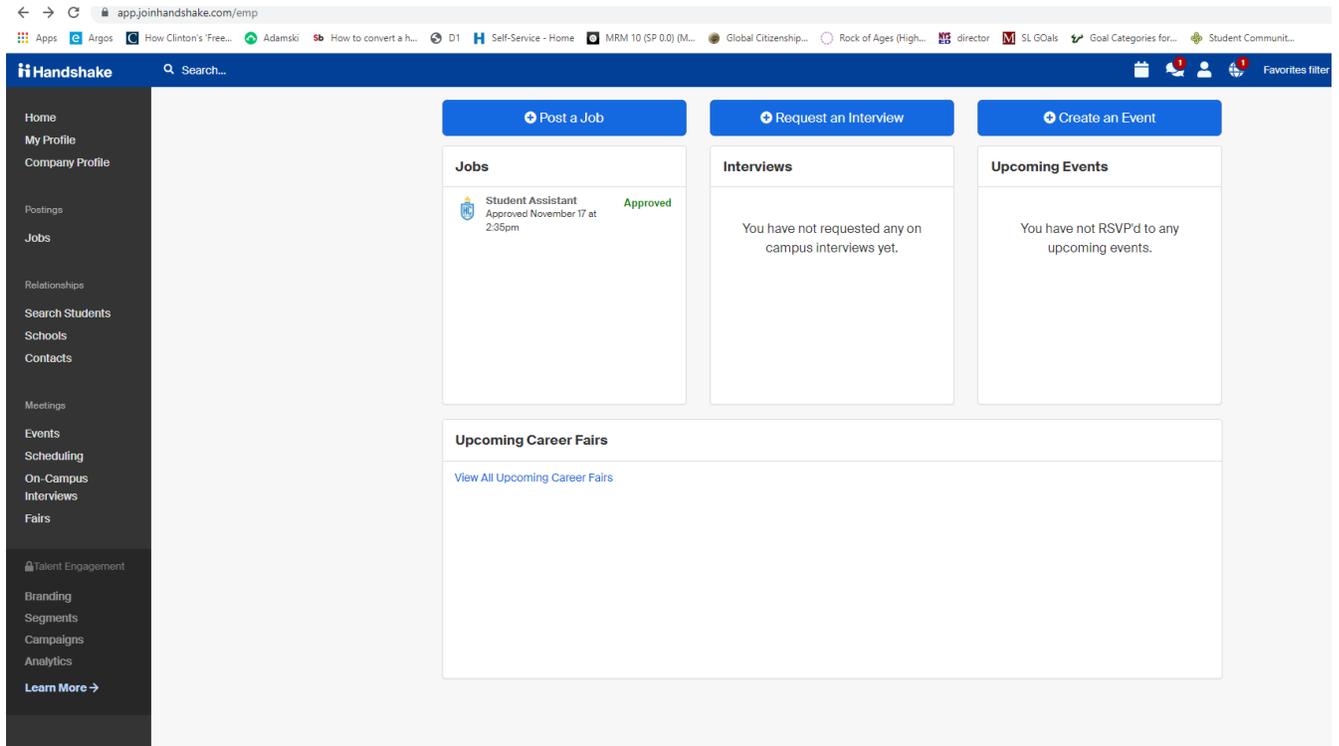


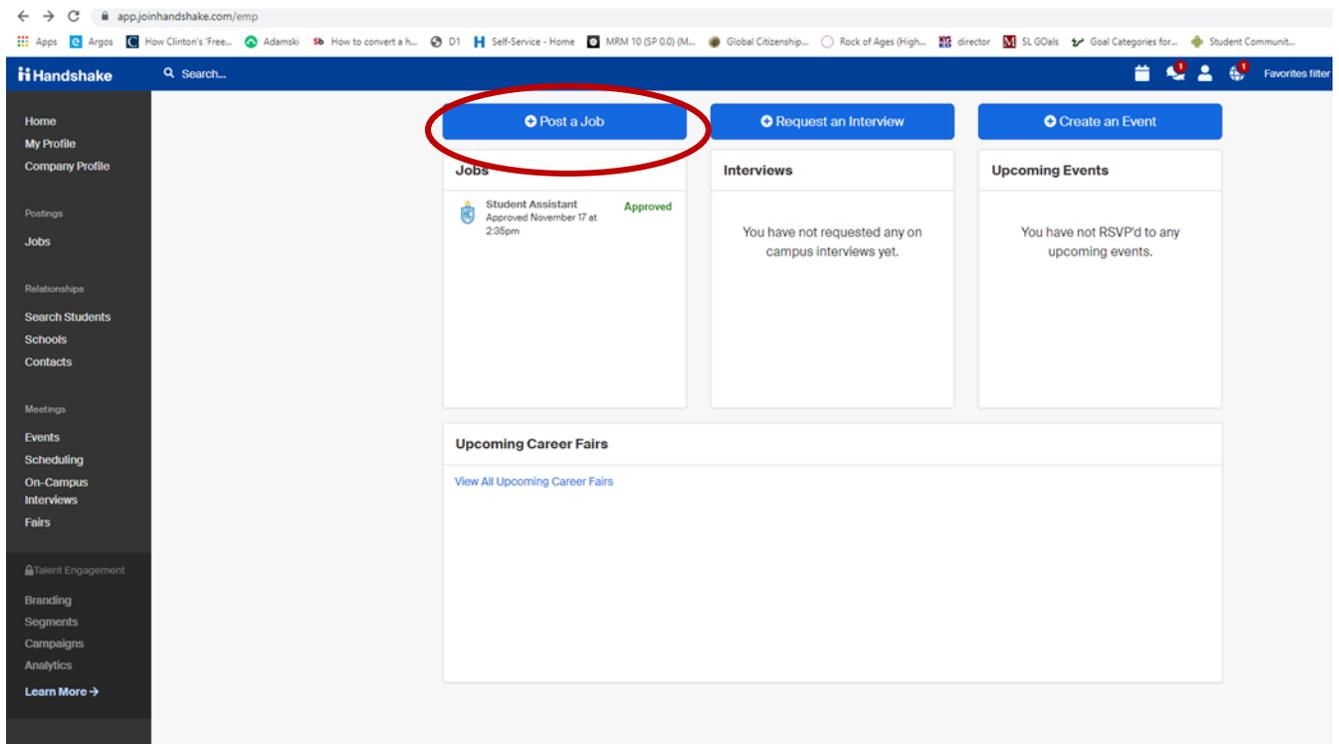
HANDSHAKE JOB POSTING INSTRUCTIONS

Create or log in to your Handshake Employer Account at joinhandshake.com/employers

Step 1: Employer Account Home Screen



Step 2: Select "Post a Job" at the top of the screen.



HANDSHAKE JOB POSTING INSTRUCTIONS

Step 3: Complete the Job Posting Basics and then select "Next".

The screenshot shows the 'New Job' form in the Handshake application. The left sidebar contains navigation options: Home, My Profile, Company Profile, Postings (Jobs selected), Relationships, Search Students, Schools, Contacts, Meetings, Events, Scheduling, On-Campus, Interviews, Fairs, Talent Engagement, Branding, Segments, Campaigns, Analytics, and Learn More. The main content area is titled 'New Job' and contains the following sections:

- All fields required unless otherwise indicated**
- Where should students submit their application?**
 - Apply in Handshake
 - Apply through external system
- Job title**
- 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

At the bottom of the form, there are navigation buttons: Cancel, < Basics, Details, Preferences, Schools, Preview, Next >, and Save.

Step 4: Complete the Job Posting Details and then select "Next".

The screenshot shows the 'New Job' form in the Handshake application, specifically the 'Details' section. The left sidebar is the same as in Step 3. The main content area is titled 'New Job' and contains the following sections:

- All fields required unless otherwise indicated**
- Description**
- How many students do you expect to hire for this position?**

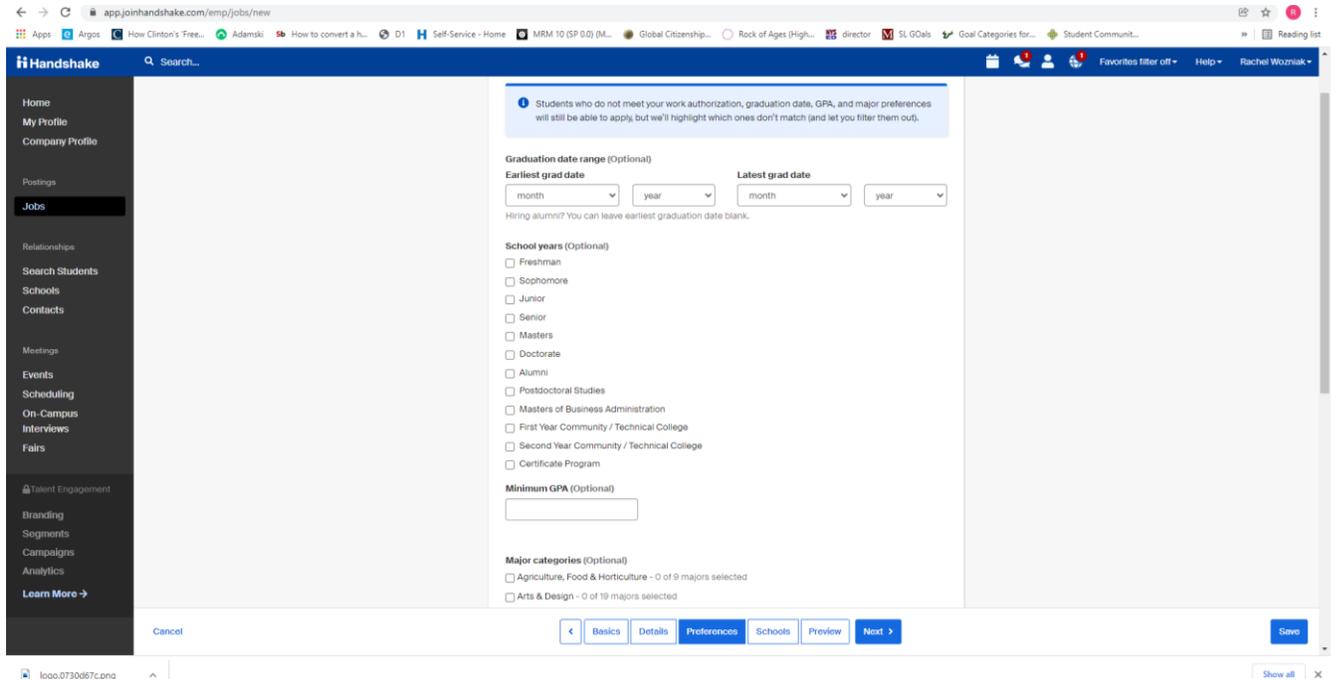
This number can be approximate and will not be displayed to students.
- Estimated salary**
 - Paid Unpaid
 - \$ Per hour
 - Enter a number, not a range. Specifying a salary value is optional.
- Job location**

[+ add another location](#)
- Allow remote workers

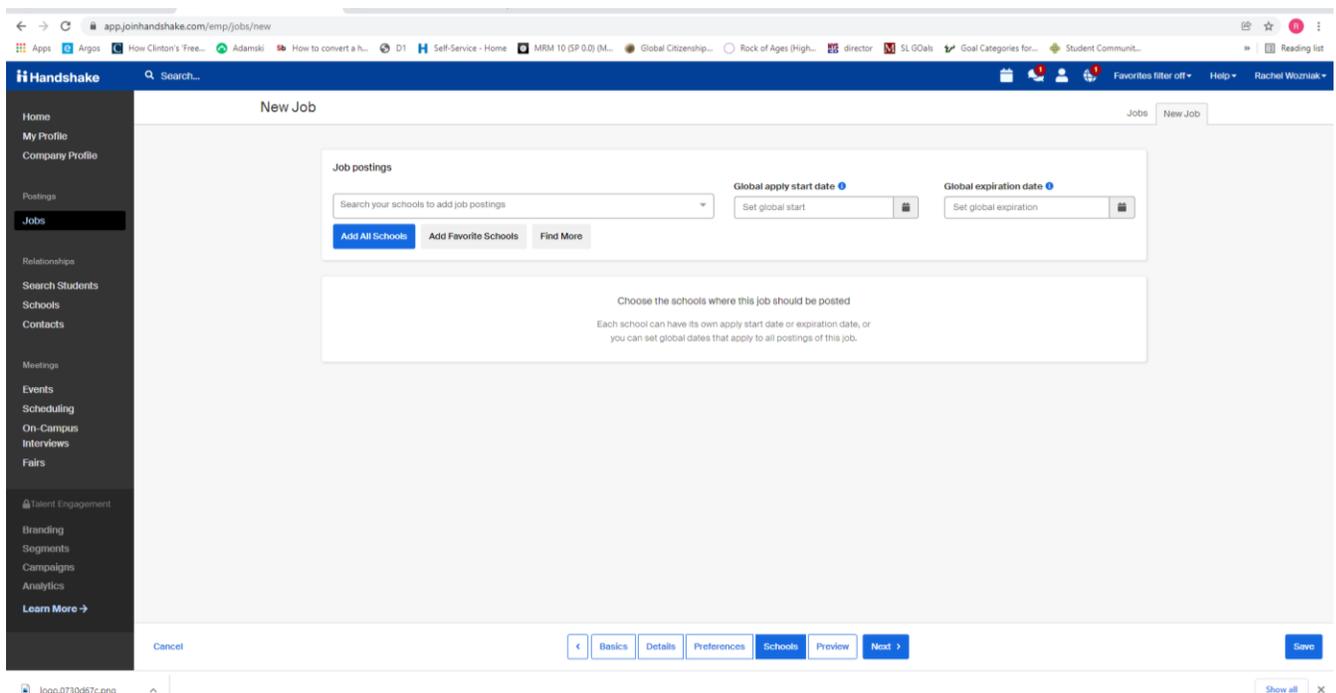
At the bottom of the form, there are navigation buttons: Cancel, < Basics, Details, Preferences, Schools, Preview, Next >, and Save.

HANDSHAKE JOB POSTING INSTRUCTIONS

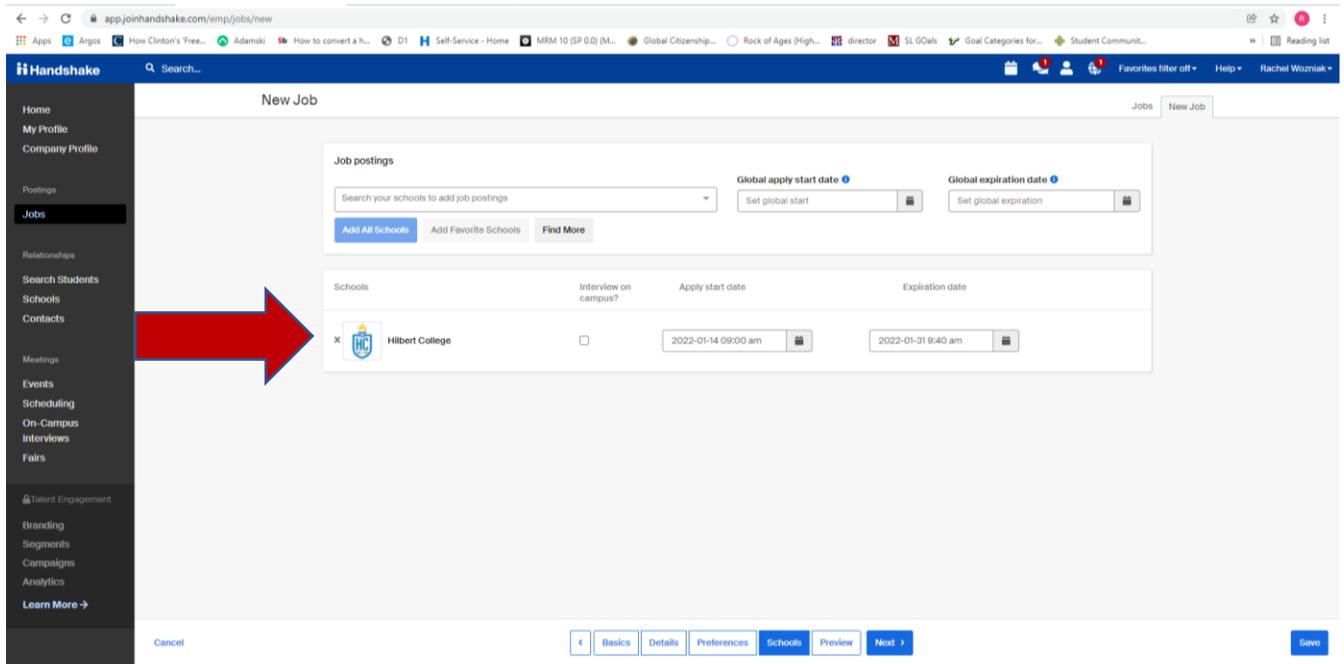
Step 5: Complete the Job Posting Preferences. Please note most of these items are optional. However, I would suggest that you scroll all the way down to the Applicant Package Recipients. You can add additional recipients associated with your organization. We also encourage you to select to receive an “Email every time a new student applies”. Then select “Next”.



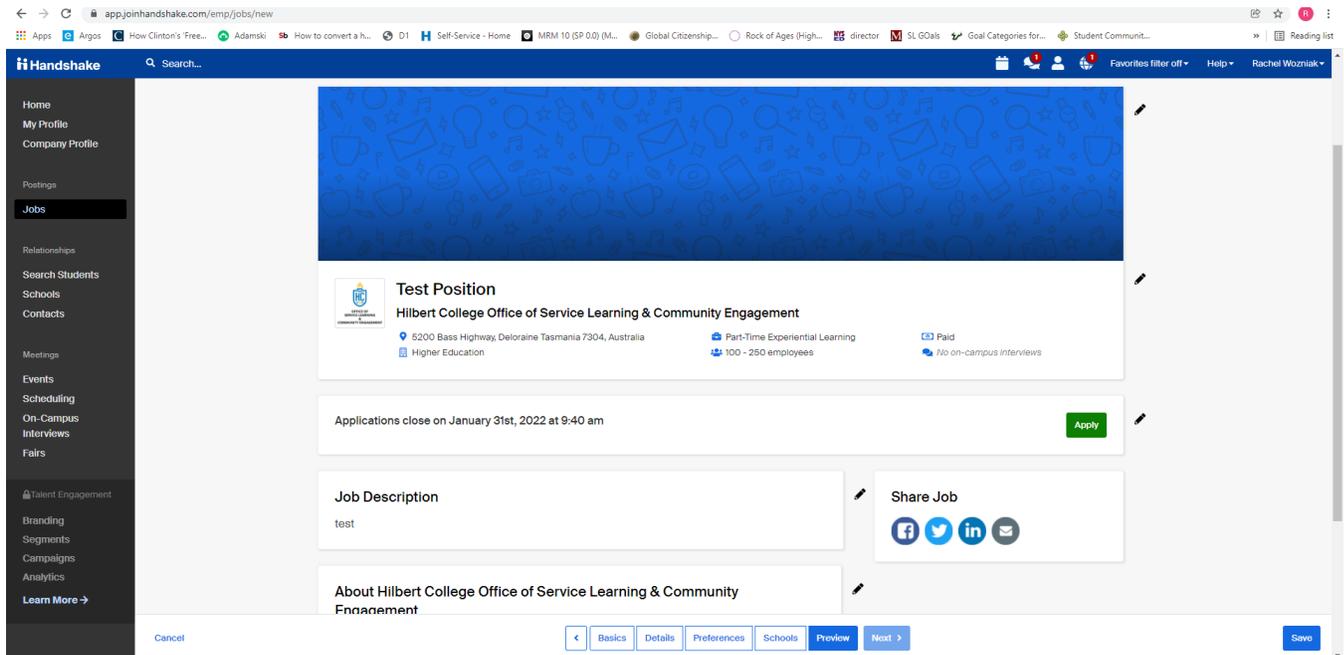
Step 6: In the “Schools” section, is where you select which schools using Handshake can include your job posting in their school postings. Be sure to search for “Hilbert College” and add it to your schools list. Then select “Next”.



HANDSHAKE JOB POSTING INSTRUCTIONS



Step 7: Preview your job posting and then select “Save”.



Your posting is now completed. Please be on the lookout for applicant materials. If you have any questions, please reach out to the Office of Career Development at career@hilbert.edu or you may contact Career Development staff members directly: Rachel Wozniak at rwozniak@hilbert.edu or Todd Boberg at tboberg@hilbert.edu.