you are posting.

Job Type

- 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?

Work study jobs are for eligible students only.

- 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

Heading 1 ▾
B
I
U
A
[Pattern]
[List 1]
[List 2]
[List 3]
[Link]
[Image]
T_x

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.

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

This number can be approximate and will not be displayed to students.

Estimated salary

Paid Unpaid

\$

Per hour

▾

Enter a number, not a range. Specifying a salary value is optional.

Job location

[+ add another location](#)

Allow remote workers

Required documents (Optional)

Resume

Cover Letter

Transcript

Other Document (e.g. work sample, course schedule, or other misc documents)

5. While all of the options on the Preferences page are optional, please be sure to include the

Graduation date range (Optional)

Earliest grad date

month ▼

year ▼

Latest grad date

month ▼

year ▼

Graduation Date Range, School Years, GPA, and Major categories if applicable.

School years (Optional)

- Freshman
- Sophomore
- Junior
- Senior
- Masters
- Doctorate
- Alumni
- Postdoctoral Studies
- Masters of Business Administration
- First Year Community / Technical College
- Second Year Community / Technical College
- Certificate Program

Minimum GPA (Optional)

Major categories (Optional)

- Agriculture, Food & Horticulture - 0 of 9 majors selected
- Arts & Design - 0 of 19 majors selected
- Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- Civics & Government - 0 of 10 majors selected
- Communications - 0 of 7 majors selected
- Computer Science, Information Systems & Technology - 0 of 10 majors selected
- Education - 0 of 10 majors selected
- Engineering - 0 of 19 majors selected
- General Studies - 0 of 3 majors selected
- Health Professions - 0 of 19 majors selected
- Humanities & Languages - 0 of 13 majors selected
- Life Science - 0 of 14 majors selected
- Manufacturing, Production, and Skilled Trades - 0 of 4 majors selected
- Math & Physical Sciences - 0 of 6 majors selected
- Natural Resources, Sustainability & Environmental Science - 0 of 9 majors selected
- Social Sciences - 0 of 9 majors selected
- Technologies & Technicians - 0 of 15 majors selected

These consolidate individual majors across every school on Handshake. [Choose a specific major by school.](#)

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.

Applicant package recipients (Optional)

Choose recipient ▼

Not seeing the recipient you're looking for? [Create a new contact](#)

X Nicole Askew

Email a summary of all applicants once my job expires

Email every time a new student applies

Send all applicants

Only send applicants who match all preferences

<
Basics
Details
Preferences
Schools
Preview
Next >

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.

Job postings

Search your schools to add job postings ▼

Add All Schools
Add Favorite Schools
Find More

Global apply start date ⓘ
Set global start 📅
Global expiration date ⓘ
Set global expiration 📅

Schools	Interview on campus?	Apply start date	Expiration date
<p>X North Dakota State University-Main Campus</p>	<input type="checkbox"/>	<p>2022-03-28 01:00 pm 📅</p>	<p>2022-04-28 1:00 pm 📅</p>

- 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 nds.cac@nds.edu or 701-231-7111.