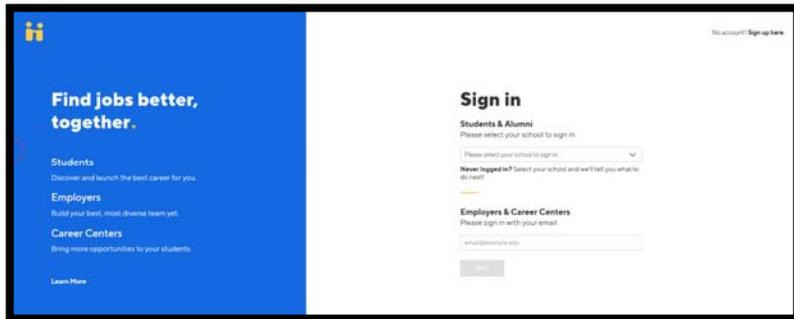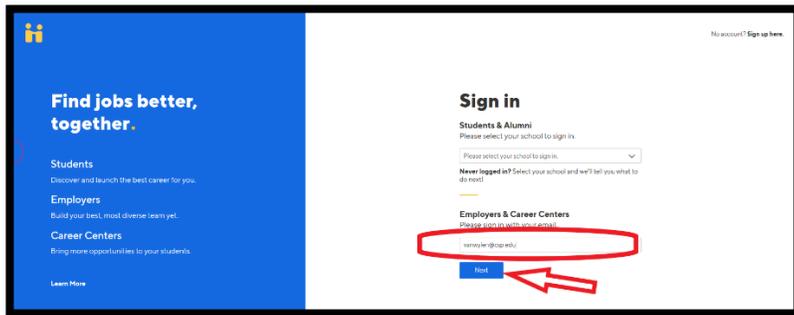# handshake

Below you will find instructions, images and helpful tips for Logging into Handshake and using the existing Student Employment Template to post positions.
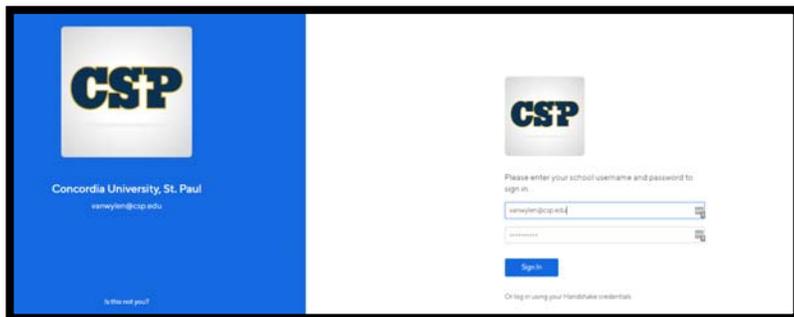
Contact Career Development with any questions.
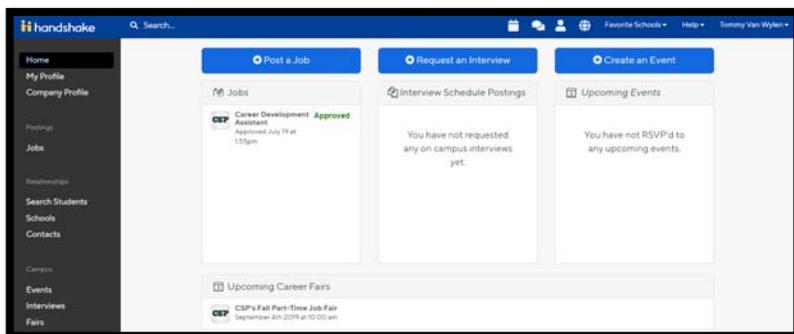
LOG INTO HANDSHAKE

- 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

![handshake logo]

POSTING A JOB USING THE STUDENT EMPLOYMENT TEMPLATE

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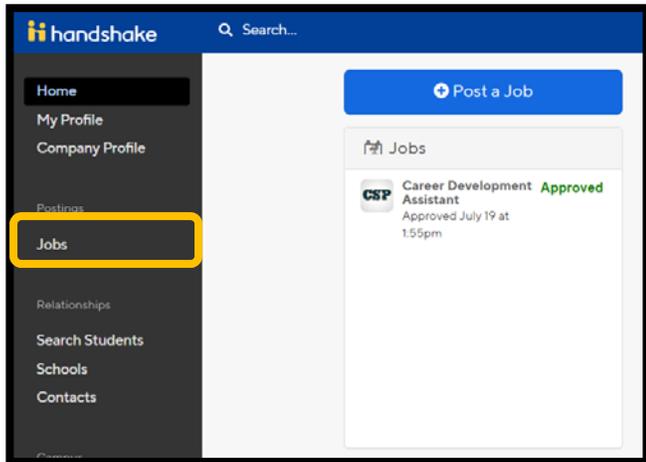
- Select the option to view all jobs and then
- Select the job titled STUDENT EMPLOYMENT TEMPLATE

handshake
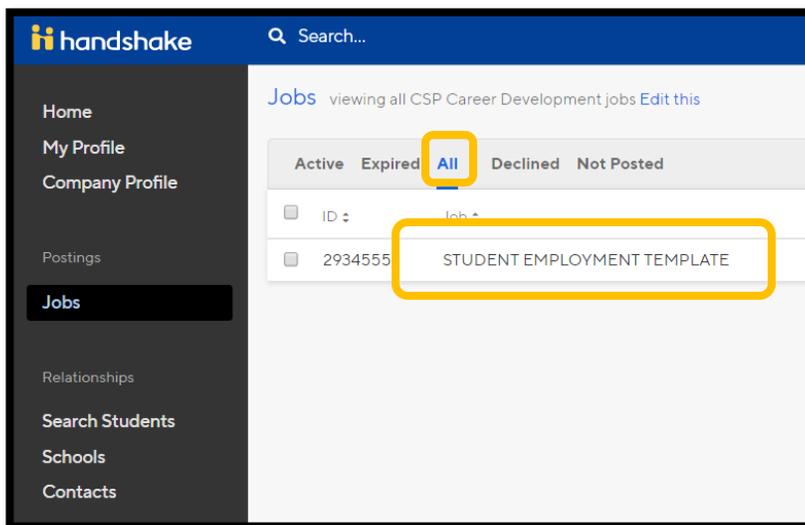
- Select Duplicate job

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

handshake

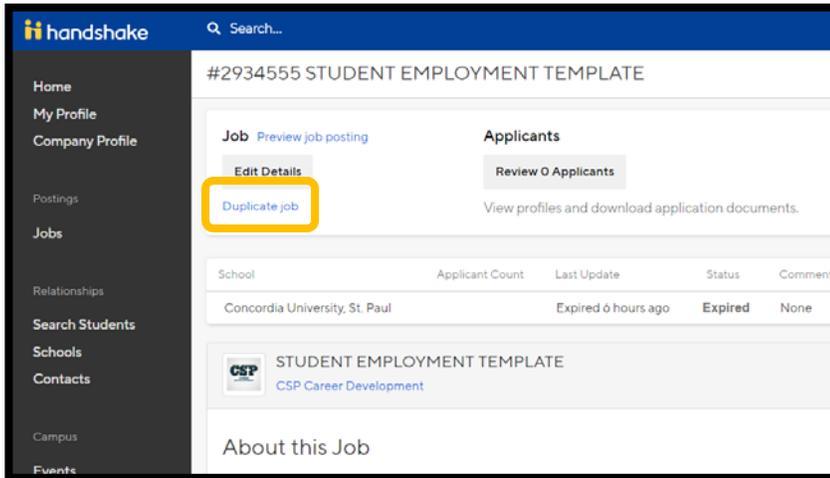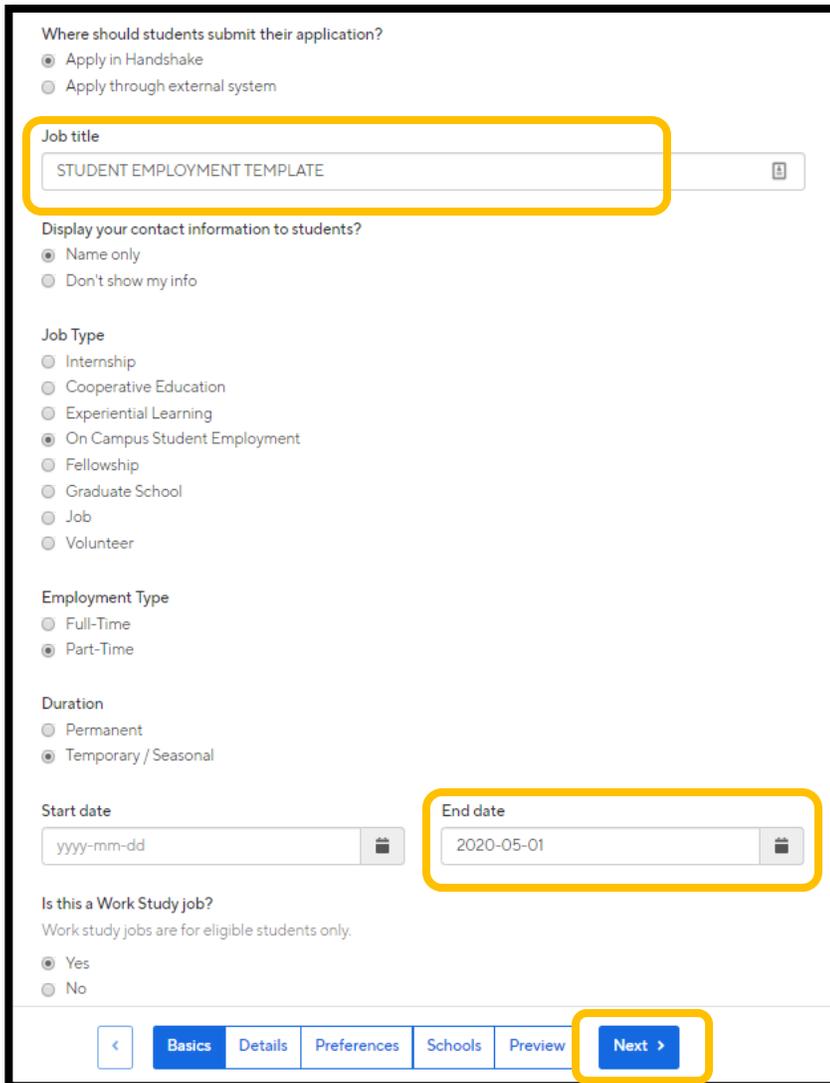**Description**

Heading 1 | B | *I* | U | A | A | ☰ | ☰ | ☰ | 🔗 | 🖼 | I̶x̶

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 employers entering the office

You can copy and paste a description directly from your website — we'll retain all the formatting.

- Replace the position description
- Create 3-5 primary responsibilities that highlight aspects of the position
- Add any additional position specific expectations

Job function

× Other 🔲 × ▾

This will help students interested in specific functions search for your job.

- 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 and will not be displayed to students.

- Insert how many students you are looking to hire

Approximate salary

◉ Paid ◯ Unpaid

$ | 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

☐ Allow remote workers

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

Graduation date range (Optional)

Earliest grad date	Latest grad date
month ▼ year ▼	month ▼ year ▼

Hiring alumni? You can leave earliest graduation date blank.

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 selected
- ☐ Arts & Design - 0 of 17 majors selected
- ☐ Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- ☐ Civics & Government - 0 of 9 majors selected
- ☐ Communications - 0 of 7 majors selected
- ☐ Computer Science, Information Systems & Technology - 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
- ☐ Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected

[‹] [Basics] [Details] [**Preferences**] [Schools] [Preview]   [**Next ›**]

- Preferences: Details selected on this page are optional. Selected any preferences that you may have for the position.

- Click next

T EMPLOYMENT TEMPLATE

Job postings

Search your schools to add job postings ▼ | Global apply start date ⓘ   Set global start 📅 | Global expiration date ⓘ   Set global expiration

[Add All Schools] [Add Favorite Schools] [Find More]

Choose the schools where this job should be posted

Each school can have its own apply start date or expiration date, or you can set global dates that apply to all postings of this job.

- 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

ïi handshake
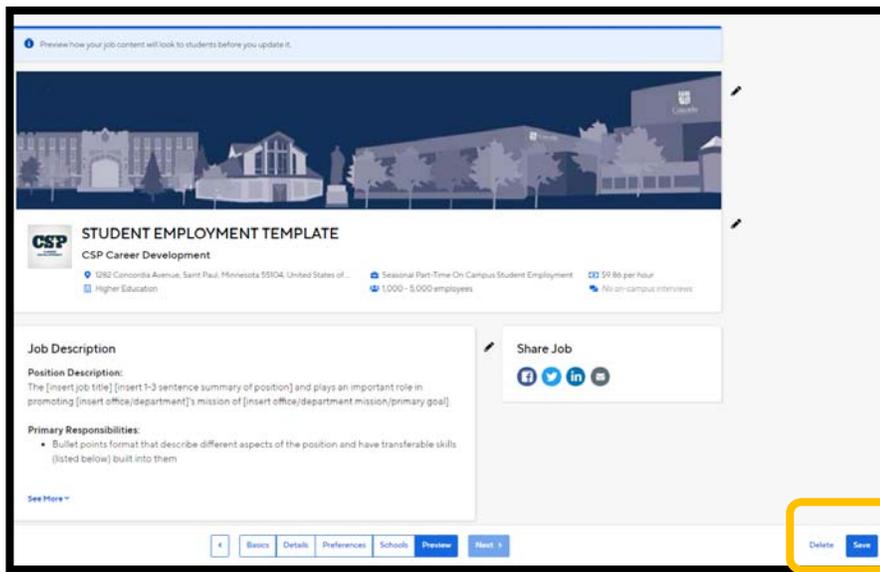
- Preview your position as it will appear to students

- Click save to submit your position for approval