John Carroll UNIVERSITY | CENTER FOR CAREER SERVICES

ON CAMPUS EMPLOYMENT - HANDSHAKE JOB CREATION/POSTING/EXPIRATION PROCESS

HOW TO CREATE A NEW JOB POSTING (No employer Handshake account yet? Contact Career Services).

Click on **Jobs** on the left column

- o Then **Create Job** on the far right of screen.
- o Type or past your job description
- o Click continue

Please title all jobs **JCU: Job Title**

Position Type

- o Select On Campus Student Employment (Do NOT check work-study program)
- o Click continue

Local Requirements

- o Click onsite

Onsite Location-University Heights, Ohio, United States

Time Requirements

Part Time

Employment Duration

Temporary or seasonal
Estimated Start Date/Estimated End Date

- o Click continue

Compensation and benefits

Expected Pay

Choose pay amount

- o Click continue

Categorize your Job

Add relevant job role groups (optional)

- o Click continue

Candidate qualifications

Click choices for school year (optional)

Latest Graduation date
Major Groups
Minimum GPA
- o Click continue

Choose schools
John Carroll University
- o Click continue

Application process
Application open date
Application close date
Number of hires
How will Candidates submit applications?
Click on handshake or separate website if you have an application/url you would like to use
- o Click continue

Your hiring team
Company division (optional)

Job Owner
Messaging availability (optional)
Email Settings (click on choice)
Hiring Team Members (optional)

- o Click continue

One last check to confirm job posting

Click **Post job**

To Close An Active Job Posting

Go to jobs, click on the job
Click on the 3 vertical dots on the right of the job. Select Close Job

To Post a Closed Job
Go to jobs, then click on status, click on closed, click on apply, click on selected job
If the jobs is closed for more than 30 days click on the 3 horizontal dots on the top right, click duplicate job
(If you are not able to duplicate a closed job then create a new job)
Edit description and complete process of posting a job
If the job is closed less than 30 days click on the icon on the top right, edit or renew, complete process of posting a job

To post a Not Posted Job

Go to jobs, then click on status, click on not posted, click apply

Click on Job to post, Click on the icon on the top right

Click edit or duplicate, complete process of posting a job

To Edit an Active Job Posting

Go to jobs, then click on status, click on active, click apply

Click on the active job to edit, click on the icon on the top right, click edit job

Complete process of posting a job

Job Title _____

Classification of Position: ◯ New   ◯ Rehire

Department Name: _____

Org #: _____

Supervisor Name & Contact Information: _____

Dates of Employment: _____

Pay Rate: _____

Location & Hours: _____

Purpose of the Position:

Duties and Responsibilities

1. _____
2. _____
3. _____

Required Job Skills & Qualifications:

1. _____
2. _____
3. _____

Preferred Job Skills & Qualifications:

1. _____
2. _____
3. _____