

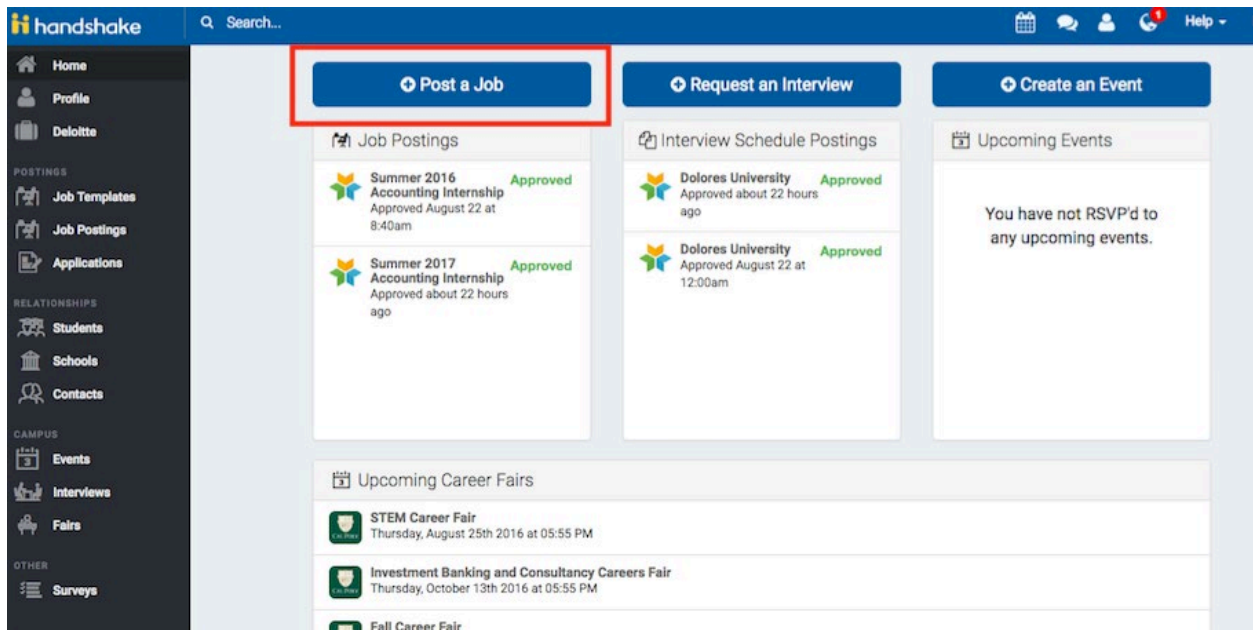
# How to create a job/internship posting in Handshake for the University of Tennessee at Martin

This document will teach you how to post a job/internship posting for your on-campus department. If you have not registered for Handshake yet, you'll need to create a user account before you can complete the following steps. Contact the Office of Career Planning and Development at 731-881-7712 or [career@utm.edu](mailto:career@utm.edu) for more instructions.

[Watch a 4-minute training video on how to post a new job.](#)

To post a job on Handshake:

1. Start by clicking **Post a Job** from your home dashboard.



You can also click **Jobs** in the left-hand navigation bar and then select **Create Job** toward the right-hand corner.

handshake Search... Zoe Fluger

Jobs viewing all Handshake jobs Edit this

Type to search... Search Create Job

Active	Expired	All	Declined	Not Posted	Divisions	VIEW BY	School	Job
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ID	Job	Applicants	School	Expired	Status	Campus Interview		
1	Director of Mobile	0	Johns Hopkins University	8/24/2017	Expired	No		
1	Director of Mobile	0	Amaranta University	8/24/2017	Expired	No		
562	Customer Success Rep.	3	Andover College	8/22/2017	Expired	Yes		
578	Software engineer	0	Andover College	8/22/2017	Expired	Yes		
553	Communications Lead	0	Andover College	8/22/2017	Expired	Yes		
3	Software QA Engineer	0	Andover College	8/22/2017	Expired	Yes		
2	Full-Stack Software Engineer	6	Andover College	8/15/2017	Expired	Yes		
1	Director of Mobile	5	Andover College	8/15/2017	Expired	Yes		
5	Software QA Engineer Intern	1	Andover College	8/4/2017	Expired	Yes		
572	Full-Stack Software Engineer	0	Andover College	8/4/2017	Expired	Yes		
571	Software QA Engineer Intern	0	Andover College	8/4/2017	Expired	Yes		

Can't find a job you're looking for? Make sure you've added the school it's posted to.

You will now be asked to complete 4 steps: **Job Basics, Job Details, Job Preferences, and Schools** to post the job to. You don't have to fill out every field to create your job - required inputs will be identified with an asterisk (\*).

**Note:** the more fields you complete, the more well defined your job posting will be (and the more likely you'll be to attract well-qualified candidates).

## 2. Let's start by going through **Job Basics**:

- Add a **Job/Internship Title**
- **Display your contact information** to students?
  - If you'd like students to see your name, or your name and email as a point of contact for this job, select either option. Otherwise you can always choose "Don't show my info."
- Add a **Job Type**
  - Select On-Campus Student Employment.
  - If you are wanting to post an Work-Study position, you should first contact the Office of Financial Aid and Scholarships.
- Add an **Employment Type & Duration**
  - When selecting Temporary / Seasonal, you'll need to add both the start and end dates.

**\* Job Title**

+ add an [ATS / job code](#) to match against your applicant tracking system (this will not sync applications)

**Company Division**

Choose a division... ▾

**Require students to also apply through website or applicant tracking system?**

Yes  No

**Display your contact information to students?**

Name Only  Name and Email  Don't show my info

**\* Job Type**

Job

Internship

On Campus Student Employment

[Show more options](#)

**\* Employment Type**

Full-Time

Part-Time

3. Once you're finished with **Job Basics**, choose **Next** along the bottom of your screen. Next we'll go through adding in your **Job Details**:

- Add a **Description** for your Job.
  - If you copy and paste a description from your own website, the system will retain all of the formatting for you.
- Choose **Job Functions** from the Dropdown.
  - This helps students search for jobs by their functional area.
- You can add a **Job Salary** if you'd like, however this is completely optional.
  - You can also toggle the dropdown on the right between per year / per month / per hour, or mark the job as an unpaid position.
- Enter a **Location** for your Job.
  - This can be a specific office location, or a general city like "Chicago, USA".
  - If this position is located in multiple locations, you can select Add Another Location.

**\* Job Location**

420 Montgomery Street, San Francisco, CA 94104, USA

[Add Another Location](#)

- If your job is in the United States, you'll see an additional "Eligibility for International Students" section appear. We'll talk about that below.
- Finally, choose which **documents to require** students to submit with their application.

**\* Description**

A Normal text ▾    Black ▾    **Bold**    *Italic*    Underline                

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

**\* Job functions**

Choose a job function...

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

**Salary**

\$     Per year ▾

Unpaid

**\* Job Location**

Enter your address

Allow remote workers?

**Required Documents**

- Resume
- Cover Letter
- Transcript
- Other Document (e.g. work sample, course schedule, or other misc. documents)

- As mentioned above, choosing a job location in the United States will open up an "Eligibility for International Students" section.
  - Select either of the options that appear.

**Eligibility for international students (non-US citizens or permanent residents)**

- Would you sponsor a [work visa](#) for the right candidate?
- Would you hire international students seeking internships in their field of study? ([OPT](#) and/or [CPT](#) eligible. Note: OPT/CPT requires no immigration sponsorship by an employer.)

4. Once you're finished with **Job Details**, choose **Next** along the bottom of your screen. Next we'll go through **Job Preferences**.

- **Note:** none of the preferences you add to this page will block students from applying for your job. But we will show you candidates that meet all of your preferences and those who don't.
- **Also note:** all of these preferences are completely optional.
- Add a **Graduation Date Range** for your job by specifying the earliest and latest graduation date for qualified applicants.
  - Prefer to qualify students by **School Year** - like Freshman, Sophomore, Junior? You can select the link to toggle to that option instead.
- Add a **Minimum GPA** value.
- Choose which **Majors** would make a student qualified for your job. This step is discussed in more detail below.
- Finally, configure who should receive **Applicant Packages** and with what frequency. We've also added additional details on this below.

Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

### Graduation date range

Earliest grad date

Latest grad date

[Qualify students by school year instead](#) (for example, Freshman, Sophomore, Junior)

### Minimum GPA

### Majors *Select a category to choose specific majors*

- Arts and Design** - 0 of 13 majors selected
- Business and Entrepreneurship** - 0 of 18 majors selected
- Civics and Government** - 0 of 9 majors selected
- Communications** - 0 of 7 majors selected
- Computer Science, Information Systems, and Technology** - 0 of 8 majors selected
- Education** - 0 of 8 majors selected
- Engineering** - 0 of 15 majors selected
- Health Professions** - 0 of 14 majors selected
- Humanities and Languages** - 0 of 11 majors selected
- Life Science** - 0 of 10 majors selected
- Math and Physical Sciences** - 0 of 4 majors selected
- Natural Resources, Sustainability and Environmental Science** - 0 of 10 majors selected
- Social Sciences** - 0 of 8 majors selected

These majors consolidate individual majors across every school on Handshake. To choose a specific major by individual school [click here](#).

### Applicant Packages *Specify who should receive the applicant packages*

 Employer Dolores University

- Email a summary of all applicants once my job expires
- Email every time a new student applies
  - Send all applicants
  - Only send me applicants who match all of my preferences

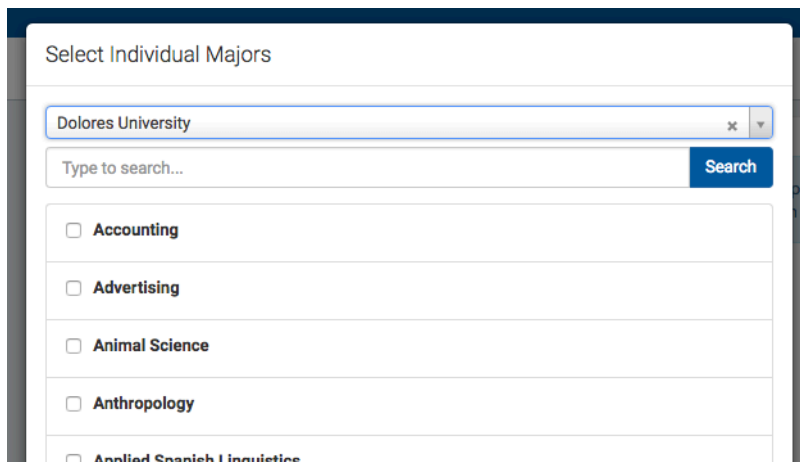
- Setting up your **Major Preferences:**
  - **Note:** these majors are consolidated across **every school on Handshake.**
    - So by choosing "Computer Science", You are mapping your major preference to each schools' individual term for "Computer Science."
    - Even if its name "Software Engineering" at a different school, it will still get bucketed into this major correctly.
  - Once you select a category (by clicking on the checkbox next to it), that category will expand to show the majors within it.
  - **All majors within a category** will be selected by default, but you can remove them by simply clicking on the major you'd like to remove.
  - In the image below, I've chosen to remove Library Sciences, User Experience, and Information System Management from the Computer Science category. I see that I've selected 5 of 8 majors.



\* If you know of a very specific major at UT Martin that you'd like to choose instead of Handshake mappings, choose the link at the bottom:

These majors consolidate individual majors across every school on Handshake. To choose a specific major by individual school [click here](#).

- This will open up a modal to pick your school and major manually:



- Setting up who should receive **Applicant Packages:**
  - You'll see your name listed first. You can select (or remove) the following options:
    - **Email a summary** - you'll receive one email once your job expires.
    - **Email every time** - you'll get emails each time a new student applies. If you choose this option, you can then specify whether you want

every student who applies, or only students who match all of your preferences (Eligibility for international students, grad date / year, GPA, and Major).

- You can also add other teammates to receive packages by choosing from the dropdown. If you haven't added them as a contact yet, there will be + add new contact at the bottom of the dropdown.

**Applicant Packages** *Specify who should receive the applicant packages*

👤 Employer Dolores University

- Email a summary of all applicants once my job expires
- Email every time a new student applies
  - Send all applicants
  - Only send me applicants who match all of my preferences

Add someone else to receive packages ▼

5. Once you're finished with **Job Preferences**, choose **Next** along the bottom of your screen. Next we'll go through **School selection**:

- **Add schools** on the left, and you'll see them appear on the right in a table.
  - You **should only** select the University of Tennessee-Martin.
- Once you've added schools, you'll see a few options to manage them.
  - **Remove a school** - The (-) to the left of each schools allows you to remove it from the list.
  - **Interview on campus?** - selecting this will simply flag this job on the school side, as an employer potentially interested in interviewing. You will still need to request an interview schedule.
  - **Apply start date** - you can choose if you'd like to block students from applying to your job until a specific date.
  - **Expiration date** - you can update the date that the job will expire at that school (and students will no longer be able to apply).



Search Your Schools

- + ADD ALL SCHOOLS
- + Amaranta State University
- + Arizona State Accessibility Test...
- + Arizona State University
- + Babson Grad
- + Baylor University - New
- + Biola University
- + Bradford University
- + Bradshaw University
- + Brannan University
- + California State University, San ...
- + Carnegie Mellon University
- + College of the Holy Cross

Global apply start date:

Global post expiration:

	School	Interview on campus?	Apply start date	Expiration date
-	Aron University	<input type="checkbox"/>	2016-08-23 11:00 am	2016-10-22 11:59 pm
-	Amaranta University - AU	<input type="checkbox"/>	2016-08-23 11:00 am	2016-10-22 11:59 pm
-	Arcadia University	<input type="checkbox"/>	2016-08-23 11:00 am	2016-10-22 11:59 pm
-	California Polytechnic State University	<input type="checkbox"/>	2016-08-23 11:00 am	2016-10-22 11:59 pm
-	Caltech	<input type="checkbox"/>	2016-08-23 11:00 am	2016-10-22 11:59 pm
-	Boston University	<input type="checkbox"/>	2016-08-23 11:00 am	2016-10-22 11:59 pm

6. You're all set! Choose **Create** on the bottom navigation to create and review your job/internship.

If you have any questions about getting started with Handshake, contact the Career Planning and Development office at 731-881-7712 or [career@utm.edu](mailto:career@utm.edu).