### i handshake

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

	No account 1 Big
Find jobs better,	Sign in
together.	Students & Alumni Please select your school to sign in
Students	Planar select year wheel to age in.
Discover and launch the best career for you.	do read
Employers	Employees & Carner Centers
Dues your sets, must overse team yet.	Please sign in with your email.
Bring more opportunities to your students	and Shaniyin etc.
Laan Mee	
Laan Hee	Nexoset Fig
	Newsond <b>Fig</b>
Find jobs better,	Newcost? Fig
Find jobs better, together.	Nescout" <b>fg</b> <b>Sign in</b> <b>Hans Melwoi</b> Mans Manni Mans Manni Manni
Find jobs better, together. Students	Ne exerved * <b>Gip</b> <b>Sign in</b> <b>Press et Alernon</b> <b>Press refer (your schward to agen n.</b> Franz erlert your schward to agen n.
Find jobs better, together. Students Dicove and lauch the best caver for you	Naracover Fig <b>Sign in</b> Reserved: you advolt as gain. There legged an Plefect you actual as gain.
Tians Mee Find jobs better, together. Students Encover and lands the best caveer for yos. Employers	Narcover Fig <b>Sign in</b> Meters te Jours of bodie loign in Protes sets: you and out of a sign in Prote sets: you and out a sign in Prote sets: you and out a sign in variable of the low out of a sign in variable.
Find jobs better, together. Students Encode and loands the best career for you. Employees Buildy best. I wond downed learn yet.	Neccord® Fig Sign in Sector & Alexand Mean before subset of large main Mean before subset of weather of weather to mean and a fighter of subset of weather of the figure wheat is mean and a fighter of subset of the figure wheat is Employment & Career Center Employment & Career Center
Find jobs better, together. Students Discours and laucht fla best career for sys. Employers Rudary one best, hond laveres lean yet. Career Carelers	Ne second P Gr Sign in Mean Second Program Second Second Second Program Second Second Second Program Second Second Second Program Second Progra
Time in the second seco	Ne concert 6 G Sign in Sign in Menseter joure active due parte. Menseter joure active due due Verlie for you what the record of active active due of we'l led you what the record of active active due of we'l led you what the record of active active due of we'l led you what the record of active active due of we'l led you what the record of active active due of the for active due of the

• 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

iii handshake	Q. Search		<b>=</b> •	💄 🌐 Favorita Schools + Help +	Torromy Van Wyteri +	
Home		O Post a Job	• Request an Interview	O Croste an Event		
My Profile						
Company Profile		M Jobs	C Interview Schedule Postings	Upcoming Events		
Padogi Joba Bataloostaga Search Students Schools Contacts		Approved Approved Approved Approved (155pm)	You have not requested any on campus interviews yet	You have not RSVPg to any upcoming events.		
Fuents		Upcoming Career Fairs				
Interviews Fairs		CET CLPV shall Part-Time Job Fair September 411-2014 at 10:00 an				



### 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

# i handshake





• Select Duplicate job

#### Basics

- Replace the existing job title
- Update the End date based on the specifications of your position
- Click Next

## handshake

Description	Replace the position
Heading 1 ÷ B I U A M E = A F C I I     Position Description:     The [insert job title] [insert 1-3 sentence summary of position] and plays an important role in promoting [insert office/department]'s mission of [insert office/department mission/primary goal].     Primary Responsibilities:     • Bullet points format that describe different aspects of the position and have transferable skills (listed below) built into them     Examples:     • Greet visitors and create a welcoming atmosphere for all students, alumni, staff faculty and	Create 3-5 primary responsibilities that highlight aspects of the position Add any additional position specific expectations
employers entering the office You can copy and paste a description directly from your website – we'll retain all the formatting.	
Job function   Image: Conternation of the standard interaction of the s	Insert any additional job functions specific to the position
How many students do you expect to hire for this position?      1     This number can be approximate any will not be displayed to students.	Insert how many students you
Approximate salary	are looking to hire
S 9.86 Per hour	
Enter a number, not a range. Specifying a salary value is optional.	
Job location	
1282 Concordia Avenue, Saint Paul, Minnesota 55104, United States of America	
+ add another location	
Required documents (Optional)   •     Resume   •     Cover Letter   •     Transcript   •     Other Document (e.g. work sample, course schedule, or other misc documents)   •	Check the required documents that you would like to use for the position
Basics Details Preferences Schools Preview Next >	Click next

## handshake

Graduation date range (Optional)		•	Preferences: Details selected	
Earliest grad date Latest grad date			on this page are optional.	
month 🔻 year 🔻	month 🔻 year 🔻		Selected any preferences that	
Hiring alumni? You can leave earliest graduation date bla	ink.		you may have for the position.	
School years (Optional)				
Freshman				
Sophomore				
Junior				
Senior				
Masters				
Doctorate				
Alumni				
Postdoctoral Studies				
Masters of Business Administration				
Minimum GPA (Optional)				
Major categories (Optional)				
Agriculture, Food & Horticulture - 0 of 9 majors select	ed			
Arts & Design - 0 of 17 majors selected				
Business, Entrepreneurship & Human Resources - 0 o	f 24 majors selected			
Civics & Government - 0 of 9 majors selected				
☐ Communications - 0 of 7 majors selected				
Computer Science, Information Systems & Technolog	v - 0 of 10 majors selected			
Education - 0 of 10 majors selected	,			
Engineering - 0 of 19 majors selected				
General Studies - 0 of 3 majors selected				
Health Professions - 0 of 17 majors selected				
Humanities & Languages - 0 of 12 majors selected				
Life Science - 0 of 14 majors selected				
Math & Physical Sciences - 0 of 4 majors selected		•	Click next	
Natural Resources, Sustainability & Environmental Sci	ence - 0 of 11 majors selected			
Basics Details Preferences	Schools Preview Next >			
T EMPLOYMENT TEMPLATE	les Partes		Select to post your job to Concordia St Paul	
Job postings	Global apply start date () Global expiration date ()			
Search your schools to add job postings	Set global start			
Add All Schools Add Favorite Schools Find More		•	Set the global apply start date	
			minimum of two weeks)	
Choose the schools wh	ere this job should be posted		minimum or two weeks)	
Each school can have its own- you can set global dates th	upply start date or expiration date, or at apply to all postings of this job.			
		•	Click next	

## i handshake

