

# Posting a new job in Handshake – On-Campus Employers

<https://wtamu.joinhandshake.com>

When you are on the Homepage of your profile, select **Post a Job**

The screenshot displays the Handshake profile homepage with three main navigation buttons at the top: "Post a Job", "Request an Interview", and "Create an Event". The "Post a Job" button is circled in black. Below these buttons are three columns of content:

- Jobs:** A list of job postings, including "Undergraduate Writing Intern" (expired about 1 hour ago), "OCI job" (expired July 14 at 11:59pm), and "Test Job #1" (expired July 14 at 11:59pm).
- Interview Schedule Postings:** A list of interview schedule postings, including two from West Texas A&M University, both marked as "Approved".
- Upcoming Events:** A message stating "You have not RSVP'd to any upcoming events."

At the bottom of the page, there is a section for "Upcoming Career Fairs" with three events listed:

- Graduate & Professional Schools Fair (Tuesday, September 12th 2017 at 10:00 AM)
- Pre-Fair Reception for Fall Career EXPO 2017 (Wednesday, October 4th 2017 at 06:00 PM)
- Fall Career EXPO 2017 (Thursday, October 5th 2017 at 10:00 AM)

Basics	Details	Preferences	Schools	Preview
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**\* Job title**

Enter Job Title Here

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

**\* Where should students submit their application?**

Apply in Handshake  
 Apply through external system

**Display your contact information to students?**

Name only    Don't show my info

**\* 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

**Is this a work study job?**

Yes    No

Work study jobs are for eligible students only.

You *must* select "No" for this option. Selecting "Yes" will prevent students from seeing the job post.

If you prefer a Work Study eligible student, you may indicate that in the job description.



Basics

Details

Preferences

Schools

Preview

### Description

Heading 1 **B** *I* U **A**

Enter Job Description Here:

What are the job duties?

Preferred qualifications?

Is the schedule flexible?

List any other information you believe is necessary.

Do you want the applicants to bring you a copy of their course schedules? This is a great way to figure out who reads directions!

You can copy and paste a description directly from your website – we'll retain all the formatting.

### Job function

Other Customer/Technical Support

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

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

1

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

### Approximate salary

Paid  Unpaid

\$  Per hour

Enter a number, not a range.

### Job location

Wtamu Dr, Canyon, Texas 79015, United States

[+ add another location](#)

Allow remote workers

### Required documents

Resume

Cover Letter

Transcript

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

Career Services will add a blurb here.

Select what documents you would like students to submit in conjunction with the on-campus job application which will be submitted under Other Document.

Student Employment will add this "blurb" to your job posting regarding the on-campus job application.

None of the fields on this page are required, but can be a great tool to filter applicants.



**Graduation date range** Hiring alumni? You can leave earliest grad date blank

Earliest grad date Latest grad date

month year month year

**School years**

- Freshman
- Junior
- Masters
- Postdoctoral Studies
- Sophomore
- Senior
- Doctorate
- Alumni

**Minimum GPA**

Minimum GPA input field

**Majors** Select a category to choose specific majors

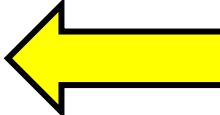
- Agriculture, Food & Horticulture** - 6 of 9 majors selected
  - Agricultural Production Operations ✓
  - Agriculture ✓
  - Agriculture Public Services +
  - Agronomy +
  - Animal Science ✓
  - Food Science ✓
  - Landscape & Nursery ✓
  - Plant Sciences/Horticulture ✓
  - Soil Science +
- Arts & Design** - 0 of 17 majors selected
- Business, Entrepreneurship & Human Resources** - 0 of 24 majors selected
- Civics & Government** - 0 of 9 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 17 majors selected
- Humanities & Languages** - 0 of 12 majors selected
- Life Science** - 0 of 14 majors selected
- Math & Physical Sciences** - 0 of 4 majors selected
- Natural Resources, Sustainability & Environmental Science** - 0 of 11 majors selected
- Social Sciences** - 0 of 9 majors selected

These majors consolidate individual majors across every school on Handshake. To choose a individual school [click here](#).

**Applicant Packages** Specify who should receive the applicant packages

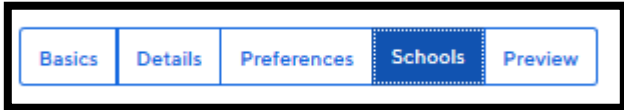
- Employer - Sam Green ✕
- Email a summary of all applicants once my job expires
  - Email every time a new student applies
  - Send all applicants
  - Only send me applicants who match all of my preferences

Add someone else to receive packages



You may elect for applications to be sent to you alone or include other staff/faculty in your department.

You may choose to have all applications be sent to you after the job has expired or as they come in.



Job postings

Type to search

West Texas A&M University

Global apply start date ⓘ

Global expiration date ⓘ

A screenshot of a 'Job postings' form. It features a search input field with a dropdown arrow, currently showing 'West Texas A&M University'. To the right are two date selection fields: 'Global apply start date' and 'Global expiration date', each with a calendar icon and a help icon. A yellow arrow points from a text box below to the 'Global expiration date' field.

Expiration date should be at least 5 days out from the start date.

At the bottom of the page, select the blue "Save" button.



Your job will become "pending" until Student Employment approves the position. If it has taken more than 24 hours for your position to be approved, please feel free to give us a call at 651.3151