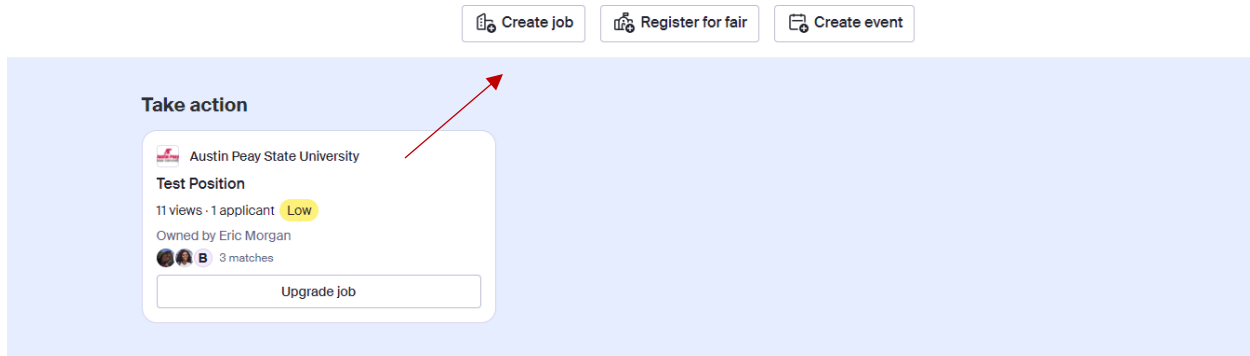Posting a Job in Handshake

Note: Handshake uses AI to parse out key details of your job description, cutting down on posting time. Use the job description template provided by Career Services to optimize this feature.

1. Log into your Handshake account, and click on "Create Job."

2. Copy and paste your job description into the text box. You can use the text editing features to bold or italicize any sections you would like to stand out. Use the template provided by Career Services to ensure all relevant information is included in your posting. Also, be sure that the checkbox is clicked to auto-fill your job post. Then click "Continue."

3. As you move through each screen, many sections should auto-fill. Be sure to check any information that is automatically completed. Be sure on-campus employment is checked for both General Campus and GA positions and that "Graduate Assistant" is in the title of any GA positions.

4. Under "Compensation" be sure to list General Campus wages as per hour. For GA positions, semester stipends will need to be divided into estimated monthly amounts.

5. Under "Categorize Your Job," some options may auto-populate. You can choose to leave them if they apply, but please also add "Office and Administrative Support Workers."

Job role groups

Search by job role or job role group. Add up to 3 groups. Learn more or request a new job role group.

> e.g., Accountants, Electricians, Marketing Managers 🔍

> Office and Administrative Support Workers ✕

> Back   Continue

6. Select which students may apply. You can filter by school year and major group. Major groups are groupings of academic programs. If you need assistance deciding which major group applies to your position, reach out to Career Services for guidance. You can also include a minimum GPA if you wish. **Note: Freshmen and first-year graduate students DO NOT have an established GPA in their first semester.**

7. Only post your position to APSU. Search for the school using the search box.

> ⑦ Post your on-campus job to just 1 school, unless you have special permission.   ✕

> **Post to specific schools**

> austin peay 🔍   Lists ∨

> **Austin Peay State University**
> Clarksville, TN   Continue

> **Austin Community College**
> Austin, TX

> **Austin College**
> Sherman, TX

8. Choose your open and close date. Positions must be posted for a minimum of 5 business days. Make sure that "On Handshake" is selected for application submission, and choose which documents you require. **Maximum post date should not exceed the last day of the semester hiring for.** For example, if you are hiring for Fall 2024, the closing date should not be after December 6.

How will candidates submit applications?

H	↗
On Handshake	**On a separate website**
Keep all your applications in one place.	Enter a website or Applicant Tracking System URL.

Additional required documents on Handshake

- ✓ Handshake profile
- ✓ Resume
- ☐ Cover letter
- ☐ Transcript
- ☐ Other

9. Choose if you wish to receive notifications when students apply and add any additional reviewers you would like to have access to applications. Review all information and then click "Post Job." https://apsu.co1.qualtrics.com/jfe/form/SV_eLov2xGED461y4e