Handshake

Posting your job on Handshake

Start hiring diverse, qualified talent immediately

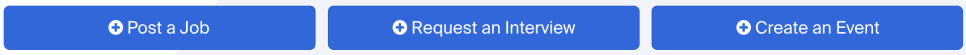
Whether you're new to Handshake or brushing up in time for the next recruiting season, you can follow our step-by-step guide to posting a job, packed with tips and tricks to make your job stand out from the crowd. Get started now!



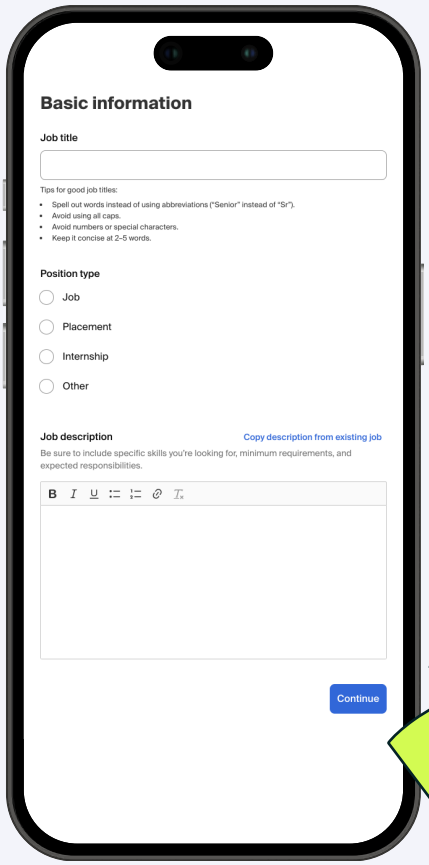
Step 1: Creating a new job

First things first, log into the Handshake platform.

Click **Post a Job** from your home dashboard, or click **Jobs** from the left navigation bar to access the Jobs page, then click the blue button **Create Job** in the upper-right corner of the page.



Step 2: Completing the basic information



You'll first be asked to complete the basic information about the job, including:

- Job title
- Position type
- Job description

(you'll be able to copy from an existing job posting too if necessary).

Remember that this will be one of the first things potential candidates see - so make the job title relevant and easy to understand. Similarly, your job description should be exciting and informative.

[Read our top tips for an engaging job description.]

Step 3: Additional details

Continue working through the form, completing each section as fully as you can. The more detail you provide in your job posting, the more likely you are to receive applications from suitable candidates.



Location and Time requirements

Define the location and time requirements of the role - is it on-site, hybrid or remote? What are the expected hours for the role?



Compensation and Benefits

The compensation and benefits section is an especially important part of your job posting. Job seekers are **more likely** to view, save, and apply to jobs that include estimated pay ranges than jobs that do not. Institutions are also more likely to approve and recommend jobs with estimated pay ranges to their students.

Similarly, listing the benefits and perks of working for your organisation will highlight why they should apply for your job, as well as giving insight into your organisation's values and culture.



Categorise your job

Tell us the type of role you're hiring for. You can add up to 3 roles.



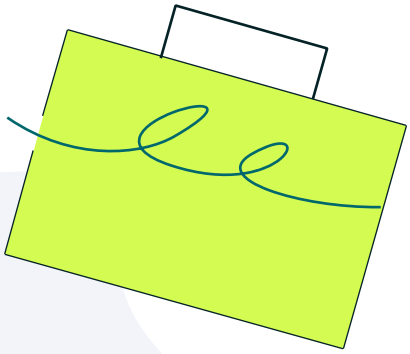
Candidate qualifications

Add your must-have qualifications in here to refine your candidate matches.

Step 4: Choose institutions

At this stage you will be asked to select which institutions you'd like your job posting to be posted to. If there aren't any institutions to select from, you must first **request to connect** with institutions.

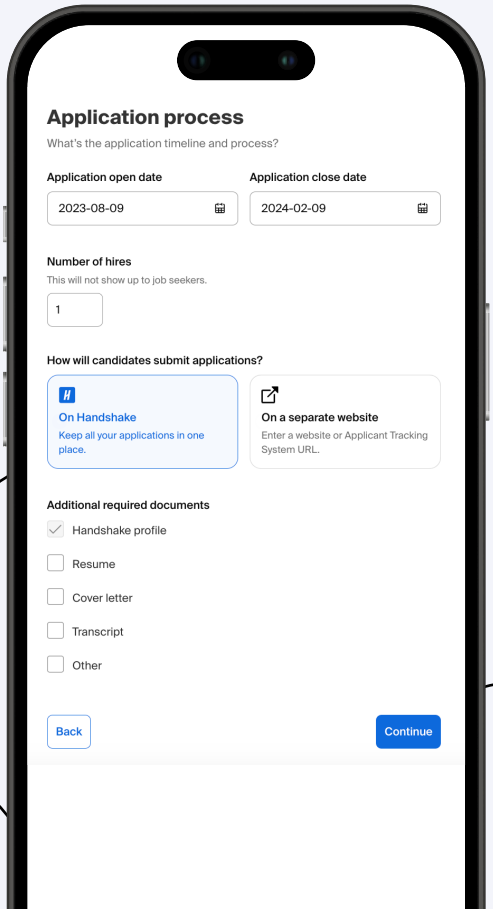
Once the job is created, the institutions where the job is posted will review and process the request.



Step 5: Application process and hiring team

Let potential candidates know what the application process looks like for this role. You must add in a single application open and close date for each job. You can indicate whether students should apply through Handshake, or direct them to an external site/applicant tracking system (ATS).

Next, set up your hiring team to keep everyone informed, and manage how they receive updates.



Step 6: Review and post job

Congratulations! You're now ready to post your job. Review the information and make any amends if needed, and then simply click Post job and you're done!

Need to troubleshoot? Take a look at our help centre for guidance.

