



## STEPS TO POST A JOB ON HANDSHAKE

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### HANDSHAKE ACCOUNT

Each department has one assigned account to manage department job posts seeking on-campus student employees.

- If you are the department account manager and this is your first job post, then create your account information based on your cui.edu email.
- If you are a faculty/staff and don't know who your department account manager is, then contact [laura.courvoisier@cui.edu](mailto:laura.courvoisier@cui.edu)

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### POST A JOB

#### BASICS

- Check "apply in Handshake"
- Enter job title
- Enter company division (department)
- Select job type as "on-campus student employment"
- Select employment type as part-time
- Select duration
- If a work study job, then select yes.

#### DETAILS

- Description: describe the role, responsibilities, qualifications, and expectations
- Job role: select the most applicable type
- Enter the # of students you plan to hire for the position
- Enter approximate hourly rate (minimum wage is \$13.00 in 2020)
- Job location: Irvine, CA (Click allow remote workers if this position could be remote)
- Required documents: click resume. Others are optional

#### PREFERENCES

- Select earliest grad date
- Optional preferences: school year, minimum gpa, major

## FINAL STEPS

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### ADD SCHOOL

- Click "add favorite school"
- Check the box "interview on campus"
- Enter start and end dates

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### PREVIEW

- Review and verify that information is accurate

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### SAVE

Position is available for students to view

