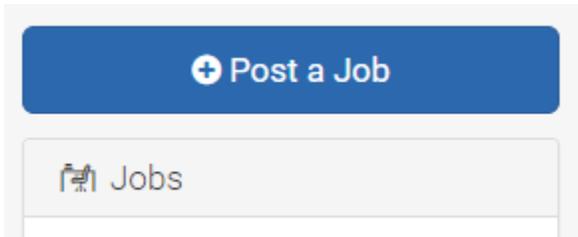<div align="center">**JOB POSTING in HANDSHAKE**</div>

From the homepage of Handshake

Select Post a Job

Fill in the Job Title & make the selections for the next three fields as indicated here

* Job Title

+ add an ATS / job code to match against your applicant tracking system (this will **not** sync applications)

Require students to also apply through website or applicant tracking system?

○ Yes ● No

> This should be "No" unless you are requiring students to apply *through* the system with at least a resume or other attachments.

Display your contact information to students?

○ Name Only   ● Name and Email   ○ Don't show my info

* Job Type

○ Job
○ Internship
● On Campus Student Employment

Complete the next three fields as indicated below. The start/end date fields, as well as the calendar icons will appear after you select "Temporary/Seasonal".

* Employment Type

○ Full-Time
◉ Part-Time

Even though part- time is being selected, it refers to the 8-10 hours per week that the college considers full-time for students.

Duration

○ Permanent
◉ Temporary / Seasonal

Start date

| yyyy-mm-dd | 📅 |

End date

| yyyy-mm-dd | 📅 |

Work Study Job?

◉ Yes ○ No

This refers to ALL campus employment as well as off campus Federal Work Study.

Work study jobs are for eligible students only

< Previous | Basics | Details | Preferences | Schools | Next >

Click Next

Enter the Job Description. You may copy and paste, as well as edit directly in the text box. *This is where you should include instructions for applying, including a link to your department's website or application if you use one.*

* Description

| A Normal text ▾ | Black ▾ | **Bold** | *Italic* | Underline | ☰ | ☷ | ☲ | ☲ |

| ☰ | ☰ | ☰ | ✏ | ⬈ | 🖼 |

You can copy and paste a description directly from your website - we'll retain all the formatting for you.

Select a Job Function(s). The option for "Other" is at the bottom of the list.

* Job functions

Accounting

Actuary

Administration

Advertising, Media & PR

Architecture & Planning

Business Development

Community & Social Services

Construction / Contracting

Enter the pay rate & select Hourly from the pull down menu. Pay rates can be found on the Student Employment website: https://hr.williams.edu/student-employment/pay/

Approximate Salary (enter a number, not a range)

$			Per hour ▾

⦿ Paid   ◯ Unpaid

Enter Williamstown, Massachusetts in the Job Location field. Once you start typing and reach a certain point, it will appear on a pulldown for you to select.

* Job Location

Williamstown, Massachusetts, United States

The default is Resume and this is for students you are requiring to apply <u>through</u> the system as opposed to contacting you directly. **If you want students to contact you directly, simply remove the checkmark. If you would like students to send a letter of interest, their schedule, or even a resume directly to you, select Other Documents. A text box will appear where you can describe what you are requesting.**

Required Documents

- ☑ Resume
- ☐ Cover Letter
- ☐ Transcript
- ☐ Other Document (e.g. work sample, course schedule, or other misc. documents)

****

- ☐ Resume
- ☐ Cover Letter
- ☐ Transcript
- ☑ Other Document (e.g. work sample, course schedule, or other misc. documents)

Describe what other document the student should submit with their application

Click Next

Select graduation dates and/or school years (*optional*)

Graduation date range *Hiring alumni? You can leave earliest grad date blank*

Earliest grad date

| month ▼ |
| year ▼ |

Latest grad date

| month ▼ |
| year ▼ |

School years

☐ Freshman   ☐ Sophomore

☐ Junior   ☐ Senior

☐ Masters   ☐ Doctorate

☐ Postdoctoral Studies   ☐ Alumni

Enter GPA and select Major(s) (*optional*)

Minimum GPA

[   ]

Majors *Select a category to choose specific majors*

☐ **Agriculture, Food & Horticulture** - 0 of 9 majors selected

☐ **Arts & Design** - 0 of 17 majors selected

☐ **Business, Entrepreneurship & Human Resources** - 0 of 24 majors selected

☐ **Civics & Government** - 0 of 9 majors selected

☐ **Communications** - 0 of 7 majors selected

☐ **Computer Science, Information Systems & Technology** - 0 of 10 majors selected

☐ **Education** - 0 of 10 majors selected

☐ **Engineering** - 0 of 19 majors selected

☐ **General Studies** - 0 of 3 majors selected

☐ **Health Professions** - 0 of 17 majors selected

☐ **Humanities & Languages** - 0 of 12 majors selected

☐ **Life Science** - 0 of 14 majors selected

☐ **Math & Physical Sciences** - 0 of 4 majors selected

☐ **Natural Resources, Sustainability & Environmental Science** - 0 of 11 majors selected

☐ **Social Sciences** - 0 of 9 majors selected

These majors consolidate individual majors across every school on Handshake. To choose a specific major by individual school click here.

Applicant Packages – this only applies if you are having students apply *through* Handshake with a resume, etc. as opposed to having them email you directly, link to a department application, etc. *(optional)*

Applicant Packages *Specify who should receive the applicant packages*

👤 Janine Burt ✖

☐ Email a summary of all applicants once my job expires

☐ Email every time a new student applies

   ◯ Send all applicants

   ◯ Only send me applicants who match all of my preferences

| Add someone else to receive packages | ▾ |

> We recommend removing the checkmark in the first box *unless* you are having students apply *through* the system.

Click Next

Select Williams College from the left

Search Your Schools 🔍		Global apply start date: ❶	Global post expiration: ❶
➕ ADD ALL SCHOOLS		Set global date 📅	Set global date 📅
➕ Williams College			
❯ Find more schools			

Use the calendar icons to select the posting (apply start date) date and expiration (end) date for the posting. *Do NOT select Interview on Campus.*

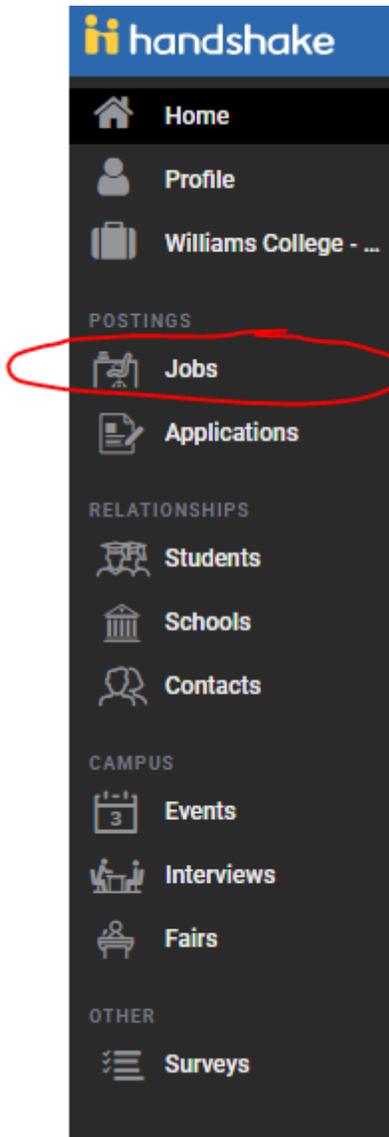|			Global apply start date: ❶	Global post expiration: ❶
			Set global date 📅	Set global date 📅
School		Interview on campus?	Apply start date	Expiration date
⊖ Williams	Williams College	☐	2017-08-31 12:00 pm 📅	2017-09-30 11:59 pm 📅

Select the green Create button at the bottom right

| Next > | Create |

JOB EDITING in HANDSHAKE

From the homepage of Handshake

Select Jobs from the menu on left

Click the job title you wish to edit. *Please note you will see all campus jobs, so may wish to do a search using the job title.*

Jobs viewing all Williams College - Campus Employment jobs Edit this   Type to search...   **Search**

Active Expired All | Declined Not Posted   VIEW BY

	ID ↕	Job ↕		Applicants ↕	School ↕	Expires ▾	Status ↕	Ca
☐	967528	Convocation Usher		👤 0	Williams College	9/9/2017	Approved	No
☐	966602	Stat Crews		👤 0	Williams College	9/29/2017	Approved	No

Select the Edit Job "button" under Edit/Renew Job Details

Review Applicants
View applicant profiles and download application documents.
Review 0 Applicants

Edit / Renew Job Details
Edit qualifications, target schools and change or renew expiration dates.
Edit Job   **Expire Job**

Duplicate Job
Duplicate this job and start editing the duplicate.
Duplicate Job

Make any necessary edits, working through the same pages & fields used for the original posting. *Be sure to select the Save Changes "button" at the bottom right when finished.* (note: you may have to click it twice to see a spinning circle indicating your changes are being saved)

Next >   **Save Changes**

If you wish to expire a job, so that it is no longer visible to students and they can no longer apply, select the Expire Job "button" under Edit/Renew Job Details.

Review Applicants
View applicant profiles and download application documents.
Review 0 Applicants

Edit / Renew Job Details
Edit qualifications, target schools and change or renew expiration dates.
Edit Job   **Expire Job**

Duplicate Job
Duplicate this job and start editing the duplicate.
Duplicate Job

Select the green Confirm button in the popup window.

Expire at All Schools?   ✕

You are about to expire this job across every school it is posted to, which will prevent additional students from applying. Are you sure you want to proceed?

Cancel   Confirm