POSTING JOBS IN HANDSHAKE
FACULTY & STAFF

Once you have created an account in Handshake and JOINED the UMW employer account, you will be able to post your on-campus jobs in the system. If you would like, we can post positions for you after your account has been created.

- Log in to your Handshake employer account and click on Post a Job.
- Job Title: Add in the job title of your on-campus job.
- Company Division: You may choose the division that fits most closely to where you work on campus.
- Require students to also apply through website or applicant tracking system? You can either have students only apply through Handshake, or you can direct them to an exterior website to apply as well (e.g. if you have a web form students need to complete. If you want them to apply through another means (e.g. emailing you directly), provide those directions in the body of your posting.
- Job Type: Choose On-Campus Student Employment
- Description: Let applicants know what this job entails. Please include specifics if possible.
- Job Functions: Select options that are related to your job. This can help students search more accurately for positions they are interested in.
- Required Documents: Decide what you want students to submit when applying for jobs. If you choose Other Document at the bottom, you can include directions on what other documents you would like to require. Typically, every position will require a resume if you want students to apply through Handshake. This is good practice because it increases student professionalism and gets them in the habit of using resumes in the application process, a common employment practice.
- Applicant Packages: The first box is automatically checked; this sends all application packages to you once your posting expires. You can also check the second box if you would like an email anytime someone new applies. If you want someone else in your department to receive applicants, you can add them.
- On the next page, click the plus sign next to University of Mary Washington, enter the expiration date, and click Create.
- Keep track of your job ID or job title, and select the option to follow your job.

UNIVERSITY OF MARY WASHINGTON

Center for Career and Professional Development