HOW TO POST A JOB IN HANDSHAKE
(GVSU ON-CAMPUS EMPLOYERS ONLY)

This step-by-step document will walk you through how to post a job in Handshake in order to find students to interview and potentially hire. You are only able to post jobs in Handshake if you have an account in Handshake that is connected to your on-campus department. If you do not yet have an account created, please see our how-to article on creating an account.

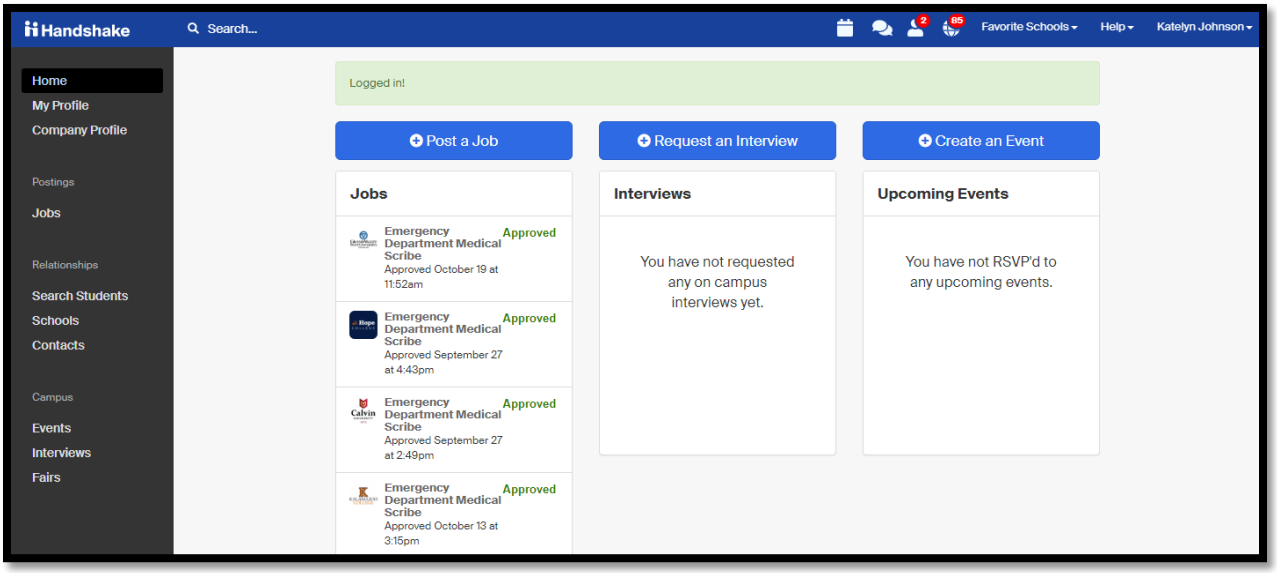
If you are posting a Student Employment+ position, make sure to follow those guidelines when it comes to posting a job. For example, make sure the job title includes "SE+" and that the job description follows the SE+ job description requirements. For more information regarding Student Employment+, please visit https://www.gvsu.edu/studentjobs/seplus.

If you have any questions along the way please let us know.

Student Employment
Phone: 616-331-3238
Email: studentjobs@gvsu.edu

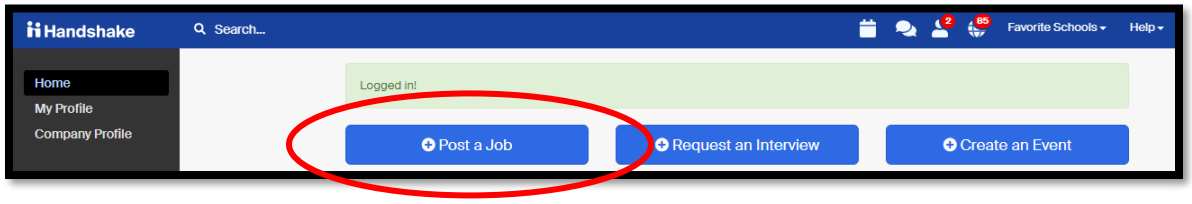
***All images used are examples and will not match your unique Handshake information.**

Your Handshake homepage should look similar to this when you first sign in to your account.

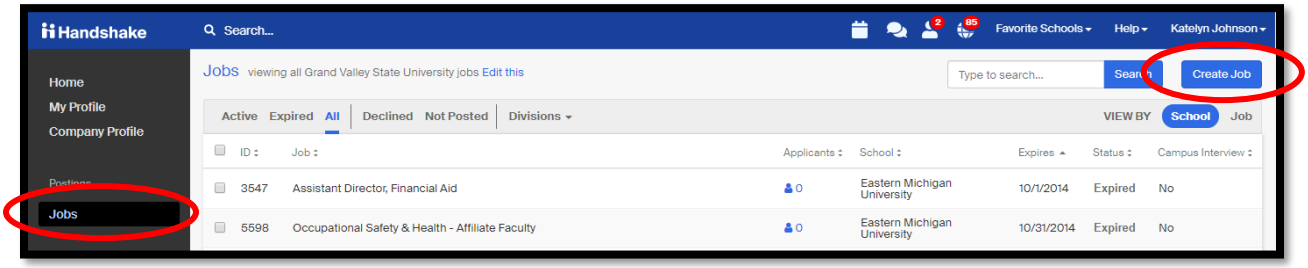


There are two ways that you can post a job in Handshake. You can either click on "Post a Job" towards the top of your screen or you can click on the "Jobs" tab on your left search panel and click "Create Job."

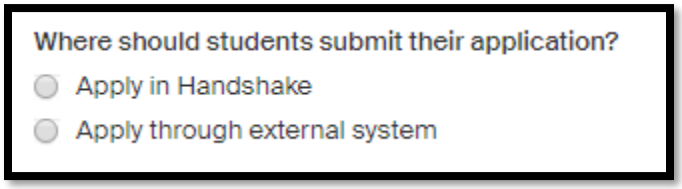
The "Post a Job" option looks like this and is located on your homepage.



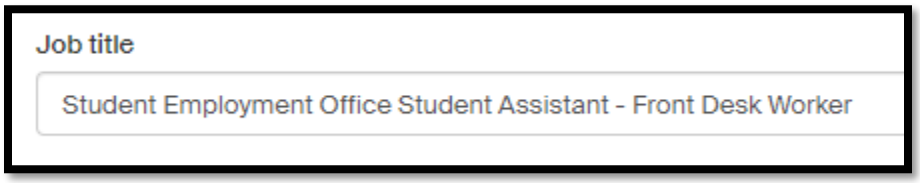
The "Create Job" option looks like this and is located within the "Jobs" tab.



1. Click on "Create Job" or "Post a Job."
2. Choose how you would like students to apply to your position. If you would like your student applications to go through Handshake, choose "Apply in Handshake." If you have a PDF on your GVSU department website or an external application for students to complete, you would choose "Apply through external system."



3. Next, enter your job title. It should be as descriptive as possible.

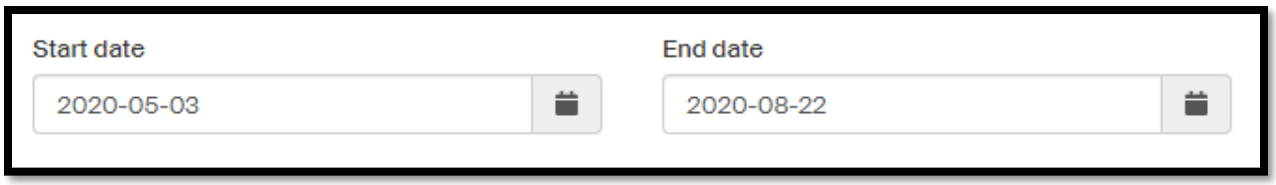


4. For "Job Type" choose "On-Campus Student employment" if your student is being paid through the GVSU Payroll.

5. Choose "Part-Time" for "Employment Type" even if your student(s) work full-time hours. Due to their status at GVSU being primarily that of a student, all student jobs are considered part-time.

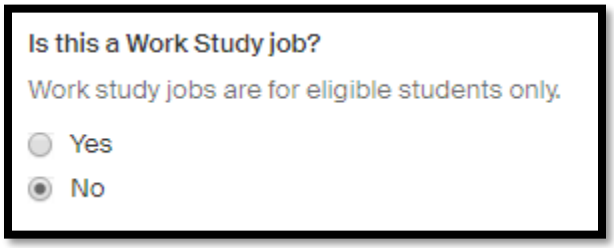
6. Choose "Temporary / Seasonal" as the "Duration" since student employees are not considered permanent employees at GVSU.

7. Choose the dates you would prefer to be the start and end date of employment for the student(s) you are hoping to hire. Make sure the formatting of the dates is correct.

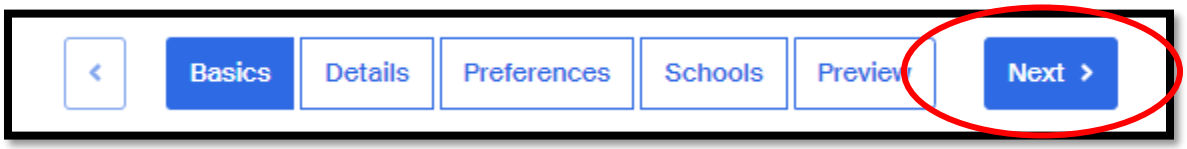


For more information regarding semester dates, please visit our website under the "On-Campus Employers" tab and choose "Pay Periods and Pay Dates."

8. Choose whether or not this is a Federal Work-Study position. Even if you choose that the job is Work-Study, non-Work-Study students will still be able to apply. It will be up to you to go through and to clarify which students truly have Federal Work-Study funding. If you have any questions about this please let us know.



9. Click "Next" at the bottom of the page.



The next screen allows you to enter a job description, provide more information about the job as well as what you are requesting the student provide to you in their application.

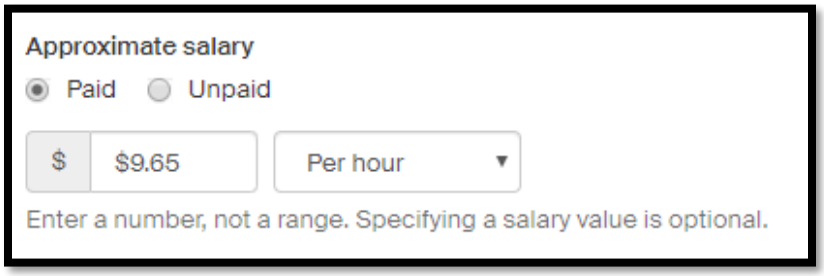
10. Enter your job description and be as descriptive as possible. Some things to include are when you are expecting the student to work each day, what their job entails on a day to day basis, the environment of your office, their job responsibilities, how many hours you are looking for them to work per week, etc.

If you are only hiring Federal Work-Study students and don't want to receive applications from non-Work-Study students, you can say so in the job description.

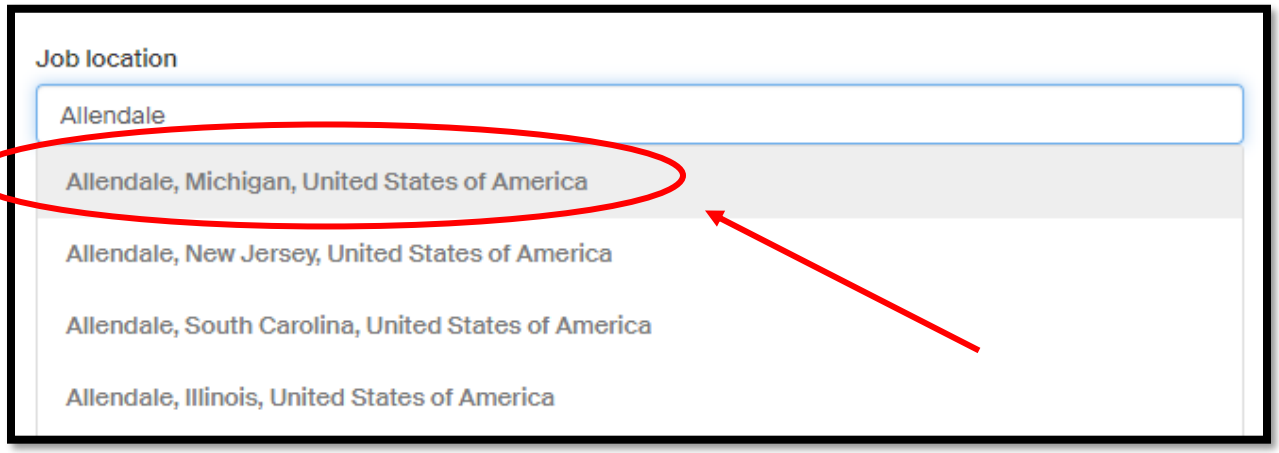
11. The "Job Role(s)" section is giving you an opportunity to describe your position in more detail so that students looking for the work you are requesting are able to locate your job easier. While the job role options that you are provided with might not match your job exactly, please choose whichever role(s) fits best.

12. Choose how many students you would like to hire for this position.

13. Next you will be choosing the hourly rate that you will pay your student. A wage MUST be listed in order for our office to approve your posting. Please visit our website for the current wage chart. This chart can be found under the "On-Campus Employers" in the section titled "Wage Rates."

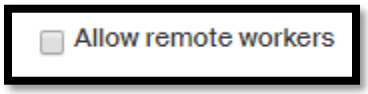


14. Job Location is the city the student will be working in. You must choose and click on an option from the drop-down menu or the location will not be recognized by Handshake.



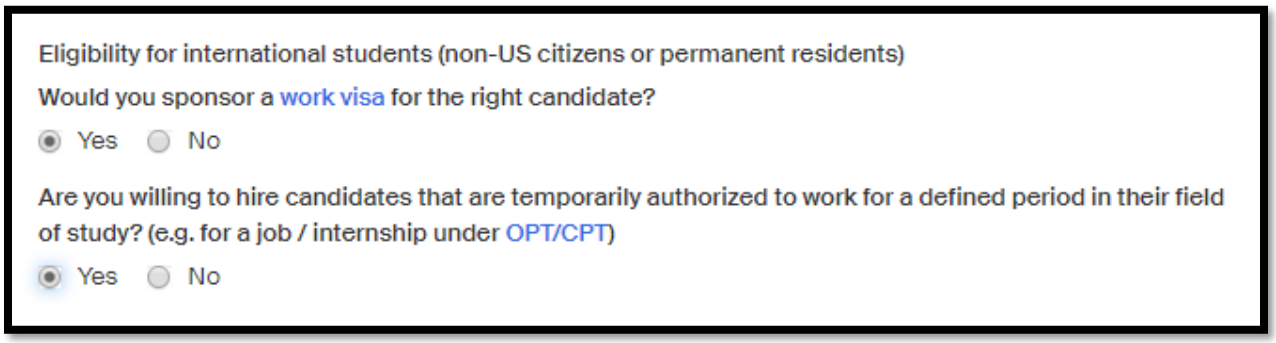
You are able to add more than one location if the student will be working on more than one campus. For example, you could choose both Allendale, MI and Grand Rapids, MI.

15. You will not allow remote workers.

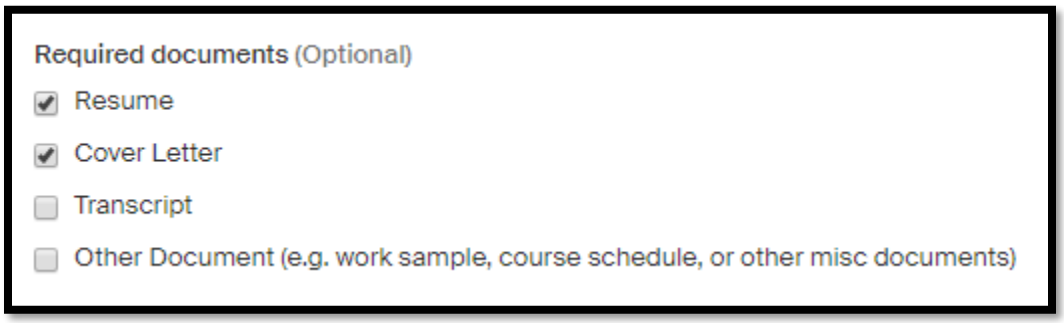


16. Choose "Yes" for "Does this position require U.S. Work Authorization." The student will complete this work authorization and prove that they are eligible to work in the U.S. when they fill out their I-9 form.

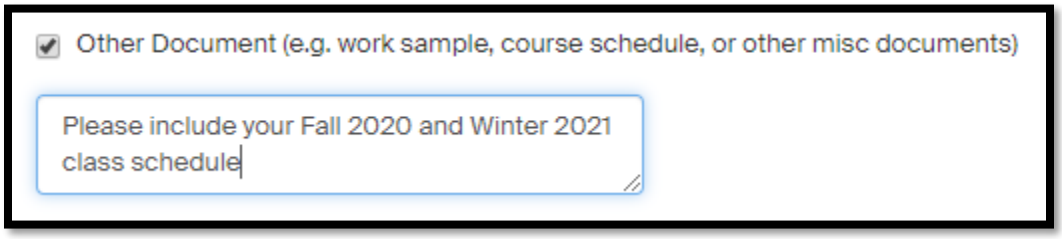
17. Answer "Yes" to the following 2 questions as well if you are willing to hire international students who have been provided a visa and work authorization. GVSU provides the necessary work visa documents through the Padnos International Center.



18. Choose the documents that you would like the students to upload.



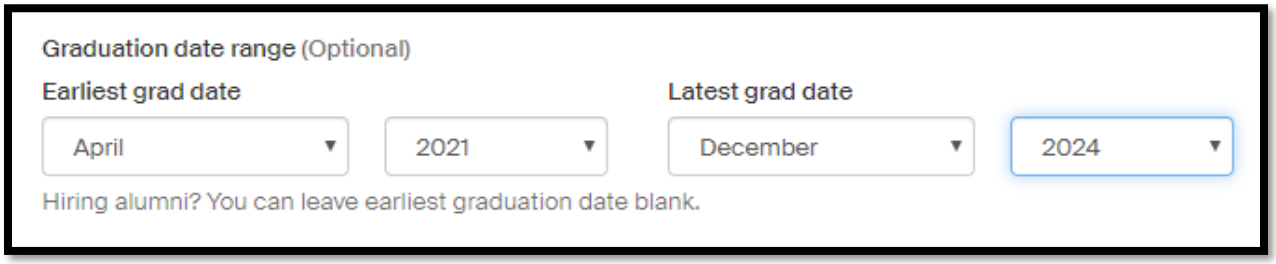
If you would like them to upload their course schedule, choose "Other Document" and describe the document you would like them to include.



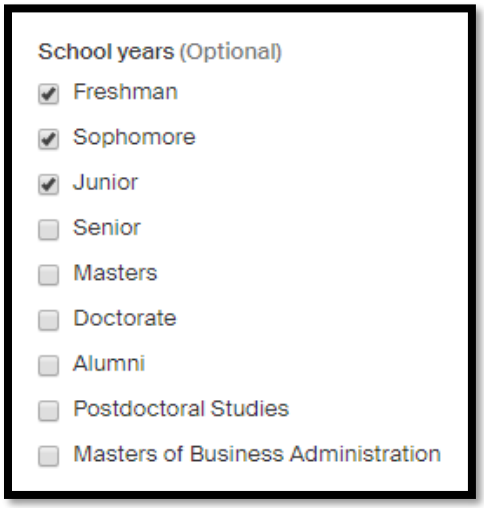
19. Click Next.

This next screen allows you to narrow down what students you would like to view your application.

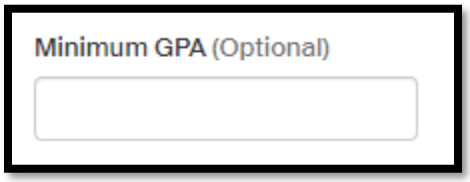
20. Choose the graduation dates that you would prefer students fall between. This step is optional and you do not need to fill in the blanks if you don't choose to.



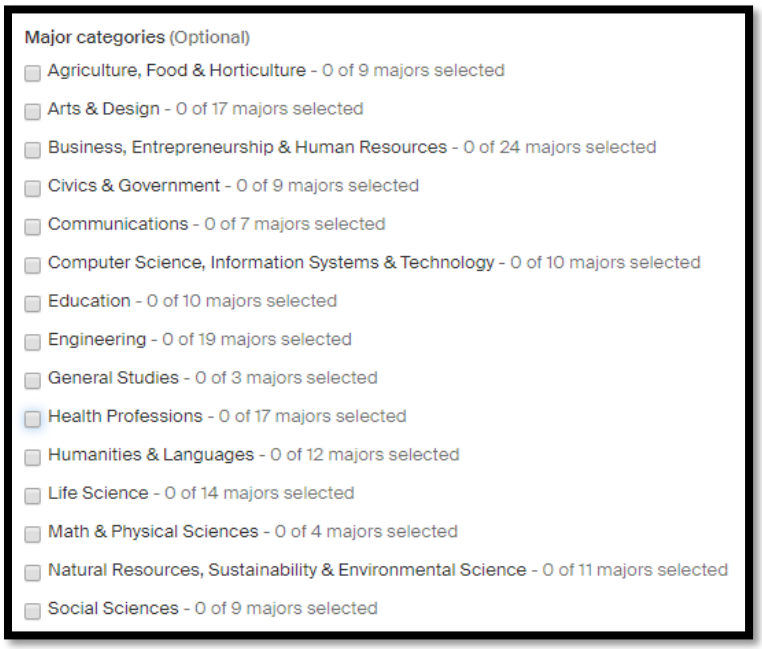
21. Choose the school years you would prefer. This step is also optional. If you choose nothing, all students and alumni will be able to view your posting and apply for the job.



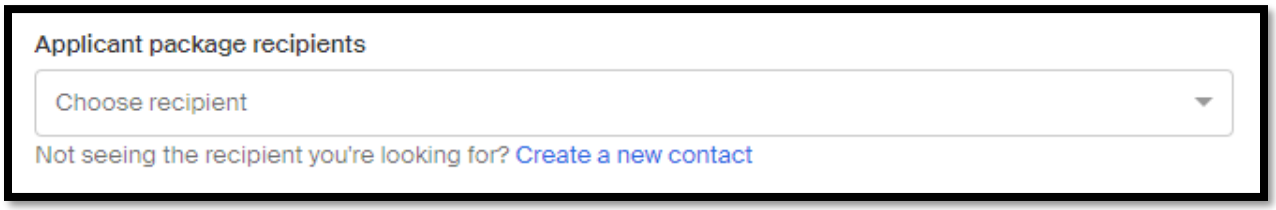
22. If you are hiring students who need to show that they are succeeding academically (such as a tutor) you can enter a GPA requirement. Otherwise, we ask that you leave this section blank.



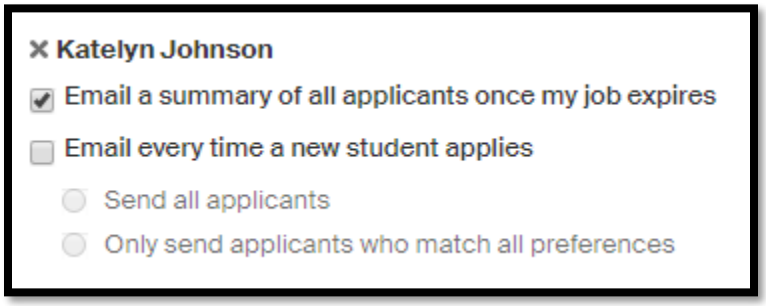
23. Choose which majors you would like your job to be directed towards. This is not required, however if you are looking for a student with a specific background, this step might help you locate those students easier.



24. The applicant package is the list of applications and their related information that will be sent to you for review. This step allows you to choose others members in your department who might be helping with the interview and hiring process and who would like to receive the same information that you do. Keep in mind that this person must also have a Handshake account.



25. Choose how often you would like to receive updates about incoming applications. You can either be emailed every time someone applies, or you can receive one email with all of the applications when your job posting expires.



26. Click Next.

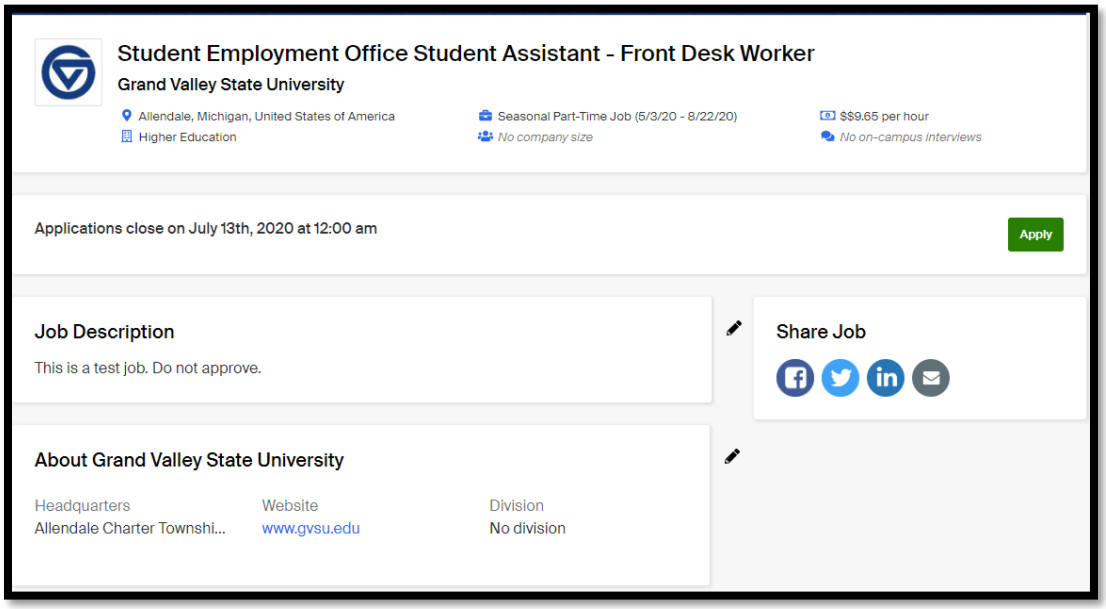
This next page helps you make sure that GVSU is only school that the job will be posted to. This is also where you can choose how long you would like the application to be active for.

27. Choose GVSU as your school.

28. You do not need to check the box inquiring about on-campus interviews.
29. Choose when you would like the job to be available for students to apply for and when you would like it to expire.

30. Click Next.

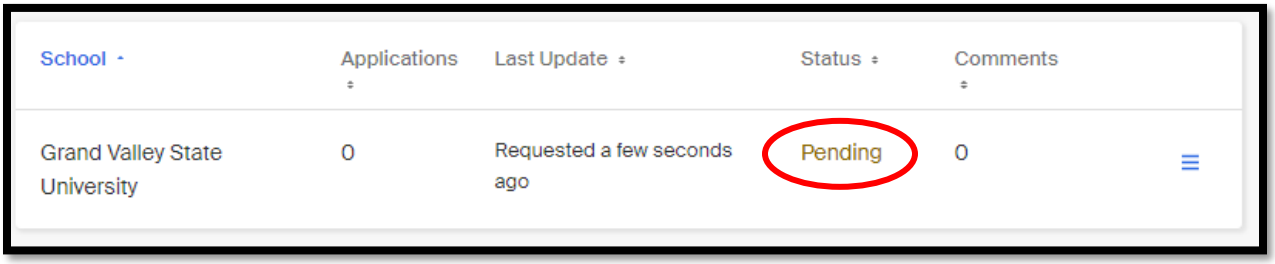
This next screen will show you what the job will look like to students. Please use this screen to double check for accuracy and spelling errors.



31. Click Save.

Your job is now pending approval. The final screen you see is your job posting information such as your applicants, status and job number. This job number can be used to provide us with more information if you need assistance. This also helps you distinguish the difference between all of your jobs if you have similar job titles or have duplicated a job.

This page also gives you the status of pending, approved or expired. Your job will be in the "Pending" for 2-3 business days while our offices reviews it.



Congratulations! You've posted a job on Handshake! Please see our "Report a Hire" article on hiring students and please contact us if you have any questions or concerns along the way.

Student Employment
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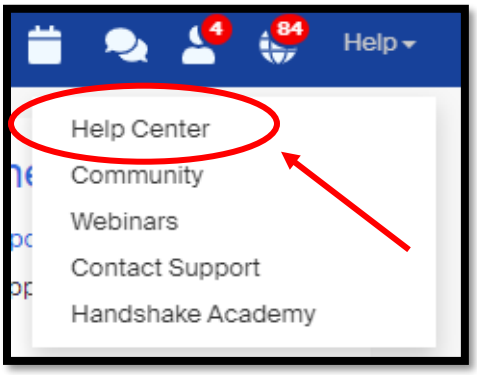
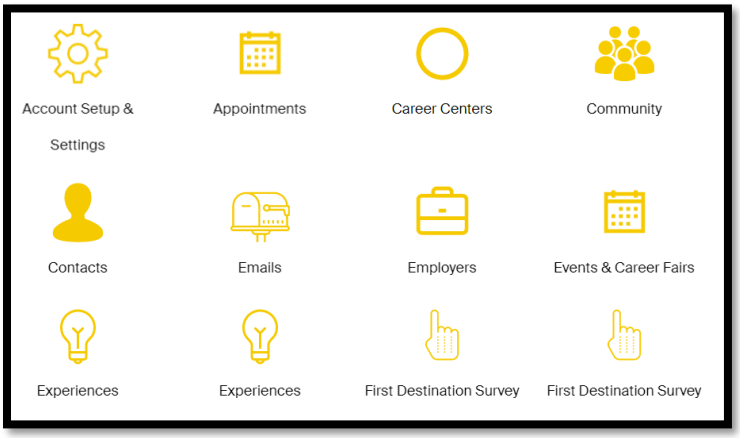
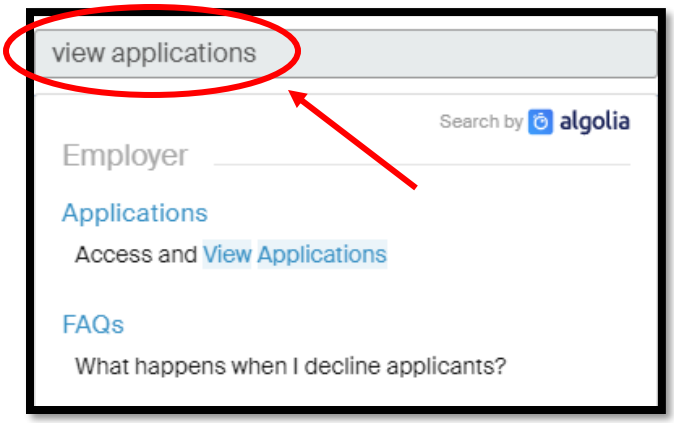
Email: studentjobs@gvsu.edu

HANDSHAKE HELP CENTER

The Handshake Help Center has very helpful articles that answer any question you have concerning Handshake. You can access the Handshake Help Center by clicking on "Help" next to your name in the upper right-hand corner of your Handshake screen.



From there you can choose a topic from their topic lists.



Or you can search a specific issue you are having by typing in the search bar.