Handshake Job Posting Guide

- Start by clicking **Post a Job** from your home dashboard, or clicking on **Jobs** in the left hand navigation bar and clicking **Create Job** in the top right hand corner.

- You will now be asked to complete 4 tabs in the posting. These include the job **Basics**, **Details**, **Preferences**, and **Schools** you'd like to post the position to.

- ***Helpful Tip:** the more fields you complete, the more well defined your job posting will be (and the more likely you'll be to attract well-qualified candidates and approvals from schools).*

2. Let's begin by going through **Job Basics**:

- **Job Title**
- Choose a descriptive title (e.g. Research and Training Support Intern).
- **Company Division**
  - o If your company has **Divisions** set up, you'll see that drop down menu appear right below job title. Make sure to select which division within your company you're hiring for.
- **Where should students submit their application?**
  - o You can elect if you'd like to collect applications in Handshake
  - o If you have an external system (like an ATS) you'd like to direct students to, select Apply through external system and you'll be able to input a url for them to apply through
- Add a **Job Type**
- Add an **Employment Type & Duration**
  - o When selecting Temporary / Seasonal, you'll need to add both the start and end dates.
- **Work Study Job**
  - o Please select 'No' for this field as NYU Abu Dhabi students are *not* eligible for work study. NYU Abu Dhabi students will not be able to view or apply to this position if 'Yes' is selected.

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* Job title

[   ]

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

Company Division

[Select a division   ▾]

* Where should students submit their application?
- ○ Apply in Handshake
- ○ Apply through external system

Display your contact information to students?
- ● Name only   ○ Don't show my info

* Job Type
- ○ Job
- ○ Internship
- ○ Cooperative Education
- ○ Experiential Learning
- ○ On Campus Student Employment
- ○ Fellowship
- ○ Graduate School
- ○ Volunteer

* Employment Type
- ○ Full-Time
- ○ Part-Time

Duration
- ● Permanent
- ○ Temporary / Seasonal

Is this a work study job?
- ○ Yes   ● No

Work study jobs are for eligible students only.

3. Once you're finished with Job Basics, choose Next along the bottom of your screen. Next we'll go through adding in your Job Details:

- Add a description for your job detailing the responsibilities of the position. For help with writing a job description please ask a member of our Employer Relations team for our Job Description writing guide. Note: If you copy and paste a description from your own website, the system will retain all of the formatting for you.
- Choose Job Functions from the dropdown
  - o This helps students search for jobs by their functional area
  - o This is a list defined internally created and maintained by Handshake. If you don't see the specific function you're looking for, please select the closest match.
- Add **how many students** you plan on hiring for this position.
  - o This does not affect your job in any way, but rather is used for historical, data, and tracking purposes.
- You can add a **Job Salary** if you'd like, however this is completely optional.
  - o You can also toggle the dropdown on the right between per year / per month / per hour, or mark the job as an unpaid position

- Enter a **location** for your job
    - o As you start typing the address, some suggestions will show up in the address field - you must select one rather than manually typing it in.
    - o This can be a specific office location, or a general city like "Abu Dhabi, United Arab Emirates"
        - ▪ If you do not see your location listed, please submit feedback to Mapbox here: https://www.mapbox.com/geocoder-feedback/
    - o If this position is located in multiple locations you can select **Add Another Location**
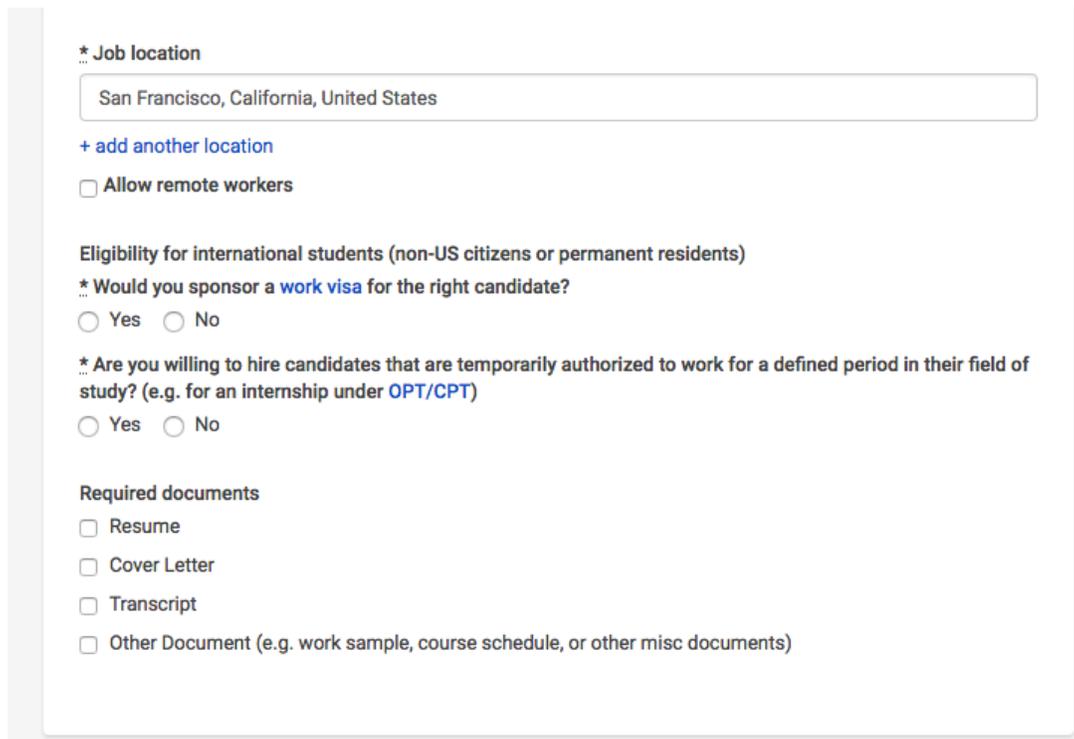
* Job location

San Francisco, California, United States

+ add another location

☐ Allow remote workers

Eligibility for international students (non-US citizens or permanent residents)
* Would you sponsor a work visa for the right candidate?
○ Yes   ○ No

* Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for an internship under OPT/CPT)
○ Yes   ○ No

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

- Finally, if you'd like for a student to submit documentation in Handshake, you can select **documents to require** students to submit with their application.
    - o **TIP:** If you're having students apply via your **Direct ATS and don't want them to apply in Handshake at all,** we recommend *not* selecting any documents here. If checked, these documents will prompt an applicant to first apply with these in Handshake.

4. Once you're finished with **Job Details**, choose **Next** along the bottom of your screen to reach the **Job Preferences** tab**:**

- **Note:** none of the preferences you add to this page will block students from applying for your job. But we will show you candidates that meet all of your preferences, and those who don't. You can learn more in our article on Job Preferences.
- **Also note:** all of these preferences are completely optional.

- Add a **Graduation date range** for your job by specifying the earliest and latest graduation date for qualified applicants,
  - Prefer to qualify students by **School Year** (Freshman, Sophomore, Junior)? You can select the link below to toggle to that option instead.
- Add a **Minimum GPA** value
- Choose which **Majors** would make a student qualified for your job.
- Finally, configure who should receive **Applicant Packages**, and with what frequency. We've added additional details on this below.

- Setting up your **Major Preferences**
  - Choosing a major (for example, "Computer Science").
  - Once you select a category (by clicking on the checkbox next to it), that category will expand to show the majors within it.
  - **All majors within a category will be selected by default.** But you can remove them by simply clicking on the major you'd like to remove.
  - If you know of a very specific major at a school that you'd like to choose instead of our mappings, click 'Choose a specific major by school'. This will open up an option to pick your school and major manually.

- Setting up who should receive **Applicant Packages**
  - **Email a summary** - you'll receive one email once your job expires
  - **Email every time** - you'll get emails each time a new student applies. If you choose this option, you can then specify whether you want every student who applies, or only students who match all of your preferences (Eligibility for international students, grad date / year, GPA, and Major).
  - You'll see your name listed first. You can also add other teammates to receive packages by choosing from the dropdown. If you haven't added them as a contact yet, there will be + add new contact at the bottom of the dropdown.

5. Once you're finished with **Job Preferences**, choose **Next** along the bottom of your screen. Next we'll go through **School selection:**

- **Select New York University as a school. Our team will ensure that you are affiliated with the Abu Dhabi campus on our system.**
  - o **Note:** if your company has **not** been **approved to post jobs at New York University**, you will not see this as an option. If you have **not been approved**, you can still create this job and come back later once you have been approved.
- Once you've added New York University as a school, you'll see a few options to manage your posting:
  - o **Interview on campus?** - selecting this will simply flag this job on the school side, as an employer potentially interested in interviewing. To actually request an on campus interview, please see the relevant help article.
  - o **Apply start date** - you can choose if you'd like to block students from applying to your job until a specific date.
  - o **Expiration date** - you can update the date that the job will expire at that school (and students will no longer be able to apply).
- Adding a **Global apply start date** allows you to update the job start date for every school on your list (it will overwrite previously set start dates).
- Adding a **Global post expiration** allows you to update the post expiration for every school on your list (it will overwrite previously set expiration dates).

6. You're all set! Choose **Save** on the bottom navigation to create and review your job.

If you have any questions or require assistance with posting your job please get in touch with our Employer Relations Team on 02-628-4241 or email nyuad.employer@nyu.edu.