# How to Post a Job on Handshake

In order to post a job to SMU via Handshake, you'll need a confirmed user account that is connected to a company profile, and your company profile must be approved at SMU. For assistance with pending approvals, contact the Hegi Family Career Center (hegicareercenter@smu.edu).

Follow the steps below to create a new job posting.

1. Click **Post a Job** from your home dashboard or click **Jobs** on the left navigation bar to access the Jobs page, then click the blue button **Create Job** in the upper-right corner of the page.
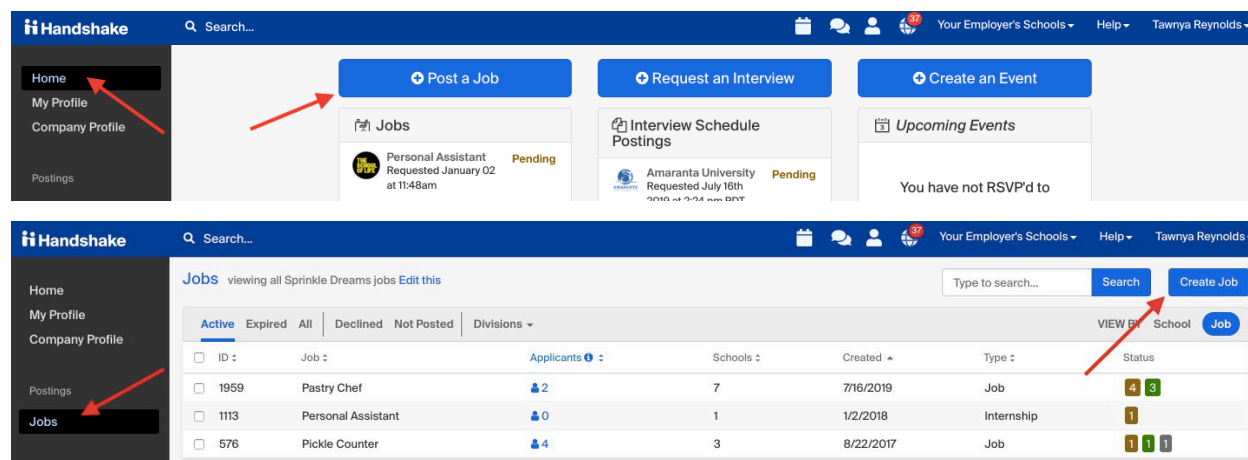
- You'll now be required to complete four tabs in the posting. These include the job **Basics**, **Details**, **Preferences**, and **Schools** you'd like to post the position to. You also have the option to use the **Preview** tab to confirm your postings details.
- All fields are required, except those that state "(Optional)" next to the field name.

Best Practice: *the more fields you complete, the more well defined your job posting will be!*

2. The **Basics** tab:

- **Where should students submit their application?**
  - Apply in Handshake

- Apply through external system
- **Job Title**
  - Fill in the appropriate title in this text field.
- **Company Division (optional)**
  - If your company has **Divisions** set up, a drop-down menu will appear right below the job title. Make sure to choose which division within your company you're hiring for.
- choose a **Job Type**
- choose an **Employment Type & Duration**
- choose a **Duration**
  - Permanent
  - Temporary/Seasonal
    - **Note**: when selecting this option, you'll be required to enter the start and end dates.
- **Is this a Work Study Job?**
  - Yes
  - No
    - **Note**: if this *is* a work study job, students that are *not* eligible for work study at their school won't be able to access the posting or apply to the position.
- **Are you open to speaking with interested candidates?** *(choose Yes or No)*
  - **Yes, I want interested candidates to reach out to me for a conversation**
    - If Yes *(check one or both)*:
      - **Message me on Handshake**
      - **Schedule a virtual info chat based on my availability**
  - **No, I'd rather candidates apply without contacting me**

3. Once you're finished with the Job Basics, click the blue button **Next**, located in the lower middle of the screen, or click the **Details** tab.

The **Basics** tab:

- Add a **Description** for your job

    - If you copy and paste a description from your own website, we'll retain all of the formatting for you.

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

    - Type a number in the field, or click the up and down arrows to add a number.

        - **Note**: this doesn't affect your job in any way, but rather is used for historical, data, and tracking purposes.

- **Estimated Salary**

    - Paid

        - **Note**: if you choose Paid, you'll enter a number, not a range. Click the field to the right of the amount to toggle Per hour, year, or month.

        - Specifying a salary value is optional.

    - Unpaid

- **Job location**

    - As you start typing the address, some suggestions will appear in the address field — you must choose one rather than manually typing it in.

    - This can be a specific office location, or a general city like "Chicago, USA"

    - If the job is remote, enter the location for your main location, then click the box next to **Allow remote workers**.

    - If this position is located in multiple locations, you can choose **Add Another Location**.

    - If your job is in the United States, an additional field for **Does this position require U.S. work authorization** will appear. More information on this is below.

- Choosing a job location in the United States, will prompt a question: "Does this position require U.S. Work Authorization?" Choose Yes or No.
    - If you choose "yes", additional fields will appear:
        - **Would you sponsor a work visa for the right candidate?**
            - Yes
            - No
        - **Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for a job/internship under OPT/CPT)**
            - Yes
            - No
- choose any **Required documents** for the job application
    - Resume
    - Cover Letter
    - Transcript
    - Other Document (e.g. work sample, course schedule, or other misc documents)
        - **Note**: if documents aren't required on the job, then you'll be unable to choose a contact to receive Applicant notifications, and your contact information won't be displayed on the job.

4. Once you're finished with **Job Details**, click **Next,** or click directly on the **Job Preferences** tab.

The **Preferences** tab:

- Add a **Graduation date range** for your job by specifying the earliest and latest graduation date for qualified applicants.
- choose a **School Year**

- Add a **Minimum GPA** value

- Choose which **Major Categories** would make a student qualified for your job. (Setting up your Major Preferences is explained below in more detail).

- Configure your **Applicant Packages recipients**, and with what frequency.

  - **Note**: if you haven't marked at least one document type as *Required* by applicants, this option won't appear.

Setting up your Major Preferences

- By choosing a major category, you are mapping your major preference to each school's individual term for that particular category.

  - Even if the major name is different at different schools, it will still get bucketed into this major category correctly as these majors are consolidated across **every school on Handshake**.

- Once you choose a category (by clicking on the checkbox next to it), that category will expand to display the majors within it.

- **All majors within a category will be selected by default.** But you can remove them by simply clicking on the major you'd like to remove.

- If you know of a very specific major at a school that you'd like to choose instead of our mappings, click the link at the bottom of the list **Choose a specific major by school**.

  - This will open up a modal to pick the school and major manually. After selecting the school and major(s), click **Finish** to save the changes.

Setting up who should receive Applicant Packages

- The job creator's name is listed first. You can also add other team members to receive packages by choosing from the dropdown. If you haven't added them as a contact yet, there will be + add new contact at the bottom of the dropdown.

- You can choose (or remove) the following options:

- **Email a summary of all applicants once my job expires**

- **Email every time a new student applies**

  - If you choose this option, you can then specify whether you want to:

    - **Send all applicants**

    - **Only send me applicants who match all of my preferences** *only students who match all of your preferences (Eligibility for international students, grad date / year, GPA, and Major)*

5. Once you're finished setting up your Job **Preferences**, click **Next** or click on the **Schools** tab.

The **Schools** tab:

- **Add schools**

  - Search specific schools using the search bar or click the:

    - Blue button **Add All Schools** to add all connected schools.

    - Gray button **Add Favorite Schools** to add your favorites.

  - **Note:** if your company has **not** been **approved to post jobs at a school**, you can not add that school as an option. If you have **not been approved at any schools**, you can still create this job and come back later to add schools.

- Once you've added schools, you'll have options to manage them:

  - **Remove a school** - The (-) to the left of each school allows you to remove it from the list

  - **Interview on campus?** - selecting this will simply flag this job on the school side, as an employer potentially interested in interviewing.

  - **Apply start date** - choose if you'd like to block students from applying to your job until a specific date.

  - **Expiration date** - confirm the date that the job will expire at that school (and students will no longer be able to apply).

- Adding a **Global apply start date** allows you to update the job start date for every school on your list (it will overwrite previously set start dates).

- Adding a **Global post expiration** allows you to update the post expiration for every school on your list (it will overwrite previously set expiration dates).

6. Once the schools have been added, click **Next** or on the **Preview** tab.

The **Preview** tab:

Check to confirm that all of the information is correct. If you're happy with the job preview, click **Save** in the lower right corner to save the job and send your posting out to schools to be reviewed.

Once the job has been saved, Handshake will automatically tag up to three job roles based on the title and description.

If you'd like to make sure your job is posted successfully, contact either the Student Employment Office (stu_employ@smu.edu) or Hegi Career Center (hegicareercenter@smu.edu)