Creating/Posting a New Job in Handshake: Job Description Template

Description: Delete and fill in the [bracketed] placeholders below, then copy & paste your description to "description" text box.

Job Title: [Job Title]

Division: [Your Division or Department]

Description: [Brief description → general overview of the position (2-3 sentences)]

COVID-19 Update: [If Applicable] for the [employment period (i.e., Summer 2021 Semester]], all [Job Title] responsibilities will be carried out [in-person or remotely?].

Interviews: [When, where, and how will interviews be conducted?]

Qualifications:

• Current [upon applying, what class years or majors will qualify for the position?]

• Minimum GPA of [minimum GPA]

Requirements:

• [How many hours must be committed to the position?]

• [When should students be available?]

• [What training is required before beginning the job?]

Desired Competencies and Skills:

• [List competencies from the National Association of Colleges and Employers (NACE) Career Readiness]

• [List any relevant technical skills or completed coursework required to perform responsibilities]

Responsibilities:

• [List all individual responsibilities that students are expected to fulfill during the job]

   ➢ **Job role(s):** Choose the most relevant job role from the drop-down. Job roles are search engines for students who are looking for a certain type of internship or job. Your selection(s) will help the students interested in these roles find job(s).
   ➢ **How many students do you expect to hire for this position**? This number can be approximate and will not be displayed to students. Now if you are not sure, put 1.
   ➢ **Approximate salary**: If you choose "Paid" and enter a dollar amount, this information will be displayed to the student in the posting.
   ➢ **Job Location**: Choose "City, State, United States of America"
   ➢ **Allow Remote Workers**: If you select this option, it will be displayed to students in the posting.
   ➢ **Required documents**: When students hit the "apply" button on the posting, they will upload documents you select before completing the application (does not apply if you chose "Apply through external application" in the BASICS section).