

ON CAMPUS EMPLOYMENT - HANDSHAKE JOB CREATION AND POSTING PROCESS**AFTER COMPANY APPROVAL:**

To post a position:

Click on **Jobs** on the left column

- Then **Create Job** on the far right of screen.
- Follow the blocks along the bottom of the screen, starting with BASICS
- Please note that clicking Save any time before the Schools block at the bottom, will NOT save your work.

BASICS

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

Where should students submit their application?

- You can include an external link if you prefer to create your own application form – click “Apply through external link” button.

Job Type

- Select On Campus Student Employment

Employment Type

- Select Part time

Duration

- If you select Permanent the job will show without an end date
- If you select Temp/Seasonal you can choose a start and end date

Is this a work study job?

- You must select **NO**

Click **NEXT, or DETAILS**

Cut and paste your job description

- Include Financial Aid’s required info from page 3 of this document
- Note in your job posting “Interviews will take place with selected candidates in the _____ office.”
- Select as many functions as are relevant to help the job come up in student searches

How many students do you plan to hire?

- This number will not affect the job posting and is for your record keeping only

Location

- The system requires a street address. Use “John Carroll Blvd., Cleveland, OH”

Click **NEXT, or PREFERENCES**

Can select Grad date range OR school years

Major Categories – Select as many as possible

Applicant Package Recipient – can add another person to receive resumes

Click **NEXT, or SCHOOLS**

IF YOU ARE READY TO POST THE JOB TO BE VIEWABLE TO STUDENTS (If not ready to post, Click SAVE. Job is now in Not Posted* See * below).

Under Job Postings – type in John Carroll – select

Enter Apply Start and Expiration dates

Select No Interview

Click **NEXT, or PREVIEW**

Can Preview to see what job will look like to students

(Job is not Saved yet – you must click Save)

CLICK SAVE (right corner) – Job is now in Pending. Career Services will approve within 24 hours and then job will be viewable to students.

***IF YOU CREATED BUT DID NOT POST JOB, you can find it later in Not Posted.** To then post it to be viewable to John Carroll students:

- Go to Jobs, then click on Not Posted
- Click on the Job you want to make viewable to students
- Click on the blue “Select Target Schools” bar on the right
- Type John Carroll into the search bar and select
- Enter Apply State and Expiration dates
- Do not check box for on campus interview
- Click Next, then click Save - Job is now in Pending. Career Services will approve within 24 hours and then job will be viewable to students.

Student Employment Job Description

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.