Below you will find instructions, images and helpful tips for Logging into Handshake and using the existing Student Employment Template to post positions.

Contact Career Development with any questions.

LOG INTO HANDSHAKE

- https://app.joinhandshake.com
- Type CSP email in empty field, click Next
- Enter password, click Log In
- You will see this screen once successfully logged in
POSTING A JOB USING THE STUDENT EMPLOYMENT TEMPLATE

- From the Landing Page, click Jobs
- Select the option to view all jobs and then
- Select the job titled STUDENT EMPLOYMENT TEMPLATE
- Select Duplicate job

Basics
- Replace the existing job title
- Update the End date based on the specifications of your position
- Click Next
- Replace the position description
- Create 3-5 primary responsibilities that highlight aspects of the position
- Add any additional position specific expectations
- Insert any additional job functions specific to the position
- Insert how many students you are looking to hire
- Check the required documents that you would like to use for the position
- Click next
Preferences: Details selected on this page are optional. Selected any preferences that you may have for the position.

- Click next

Select to post your job to Concordia, St. Paul

- Set the global apply start date and expiration date (must be a minimum of two weeks)

- Click next
- Preview your position as it will appear to students

- Click save to submit your position for approval