How to Post a New Job

- Start on your homepage and select *Post a Job* at the top of the page
- Complete *Job Basics, Details, Preferences,* and *Schools* you would like to post the position to
  - The more fields you complete, the more well defined your job posting will be (and the more likely you will be to attract well-qualified candidates and approvals from schools)
- After completing information in the four sections above, choose *Save* on the bottom navigation to create and review your job

How to Post an On-Campus Interview Schedule

- Select *Interviews* on the left navigation bar
- Click *Request Interview Schedule* in the middle of the page or the upper right corner
- This will take you to the *Basics* tab, fill out information for your Interview Schedule
- After filling out the information needed, click *Next* from the bottom of the page to move forward
- Select the date you are interested in interviewing on campus and fill out the additional requested information
• Click *Add Date* and then create a timeline of how students can sign up for interview slots:
  o Room only: you reserve a room from the school, but you will not be using Handshake to sign students up for specific interview slots
  o Open: any student who meets the specified job or interview qualifications is allowed to reserve an interview slot without manual approval
  o Preselect: you define an application period and separate signup periods for Primary and Alternate candidates - Primary candidates are able to choose their time slot before Alternate candidates

• After selecting your timeline, click *Next* from the bottom of the page to move forward

• On the Jobs tab for your Interview Schedule, please choose *Create a New Job*, *Copy Job Details* (from an existing job), or *Use Existing Job*

• If you are not ready to post a position, click *Remind Me Later* and you will receive an email four days before the *Apply Start Date* reminding you to post a position and attach it to the schedule

• Click *Next* from the bottom of the page to move forward

• Review your interview dates and details and you can go back to any previous tabs you would like to edit
  o Click on *Edit* towards the right of the section you would like to edit to perform this action

• When everything is to your satisfaction, click on *Request* at the bottom of the page to create and request your Interview Schedule

• Your Interview Schedule will now be sent to our department to be reviewed

• You will receive a notification via Handshake and an email outlining more interview day details