

Reed College Student Work Office
Guide to Posting Positions on Handshake

This document will guide you step-by-step through how to post a student position on Handshake. If you have questions throughout this process, please contact Kate Walford, Student Work Coordinator (walfordk@reed.edu, 503.517.4847).

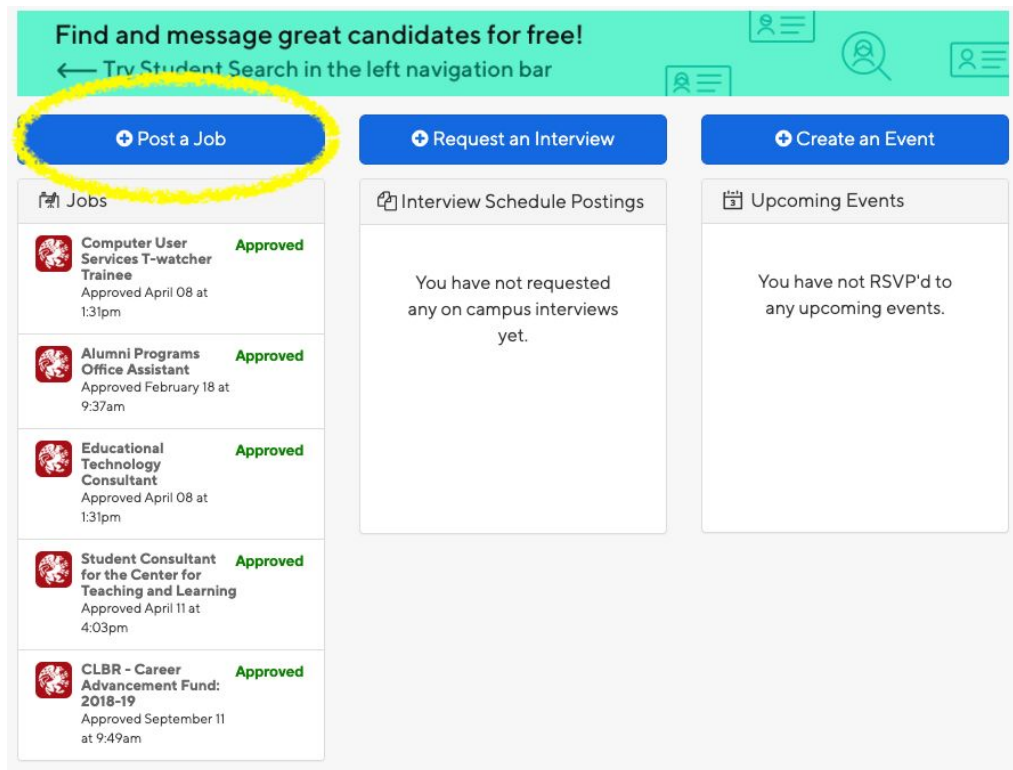
Best Practices for Posting on Handshake:

- ❑ **Post the position on Handshake!** Posting your open position allows all Reed College students to see and apply for your position if they meet the parameters set by you (major, year, etc.) Having all jobs posted in one place provides fair and equal access to job opportunities for students.
- ❑ **Leave the position open for a reasonable amount of time.** Please leave positions open for a minimum of one full week. This gives students time to see the position, prepare materials, have them looked over, and submit their application. Students applying for jobs for the first time may seek the assistance of the Center for Life Beyond Reed for their resumes and cover letters.
- ❑ **Only post positions when you have an opening.** Leaving postings open for the entire year and hiring from the applicant pool as needed doesn't give students a clear idea of whether or not a position is actually open. It is easy to take job postings down (Handshake calls this "expiring") and re-post them later in Handshake when you have an open position.
- ❑ **Avoid closing your position early.** Students take deadlines seriously! If you close your position early, there may have been students who were planning to apply to it before the deadline, but hadn't yet. Help students manage their time best by sticking to your close date. If you aren't sure how long you need to leave it open for, aim on the shorter side and extend the deadline, rather than posting it for a long time and closing it early.
- ❑ **Encourage students to visit the Center for Life Beyond Reed for their applications.** Posting a note about this in your job description or application instructions can help guide students to this resource.
- ❑ **Avoid jargon and acronyms.** New students and students who have not interacted with your office may not know what an acronym or industry-specific word means.

Posting a Position on Handshake

Log into Handshake:

When you log into Handshake, you will start on the main page. Click on “post a job” on the top left to begin the process.



This will take you to the position basics page. You can navigate between the next 5 pages by clicking at the bottom of the screen. The rest of this guide will show you what selections to make on each page.

Basics



Job Title: Choose a job title that is descriptive and avoids acronyms. It is helpful to include your office/department name in the job title, for example “*Financial Aid Intern*”, rather than “Intern”.

Company Division: Select the office/department under which you are hiring.

Where should students submit their application?: If you choose *Apply in Handshake*, students will submit documents through Handshake, which you can view through your account. If you choose *Apply through an external system*, you will be prompted to add a url to an outside application (for example, a google form). If you want students to do both - submit documents in Handshake AND complete an outside application with a url - select *Apply through an external system*. You will be able to add required documents on the next screen.

Display your contact information to students?: This will display your name, or no information.

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

Employment Type: On-campus jobs are *Part-Time*, with the exception of jobs for the summer/breaks, when *Full-Time* can be selected.

Duration: Select *Permanent* or *Temporary/Seasonal*. The *Temporary/Seasonal* selection will prompt you to enter start and end dates (optional).

Is this a work study job?: Select *No*. Any student at Reed can apply for on-campus jobs, regardless of work study.

Details



A horizontal navigation bar with a black border. It contains six buttons: a back arrow, 'Basics', 'Details' (highlighted in blue), 'Preferences', 'Schools', 'Preview', and a 'Next' button with a right arrow.

Description: This is where you should enter your job description. See the [Job Description Guide](#) for guidance on this.

Job Function: This helps students to search for jobs based on functional area. You can select one or multiple functions.

How many students do you expect to hire?: This number is internal only, students will not see it.

Salary: You can enter wages by hour, month, or year.

Job Location: Type in “Reed College” and the college address will populate for you to select.

Required Documents: Students will be required to submit each of the documents selected in Handshake as a part of their application. This is true regardless of whether or not you selected “Apply in Handshake” or “Apply Externally”. If you select “Apply Externally” and also require a resume, students will be prompted to do both.

Preferences



Grad date range: Not recommended. (it is easier to leave this blank and use the next question below to select school years).

School years: If you are open to any, leave blank. If you select certain years, students who do not fall into those years will not be able to apply.

Major: This is not recommended unless applicants are required to be from a certain major. If you chose to select “Major categories”, you are selecting broad lists of majors designated by Handshake, which do NOT necessarily reflect the majors at Reed College. If you would like to select majors, please select the blue text “[Choose a specific major by school](#)”, which will bring up a list of actual Reed majors to choose from. Students outside of the selected majors can still apply, but they will be notified that they do not meet all requirements.

Applicant package recipients: Select who should receive applications via email, and how often. You can always log into Handshake and see applications in Handshake.

Schools

A horizontal navigation bar with a black border. It contains seven buttons: a left arrow, 'Basics', 'Details', 'Preferences', 'Schools' (highlighted in blue), 'Preview', and a right arrow labeled 'Next'.

Schools: Start typing “Reed College” into the search bar. It should populate with the Reed College name and logo. Once selected you will see this:

A form for Reed College with the following fields: 'Schools' (containing a red Reed College logo and the text 'Reed College'), 'Status' (containing 'Pending'), 'Interview on campus?' (containing a checked checkbox), 'Apply start date' (containing '2018-12-21 3:00 pm' and a calendar icon), and 'Expiration date' (containing '2019-02-01 12:00 pm' and a calendar icon).

Interview on campus?: Leave this blank unless you would like to use Handshake to schedule interviews. If you are interested in this, you may contact the [Student Work Office](#) for help getting set up.

Global Start/End Dates: You can leave these blank.

Apply Start Date: Select the date that students can begin submitting applications. As soon as your posting is approved, students will be able to view it, regardless of the Apply Start Date. They will not be able to submit an application, however, until the Apply Start Date.

Expiration Date: This is the date and time at which your posting will no longer be viewable to students. This can be edited after the position is posted if necessary.

Preview

A horizontal navigation bar with a black border. It contains seven buttons: a left arrow, 'Basics', 'Details', 'Preferences', 'Schools', 'Preview' (highlighted in blue), and a right arrow labeled 'Next'.

Preview: This will allow you to see the position as a student would.

Once you've previewed, select “Save” in the bottom left, the job will be created and will be visible to students once it is approved. Jobs are reviewed by Payroll and the Student Work Office for approval. If there are any questions about your job posting, you will be contacted.