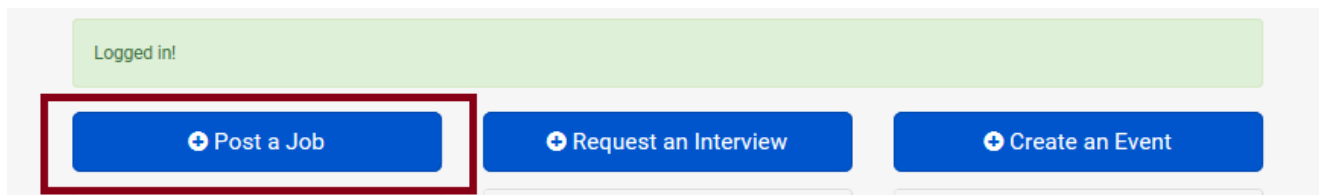# HireaHawk Job Posting Instructions

TABLE OF CONTENTS

We highly encourage you to start at STEP I. These instructions will take you through posting a job and all the options that you have related to your individual posting from start to finish

I. Posting a Job

From the **Home** screen, select, **Post a Job** from the menu. Under this section, you will also be able to track the jobs that are currently out there.

II. How Do You Want Students To Apply? Submission Options:

A. Apply via Handshake

Select **No** below. We recommend that employers choose to be emailed every time an applicant applies if you were using the option to email documents directly to you previously. Handshake will notify you within minutes of each submission and link you to the document.

B. Employer has External Link to Department Application

Select **Yes** to the question below.

Once selecting Yes, copy in the URL that links the student directly to the application you wish them to complete.

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

◉ Yes ○ No

* URL for application

www.careercenter.com

Add instructions for students to use instead

C. Employer has Link for Application, but *ALSO* chooses documents they want from students (Section VII)
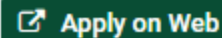
If an employer chooses this option, the student will upload the requested documents when applying and then be prompted to complete the application via the URL provided.

Instructions for External Application ✕

Applying for Test 2 requires a resume. Attach it below and get one step closer to your next job!

1. Attach your resume

✔ Josh Frahm--Updated Resume.pdf
Preview Document ✕

☐ Apply on Web

III. Selecting Job Type

To post an on-campus position, under **Job Type**, select **On Campus Student Employment**. This will allow students to filter out your job when looking for a position associated with the University of Iowa.

* Job title

+ add an ATS / job code to match against your applicant trac

* Where should students submit their application?
○ Apply in Handshake
○ Apply through external system
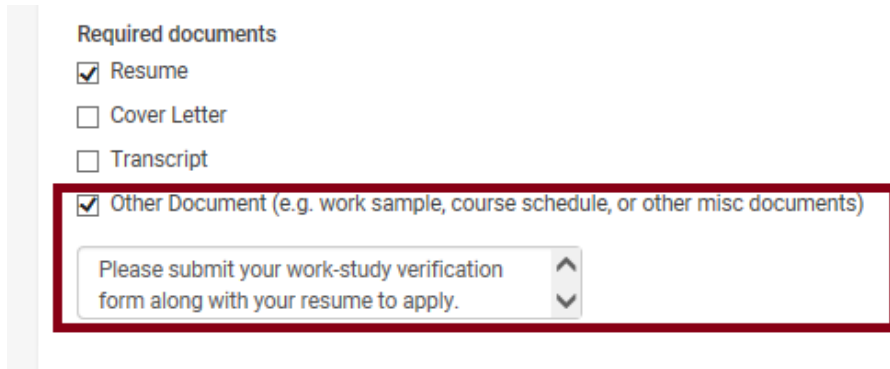
Display your contact information to students?
◉ Name only   ○ Don't show my info

* Job Type
○ Job
○ Internship
○ Cooperative Education
○ Experiential Learning
◉ On Campus Student Employment
○ Fellowship
○ Graduate School
○ Volunteer

IV. Work-Study Job?

HireaHawk will not filter out work-study only students for you. If you are looking for **work-study only** students, we recommend selecting **Other Document** from Step VII and asking students to submit their Work-Study verification form as a part of their application.
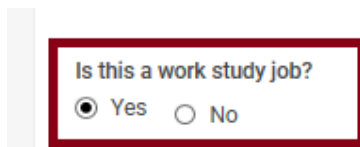

Because we don't enforce work-study within the system, students are always going to show up as not meeting preferences even if they are eligible for work-study; for that reason, utilizing the above directions is suggested.

If you are able to hire students without work-study, make sure to select **No** with the question below.
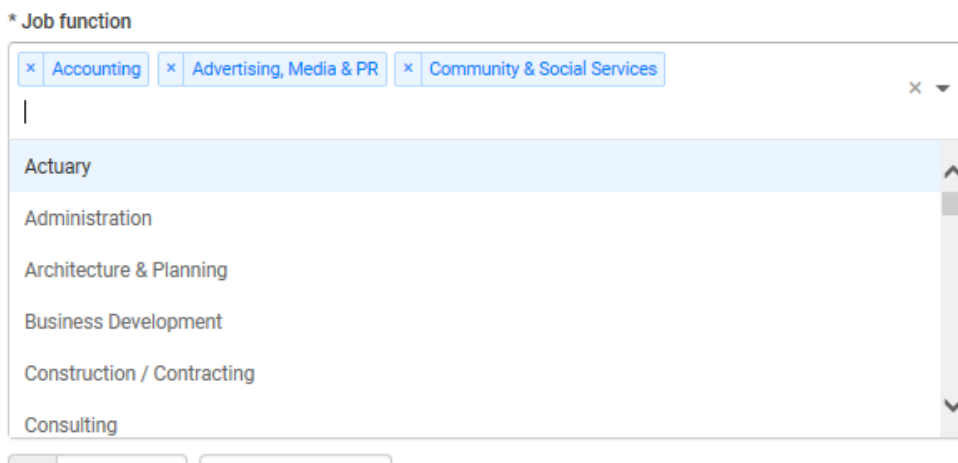

V. Selecting Job Functions

There are 43 **job functions** available and students have the option to filter out jobs based on the job functions selected. As an employer, you can select as many job functions from the list as are applicable to your posted position.

VI. Job Location

Please select a specific location for your job. As you type in the address, it should pop up for you to select. If you are hiring in multiple locations within the 30 mile threshold of Iowa City, you can add more than one location.

* Job location

Iowa City, Iowa, United States

+ add another location

VII. Required Documents

You *don't need to request any documents below, but we highly recommend choosing resume*. If nothing is selected, an employer will only see the students name and have access to their profile.

The four options are below. If you choose **Other Document**, a box will pop up for you to explain what you are asking for.

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

Please submit your work-study verification form along with your resume to apply.

***Note: Each required category will have a * next to it. Please fill out as much information as possible to allow yourself to filter out applicants based on certain criteria you select.

* Description

VIII. Notification of Applicants

You have two choices: 1) You can receive an email summary of all applicants once the job expires or 2) Receive an email every time a new student applies. With #2, you have the option to only receive notifications based on students matching certain preferences that you set (grade level, major, etc.).

Applicant package recipients

Choose recipient ▾

Not seeing the recipient you're looking for? Create a new contact

✖ Employer University of Iowa
☑ Email a summary of all applicants once my job expires
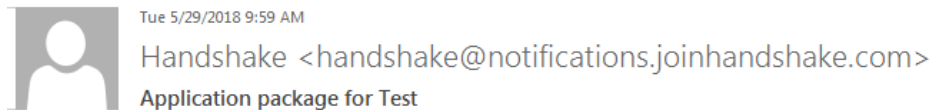☑ Email every time a new student applies
   ○ Send all applicants
   ◉ Only send applicants who match all preferences

IN THE PREVIOUS SYSTEM, IF YOU HAD APPLICANTS APPLY DIRECTLY TO YOU BY EMAIL, WE HIGHLY RECOMMEND SELECTING THE EMAIL EVERY TIME A NEW STUDENT APPLIES OPTION.
Handshake will email you with 1 minute with a link to your applicants' document/s as shown below.

Tue 5/29/2018 9:59 AM

Handshake <handshake@notifications.joinhandshake.com>
Application package for Test

To   ■ Frahm, Josh B

ℹ You forwarded this message on 5/29/2018 10:00 AM.
If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

New application for Test

Hello Josh,

Sherry Rhinehart has applied for Test on Handshake. You can download the applicant package below to find applicant details.

To turn off these emails, edit the job and turn off the 'Email application packages' option.

Application Package Other (42.4 KB)

Thank you,
The Handshake Team

If you don't want to hear from us at all again you can unsubscribe from all Handshake notifications

IX. Tracking Your Jobs

You can track all of your posted jobs in one location as the employer and edit at any time. Keep in mind, each editing requires approval from the Career Center staff. Applicants are also tracked in this location and can be accessed with a simple click.

X. HELP!

Handshake offers an incredible amount of help resources that can be accessed with a quick click into the **Help Center.**

Once in the **Help Center**, select the appropriate category you need help with, and a list of frequent issues will appear with directions on how to solve them.

Employer

Account Setup & Settings

Applications

Choose Your Schools

Company Page & Settings

Events & Career Fairs

FAQs

Frequently Asked

General Usage

Interviews