# How to Post a Job on

Handshake (August 24 Update)

Before beginning: To post a job on Handshake, you must have a confirmed user account. Contact CC Student Employment (studentemployment@coloradocollege.edu) for user account approval. You will be approved if you have done the supervisor training.

✓ orange check marks mark fields that the students WILL see

1. **Starting the Process**
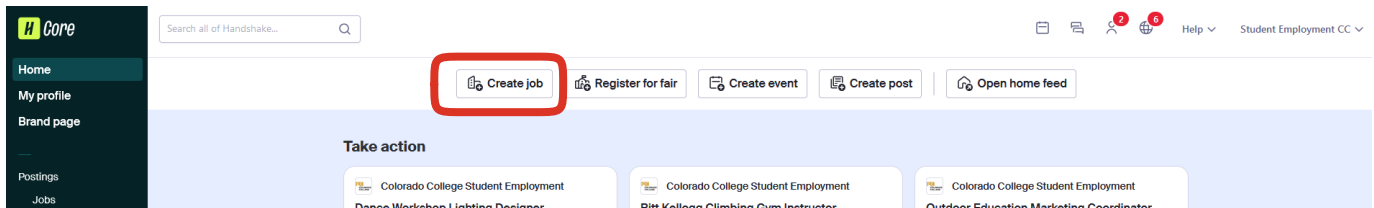
   a. From your home dashboard, click the "Create Job" button in the top row.

   Complete the job form as outlined below to successfully create and post your job.

2. **Entering the Job Description**

   a. Copy and paste the **Summary, Essential Job Functions, Additional Duties, and Qualifications** from the Jot Form into this box.
   b. On the Jot Form, you selected at least three (3) Core Competencies (transferable skills the student should learn in this job.) On the next page is a list of all the core competencies. Copy and paste the competencies you chose and the descriptions. Put that information at the bottom of the job description.
   c. Un-check the box at the bottom
   d. Continue

Core Competencies and transferable skills the student will learn in this role:

Career and Life Design:
The ability to proactively manage your personal and professional growth throughout your life journey.

Communication:
The ability to articulate thoughts and ideas clearly and effectively to exchange information, using a broad range of communication styles, appropriate platforms to deliver and receive messages, and effectively communicate to different audiences in a variety of situations.

Creative Thinking:
The ability to engage dynamically with the unknown and willingness to reconsider existing problems or situations in new ways.

Critical Thinking:
The ability to exercise sound reasoning to analyze information, make decisions, identify problems, and develop workable solutions.

Equity and Inclusion:
The ability to demonstrate awareness, attitudes, knowledge, and skills required to equitably engage and include people from all identities and cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

Leadership:
The ability to recognize and leverage personal and the individual strengths of others to achieve common goals and use interpersonal skills to coach and develop others.

Manage Information:
The ability to obtain, critically interpret, use, and communicate information, turning qualitative and quantitative data into knowledge.

Personal and Professional Effectiveness:
The ability to demonstrate accountability to self and others through effective habits to be productive in work and life.

Teamwork:
The ability to collaborate with others toward a shared goal, participating actively, and maximizing team performance.

Technology:
The ability to select and leverage existing technologies and use them ethically to solve problems, complete tasks, and accomplish goals efficiently. Ability to identify, learn, and effectively use new and emerging technologies.

3. Entering Position Details

Position details

Job title

Student Employment Office Assistant (EXAMPLE)

Tips for good job titles:
- ✓ Spell out words instead of using abbreviations ("Senior" instead of "Sr").
- ✓ Avoid using all caps.
- • Avoid numbers or special characters.
- ✓ Keep it concise at 2–5 words.

Position type

○ Job

○ Internship

● On Campus Student Employment

○ Other

☐ Work-Study program

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a. Enter the job title for your position - it should be the same as the Jot Form!
b. If it is a general position, put your department name in the title. For example, instead of putting "Research Assistant," put "Chemistry Department Research Assistant"
c. Click the bubble for On Campus Student Employment
d. If you do not click the right bubble, it will not be advertised to students properly, and I will not be able to approve the post.
e. DO NOT click the Work Study Program box, unless explicit instructions from the Student Employment department to do so.
f. Click Continue

4. Providing Location Requirements

Location requirements

Where should candidates expect to work?

✓

Onsite	Remote	Hybrid
Employee works in person from a specific location.	Employee works from home.	Employee works a combination of onsite and remote.

Onsite location

Add the city and state where the job is located. If you're hiring in multiple cities, include them all.

[🔍]

✓ Colorado Springs, Colorado, United States ✕

☐ Job is located at residential address

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a. Select Onsite
b. Enter "Colorado Springs, Colorado, United States" as Onsite Location.
c. Do not check "Job is located at residential address".
d. continue

5. Time Requirements

Time requirements

How much should candidates expect to work?

Full time	Part time
🕐	🕐
Full time	**Part time**
30 hours per week or more	Less than 30 hours per week

✓

Hours (optional)

✓ | 10 | ⇕ | hours per | week | ⌄ |

Employment duration

● Permanent

○ Temporary or seasonal

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a. Select Part time
b. Putting in Hours is optional, but if you do it should be hours per week. The Student Employment department does not except nor encourage students to work over 15 hours per week.
c. Set the Employment duration as Permanent.
   i. If the student is working throughout the academic year, it should say permanent.
   ii. If the job is genuinely short term (Priddy leader, summer only positions) then you can set it to Temporary or seasonal.
d. Continue

6. Compensation and Benefits

Compensation and benefits

What should candidates expect to earn?

Expected pay

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

Range	Custom range	Unpaid

✓

Rate	Minimum pay	Maximum pay	Currency
Per hour	14.42	14.42	USD

📷 **Additional compensation** (optional)

Signing bonus	Bonus	Commission	Tips	Equity package

📋 **Benefits** (optional)

Medical	Vision	Dental	Paid time off	Paid sick leave
Parental leave	401(k) match	FSA or HSA plans	Life insurance	
Disability insurance	Student loan repayment	Tuition reimbursement		
Relocation assistance	Commuter assistance	Pet insurance		

☕ **Perks** (optional)

Learning stipend	Home office stipend	Career development
Gym membership		

Additional benefits (optional)

Have more to offer? Add a link to your company benefits page.

https://www.website.com

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a. Click "Custom Range"
b. On the Jot Form, you either selected Pay Step 1 ($14.42) or Pay Step 2 ($14.82)
   i. If you are paying Step 1, both the Min AND Max should say $14.42
   ii. If you are paying Step 2, both the Min AND Max should say $14.82
c. Everything else is superfluous, there is nothing to click
d. Continue

7. Categorize your job

Categorize your job

Tell us the type of job you're hiring for by adding job role groups.

Job role groups

Search by job role or job role group. Add up to 3 groups. Learn more or request a new job role group.

e.g., Accountants, Electricians, Marketing Managers 🔍

Office and Administrative Support Workers ✕

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a. You must select a job category or Handshake will not let you proceed to the next step.
b. There are a lot of options, keep it general
c. Student can't see this
d. Continue

8. Candidate Qualifications

Candidate qualifications

Add your must-have qualifications to refine your candidate matches.

What you're looking for

Add up to 7 skills. We'll use these to show candidates at a glance what you're looking for.

Skills

Active Listening ✕   Judgment and Decision Making ✕

Critical Thinking ✕   Writing ✕   Problem Solving ✕

Reading Comprehension ✕   Social Perceptiveness ✕

Skills are not required, you can keep the preloaded skills, or add your own

Work authorization   Disclose

For best practices, visit the Department of Justice's website and our help article on the impact of work authorization designations across the Handshake network. This section only applies to jobs located in the United States.

✓ By checking this box, you acknowledge the following:

- By not disclosing work authorization requirements, you may receive applications from candidates who do not meet your needs. This can increase the time and effort needed to review applications and potentially frustrate candidates, harming your employer brand.

- You have confirmed that your decision to skip this question is in compliance with all relevant employment laws and regulations. Different jurisdictions may have specific requirements regarding disclosure of work authorization criteria.

You must fill out this portion! Click Disclose in blue then check the box!

All students, even international can apply to jobs on-campus

School year (optional)

Freshman   Sophomore   Junior   Senior   Masters

Masters of Business Administration   Doctorate   Postdoctoral Studies

Certificate Program   First Year Community / Technical College

Second Year Community / Technical College   Alumni

Latest graduation date (optional)

Month   Year

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Major groups (optional)

Major groups combine related majors from every school on Handshake. Choose majors by school.

Minimum GPA (optional)

Only include if your job has specific requirements.

This is all optional, but students can see it

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Choose schools

Where would you like to post your job?

> ⓘ Because this is an on-campus job, it can only be posted to the school for which you are an **on-campus employer**. ✕

Post to specific schools

| Search by school name or location   🔍 | Lists ⌄ |

Colorado College ✕

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It's automatic, click Continue.

10. Application Processs

Application process
What's the application window and process?

Application open date

✓ | 2024-08-27 06:00 AM GMT-6 | 🗓 |

Application close date

✓ | 2025-08-27 06:00 AM GMT-6 | 🗓 |

Number of hires
This will not show up to candidates.

| 3 | ↕ |

a. Select the date you want the post to appear on Handshake (aka "go live")
   i. Please note: the post still needs to be approved by the Student Employment Office, if there are delays or edits that need to be made on your post, the post may "go live" later than the date you originally input.
b. Select the date you want the post to close - stop appearing on Handshake and stop taking applicants.
   i. You can have a Handshake post open for up to one year! But we may ask you to submit another Jot Form towards the expiration date of the initial Jot Form.
c. Select the number of hires. This does not show to students.

How will candidates submit applications?

H		↗
On Handshake		**On a separate website**
Keep all your applications in one place.		Enter a website or Applicant Tracking System URL.

Additional required documents on Handshake

✓ | ✓ | Handshake profile |
✓	Resume
✓	Cover letter
☐	Transcript
☐	Other

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a. You MUST select On Handshake for the first question! If you do not, students cannot apply.
b. The Student Employment Office requires supervisors to choose AT LEAST one other additional required document in addition to the Handshake profile!
c. Continue

11. Assigning Your hiring team

Students do not see any of this. That is why it is important to put your department name in the title or Job Description.

Your hiring team

Set up your hiring team to keep everyone informed, and manage how they receive updates.

Company division (optional)

Company divisions are managed by your administrator. Your hiring team can use them to organize and filter jobs.

| CC Student Employment | ⊗ Q |

Job owner

This should say your name!

Student Employm...   Add profile photo ↗   Remove ⊗
CC Student Employm...

Messaging availability

Give candidates the option to message you through the job post. Messages from candidates will not count against your message limit.

☐ Feature Student Employment CC as available for candidate messages

Email settings

☑ Send summary email once application period closes

☐ Send email when a candidate who meets qualifications applies

☑ Send email when a candidate applies   **highly recommend this one**

a. Input your company division, this is really your **DEPARTMENT** - Later, you can filter positions to find only your divisions jobs.

b. All division names start with "CC" - you can use the search bar to find your department.

c. Check or uncheck the boxes for messaging availability and email settings based on your own personal preferences.
   i. I personally like an email when any candidate applies, and a summary email at the end.

11. Assigning your team continued

Hiring team members (optional)   Invite new teammate

| Choose team member   🔍 |

Caroline Kosnak   Remove ⊗

☑ Send summary email once application period closes

☐ Send email when a candidate who meets qualifications applies

☐ Send email when a candidate applies

Kyle Morrison   Remove ⊗

☑ Send summary email once application period closes

☐ Send email when a candidate who meets qualifications applies

☑ Send email when a candidate applies

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a. If there are other people you want to view applications, you must add them to your team here!
b. They cannot edit the post though
c. Use the search bar to find the person, then click their name
   i. The person must have completed student employment supervisor training and created a Handshake employer account to show up and be sent the applications!
d. Update the person's email preferences here.
e. Continue

12. Review the Job Post

The final step is to review your job posting. Review the details and modify any sections as necessary.

- To edit any section, click the pencil icon to the right of the section, then click the blue button **Continue** to save changes, and to reach the last page of the job form.

To post your job, click the blue button **Post job** in the lower-right corner of the job form.

Your hiring team   ✎ Edit

Company division

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Job owner

Student Employment CC

Hiring team members

Caroline Kosnak, Kyle Morrison

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Please allow 1-3 days for job posting approval. **Remember to adjust your open and close dates to account for processing time**. Please email studentemployment@coloradocollege.edu if you need further assistance.

"Live" Handshake post example -

Colorado College Student Employment
Higher Education

Student Employment Office Assistant

Posted 3 weeks ago · Apply by September 6, 2024 at 6 AM

⬚ Save   **Apply**   ···

At a glance

💵 **$14.42/hr**

📍 **Onsite, based in Colorado Springs, CO**
Work in person from the location

🏢 **On Campus Student Employment**
Part-time · 5 hours a week

The Student Employment Office is looking for a student employee who can provide us with dependable and trustworthy office support! Working as the Student Employment Office Assistant will give you hands-on experience in hiring, data entry, organization, and customer service - great skills that will assist you in your future career! The position is open to all students. Freshman, transfer, international and work-study eligible students encouraged to apply!

Primary duties will be processing student employment paperwork, including I-9 verification and banner employee setup. Student will need to have high attention to detail, ability to change priorities quickly, clear and professional communication, and be comfortable upholding regulations (i.e. requiring students to have original documents, make appointments, and comfortable saying "No"). Once proficiency is established with paperwork and I-9 processing, student will be trained to review job postings in Handshake, communicate with staff/faculty supervisors, and manage other high level projects.

This position requires quick learning of many different electronic programs and processes with the ability to swap between them frequently and efficiently. Student will be expected and encouraged to ask questions and take ownership in one's own professional development.

Hours will vary depending on department needs and time of year. We expect a minimum of 5 hours per week in order to maintain knowledge and proficiency. More hours are allowable based on office needs and student availability. This position would not be expected to work more than 15 hours per week. Availability from students is requested each block and we accommodate changing needs due to academic demands.

Learning competencies and transferable skills that you will learn in this role:

1. **Work Ethic**
   1. Consistently works energetically to accomplish tasks
   2. Takes responsibility for work that needs to get done
   3. Does the best job possible in all situations
   4. Does not carry out non-work activities during work
2. **Time Management**
   1. Uses time effectively while at work for maximum productivity
   2. Consistently meets all work deadlines unless unanticipated and unavoidable interruptions arise
   3. Takes on additional tasks and fits them into schedule when necessary
3. **Work Quality**
   1. Organize work/duties efficiently and effectively
   2. Prioritizes tasks appropriately
   3. Carries out work accurately
   4. Attention to detail
   5. Completes work on or ahead of schedule
   6. Responds to specific inquiries/requests in a timely manner
4. **Professionalism/Customer Service**
   1. Dress/presentation is appropriate to work position
   2. Arrives punctually for work and remain for entire scheduled time
   3. Does not miss scheduled work except in emergency circumstances
   4. Interacts professionally and courteously with supervisor (as relevant) and others
   5. Speaks with tact, composure, and diplomacy in all circumstances
   6. Monitors own performance and actively seeks feedback for improvement
   7. Supports others in behaving professionally
   8. Reliability is demonstrated with by showing commitment to work schedules and the needs of the department through consistent attendance
5. **Technical Knowledge**
   1. Uses general computer skills necessary to complete tasks
   2. Uses specific computer software (Excel, etc.) necessary to complete tasks
   3. Uses technical skills other than those related to computers (photocopying, etc.) to complete tasks
   4. Uses technical academic knowledge (e.g. statistics) to complete tasks
   5. Learns and understands new programs and/or technologies to successfully accomplish assigned work duties

What they're looking for

You do not match any qualifications.

⊘ Senior   ⊘ Junior   ⊘ Sophomore   ⊘ Freshman

Matching is based on your profile.
Update profile.

About the employer

Colorado College Student Employment
Higher Education

[Follow]

👥 1,000-5,000 employees   📍 14 E Cache La Poudre St

Colorado College designs the student employment experience to enable students to work on and off campus part time (up to full-time hours in the summer) to advance skills, build resumes and earn funds to support their educational goals and continue professional development growth while supporting college needs as well.

Learn more