1. Post a Job
   a. Once your account on Handshake is active, log in again: https://unt.joinhandshake.com.
      You can Post a Job from your home dashboard. (Click the Post a Job button, as shown below.)

   b. **Job Basics:** You will now be asked to complete 4 steps: Basics, Details, Preferences, and Schools to post the job. You don’t have to fill out every field to create your job - required inputs will be identified with an asterisk (*). **Note:** the more fields you complete, the more well defined your job posting will be (and the more likely you’ll be to attract well-qualified candidates). Let’s start by going through Basics.

2. Basics
   a. Add a **Job Title**
      i. **Please include WORK STUDY in the title if this is a Work study position.**
      ii. Optional: You'll see an option appear right below job title to add an ATS / job code. If you select this option, you'll be able to add a tracking code to this job that matches the job on your own external site. It’s useful as a reference number, but does not actually provide any additional functionality.

   b. **Select the correct company division.** *(This is your department, i.e., Athletic Department, Career Center, or College of Business-Accounting. If your department is not listed, please call us at 940-565-2105.)*
      i. UNT Student Employment has the **Divisions Model** of Handshake’s on-campus employment recruitment environment. This means each campus department is listed as
a Division, and these Divisions are under one Company, called “University of North Texas – Student Employment.”

c. Decide if you will require students to apply through an **external website or applicant tracking system**
   i. If you select “yes” for this option, you’ll be able to input a url for them to apply through
   ii. Note, they will still apply through Handshake first, but they will see your link to also apply through your own system as a required step.

d. **Choose how to display your contact information** to students
   i. If you’d like students to see your name, or your name and email as a point of contact for this job, select either option. Otherwise you can always choose “Don’t show my info”

e. Choose **Job Type**:
   i. Select **On-Campus Student Employment**

f. Choose **Employment Type**:
   i. Select **Part-Time**

g. Choose **Duration**:
   i. Select **Temporary/Season**
   ii. When selecting Temporary / Seasonal, you’ll need to add both the start and end dates

h. Choose whether the position is a **Work Study Job**:
   i. **Select NO - even if this this is a Work Study Job** (Unfortunately, this is a strange system issue which will exclude students from applying, so please select No.)
i. Once you’re finished with job Basics, choose Next along the bottom of your screen. Next we'll go through adding in your job Details.

3. Details
a. Add a Description for your job
   i. If you copy and paste a description from your own website, Handshake will retain all of the formatting for you
   ii. Be sure to include your Department & Fund Account at the top of the Job Description, if this will be a work study position.

b. Choose Job Functions from the dropdown
   i. This helps students search for jobs by their functional area

c. Next, select the hourly wage under Approximate Salary
   i. For most on-campus jobs: toggle the dropdown on the right to select “per hour”

d. Enter a location for your job
i. As you start typing the address, some suggestions will show up in the address field - you must select one rather than manually typing it in. This can be a specific office address or simply Denton, TX.

* Job Location

420 Montgomery Street, San Francisco, CA 94104, USA

Add Another Location

e. Once you enter in your location, you will be asked about Eligibility for international students (non-US citizens or permanent residents). Under the question “Would you sponsor a work visa for the right candidate?”

   i. Select Yes

f. Finally, choose which documents to require students to submit with their application:
   i. Resume is automatically check. Leave this checked, as a resume is required
   ii. Check the Other Document box, and type “Student Employment Application” into the text box
   iii. Other documents you can require: cover letter, transcript, or you can include other required documents in the text box under “Other Documents”
g. Once you're finished with job Details, choose Next along the bottom of your screen. Next we'll go through job Preferences.

<table>
<thead>
<tr>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Resume</td>
</tr>
<tr>
<td>□ Cover Letter</td>
</tr>
<tr>
<td>□ Transcript</td>
</tr>
<tr>
<td>□ Other Document (e.g. work sample, course schedule, or other misc. documents)</td>
</tr>
</tbody>
</table>

- Student Employment Application is required
- Financial Aid Award Letter required for Work Study
4. Preferences (optional)

a. **Note:** none of the preferences you add to this page will block students from applying for your job, but we will show you candidates that meet all of your preferences, and those who don't. You can learn more in Handshake's article on Job Preferences. **Also note:** all of these preferences are completely optional.

b. Add a **Graduation date range** for your job by specifying the earliest and latest graduation date for qualified applicants

c. Prefer to qualify students by **School Year** - like Freshman, Sophomore, Junior? You can select the link below to toggle to that option instead.

d. Add a **Minimum GPA** value

e. Choose which **Majors** would make a student qualified for your job. This step is discussed in more detail below.
5. **Major Preferences**

   a. So by choosing "Computer Science", you are mapping your major preference to each schools' individual term for "Computer Science"

   b. Even if a major is called "Software Engineering" at a different school, it will still get bucketed into this major correctly
i. **Note:** these majors are consolidated across **every school on Handshake**.

c. Once you select a category (by clicking on the checkbox next to it), that category will expand to show the majors within it.

d. **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.

e. In the image below, I’ve chosen to remove Library Sciences, User Experience, and Information System Management from the Computer Science category. I see that I’ve selected 5 of 8 majors.

![Checkbox for Computer Science, Information Systems, and Technology selected](image)

f. Finally, configure who should receive **Applicant Packages**, and with what frequency. We’ve also added additional details on this below.

### 6. Applicant Packages

a. **Email a summary** - you’ll receive one email once your job expires

b. **Email every time** - you’ll get emails each time a new student applies. If you choose this option, you can then specify whether you want every student who applies, or only students who match all of your preferences (Eligibility for international students, grad date / year, GPA, and Major).

c. You’ll see your name listed first. You can select (or remove) the following options:

d. You can also add other teammates 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.

![Applicant Packages](image)
e. Once you’re finished with job Preferences, choose Next along the bottom of your screen. Next we’ll go through School selection:

7. School selection
   a. In the school selection, be sure to select University of North Texas! Do NOT select any other schools.

8. You're all set!
   a. Choose Create on the bottom navigation to create and review your job.
   b. Tip: To see the application process from a student’s perspective please view: How do I apply for a job?