Posting a Job in Handshake

1. Login app.joinhandshake.com with your email & Handshake password
2. Click on Post a Job
3. Fill out Job Basics (PLEASE PUT the 4 Department Budget Code: 0311 in job title)
4. On the next page fill out the Job Description, Job Functions, Salary, and Required Documents

HIGHLIGHT in Bold and Caps that this is an OFF-CAMPUS WORK-STUDY Job

Also type or paste into this box information around the job:
Description
Requirements
Schedule
Duties
Etc.

You can copy and paste a description directly from your website - we’ll retain all the formatting for you.

* Job functions

Feel free to select any “function” that closely relates to the job or choose “other”

This will help students interested in specific functions search for your job.

Approximate Salary (enter a number, not a range)

$ 7.25

Paid  Unpaid

Make sure the address of the job location shows up here

* Job Location

Leave Blank

Required Documents

Choose docs required. Most jobs require a resume, but feel free to check other requirements that fit your needs.

Resume
Cover Letter
Transcript
Other Document (e.g. work sample, course schedule, or other misc. documents)
5. Fill out Job Preferences if desired, but these ARE OPTIONAL.

Optional, and will not prevent any student from applying for your job. Just indicates to you which students meet your preferences.

No Need to fill this out, unless you want to specify a major

Check the box that fits your workflow.

If there is another person in your department that should be receiving applications, add them here.
6. Choose Earlham College

Click the + to choose Earlham College

You haven't selected school(s) to post this job to yet. Choose which schools you'd like to post to on the left.

7. Choose the dates the Job will be posted and when it will no longer be posted

Date/Time Job will be posted and live on site.

Date/Time Job posting will expire and no longer be live on site.

Finish! Job created!