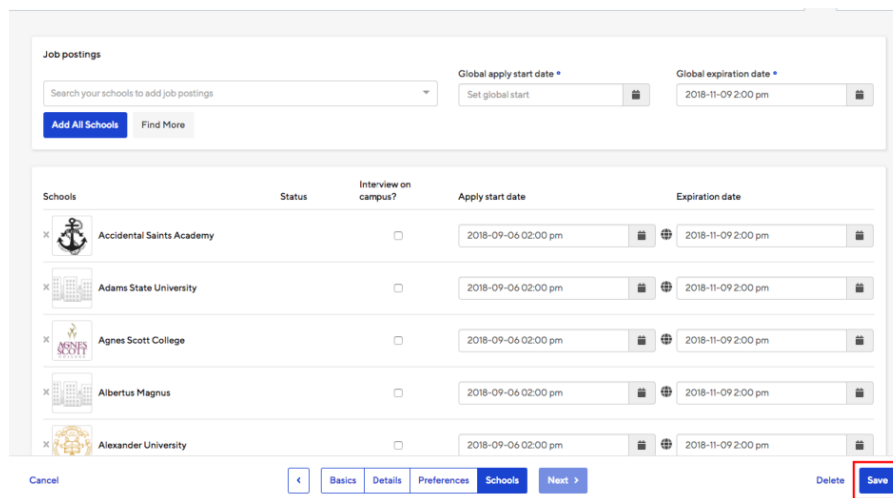
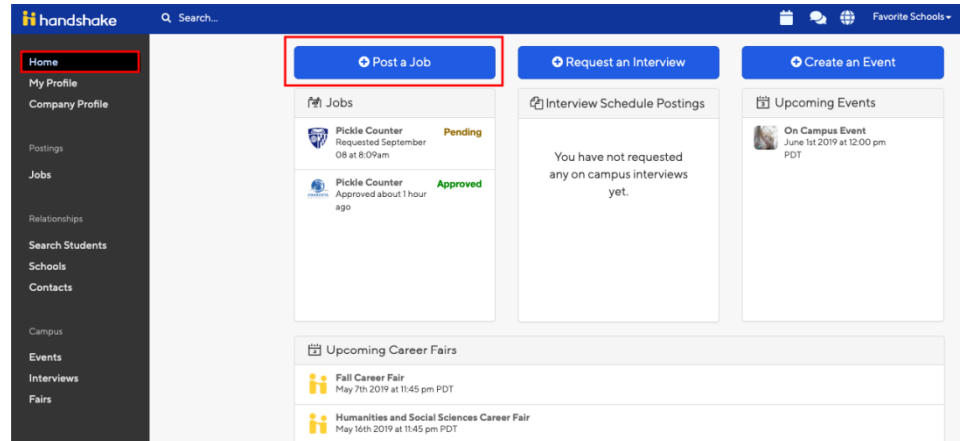


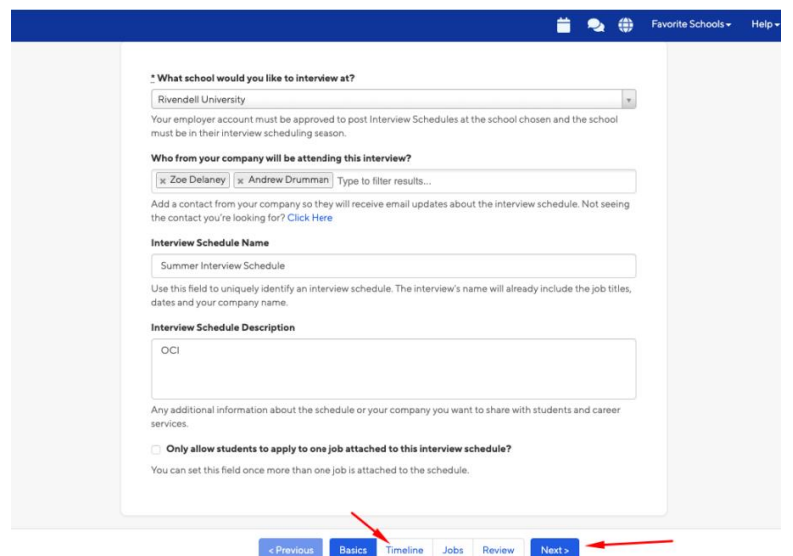
### How to Post a New Job

- 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

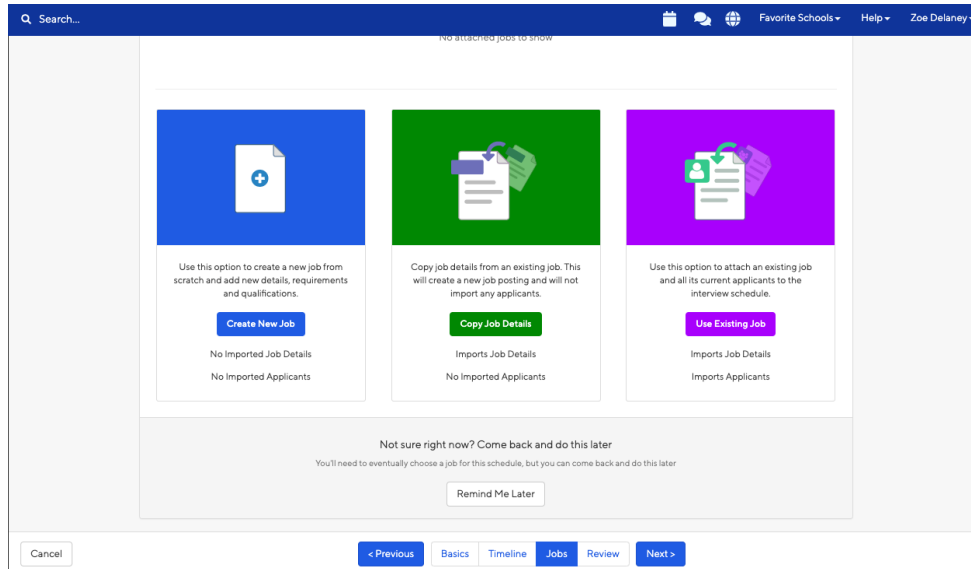


### How to Post an On-Campus Interview Schedule

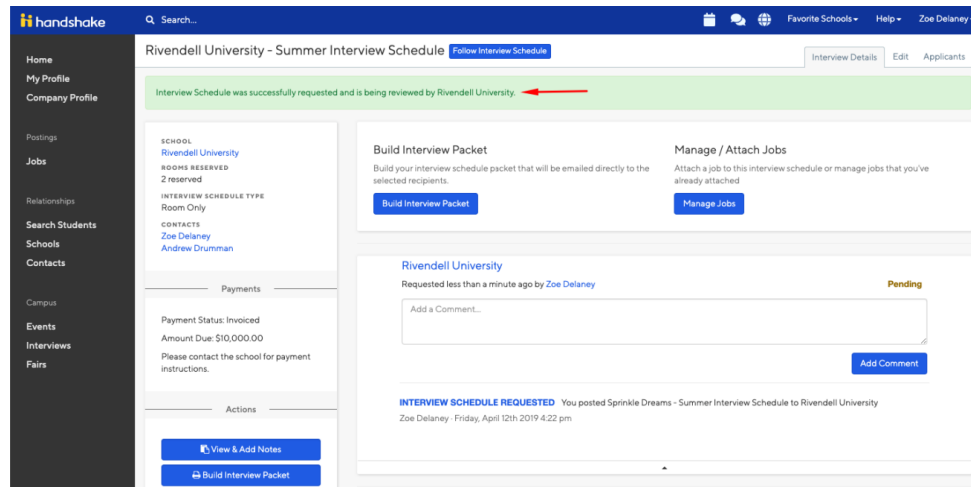
- Select *Interviews* on the left navigation bar
- Click **Request Interview Schedule** in the middle of the page or the upper right corner
- This will take you to the *Basics* tab, fill out information for your Interview Schedule
- After filling out the information needed, click *Next* from the bottom 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:
  - Room only: you reserve a room from the school, but you will not be using Handshake to sign students up for specific interview slots
  - Open: any student who meets the specified job or interview qualifications is allowed to reserve an interview slot without manual approval
  - 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
  - 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