

# POSTING JOBS TO HANDSHAKE

Once your SOU Handshake account is active, you are ready to post open positions.

- Start by logging into Handshake and clicking Post a Job from your home dashboard, or by clicking on Jobs in the left-hand navigation bar and clicking Create Job in the top right-hand corner.
- You will now be asked to complete 4 tabs in the posting. These include the job **Basics**, **Details**, **Preferences**, and **Schools** to which you would like to post the position. Complete all of the fields in each of the sections below:

## Job Basics:

- Where should students submit their application (You can elect to collect applications in Handshake or to direct students to your own external application system. If you choose the latter, you will be able to input an external URL from which students can apply.)
- Job Title
- Company Division (If you would like to create departments or divisions within your larger employer account in order to help organize your job postings, you can do that here.)
- Job Type
- Employment Type & Duration
- Work Study Job (Unless you are a college or university, the answer to this question will usually be No.)
- Once you're finished with Job Basics, choose Next along the bottom of your screen.

## Job Details:

- Description
- Job Roles (This is a list defined internally created and maintained by Handshake. If you don't see the specific function you're looking for, please select the closest match.)
- How Many Students (Your answer to this question is not displayed to students.)
- Approximate Salary
- Job Location (List the location where applicants will do most of their work or where the work is based. You can click the Allow Remote Workers button if appropriate.)
- Does This Position Require US Work Authorization
- Required Documents
- Once you're finished with Job Details, choose Next along the bottom of your screen.

## Job Preferences:

- Note: None of the preferences you add to this page will block students from applying for your job. You will, however, be able to sort candidates by those that meet all of the preferences listed in this section and those who do not. All of these preferences are completely optional.
- Graduation Date Range
- School Years
- Minimum GPA
- **Majors Categories** (To target this position specifically to SOU Outdoor Adventure Leadership students, click the link that says "Choose A Specific Major By School." Click the "Select School" search bar, begin typing Southern Oregon University, and select it when it appears. Next, click the "Type To Search For Majors" search bar, begin typing **Outdoor Adventure Leadership**, and select it when it appears.)
- Applicant Packages: Choose who receives application materials, when, and which materials are sent.
- Once you're finished with Job Preferences, choose Next along the bottom of your screen.

## School Selection:

- Type Southern Oregon University into the Search Your Schools to Add Job Postings field and click it to select it. SOU will appear in the Schools list below.
- Global Apply Start Date and Global Expiration Date: You do not need to enter dates into either of these fields unless you are selecting more schools than just SOU.
- Interview on Campus: Do not check this box, as it is just used to activate an online scheduler in Handshake. You can organize interviews directly with candidates rather than using Handshake.
- Apply Start Date: Select the date and time that SOU students can begin applying for your position.
- Expiration Date: Select the date and time that SOU students will no longer be able to apply for your position.
- Once you're finished with School Selection, choose Next along the bottom of your screen.

#### Preview

- Review the information that you entered. This is how your position will look to students.
- Click Save.

Success! Your position has now been submitted to the Office of Career Connections, which aims to approve pending jobs at least twice each business day. If you need to have your position approved immediately, or if you have not received an email confirming that your position has been posted, you can email Max Brooks at [brooksm@sou.edu](mailto:brooksm@sou.edu).