HOW TO SUBMIT AN ON-CAMPUS JOB POSTING ON ii Handshake

UC SANTA CRUZ | CAREER SUCCESS

1

Login and click "Post a Job" from the Dashboard

Post a Job will be the primary feature used on your account. You will post, edit, and manage all job postings from this tab.
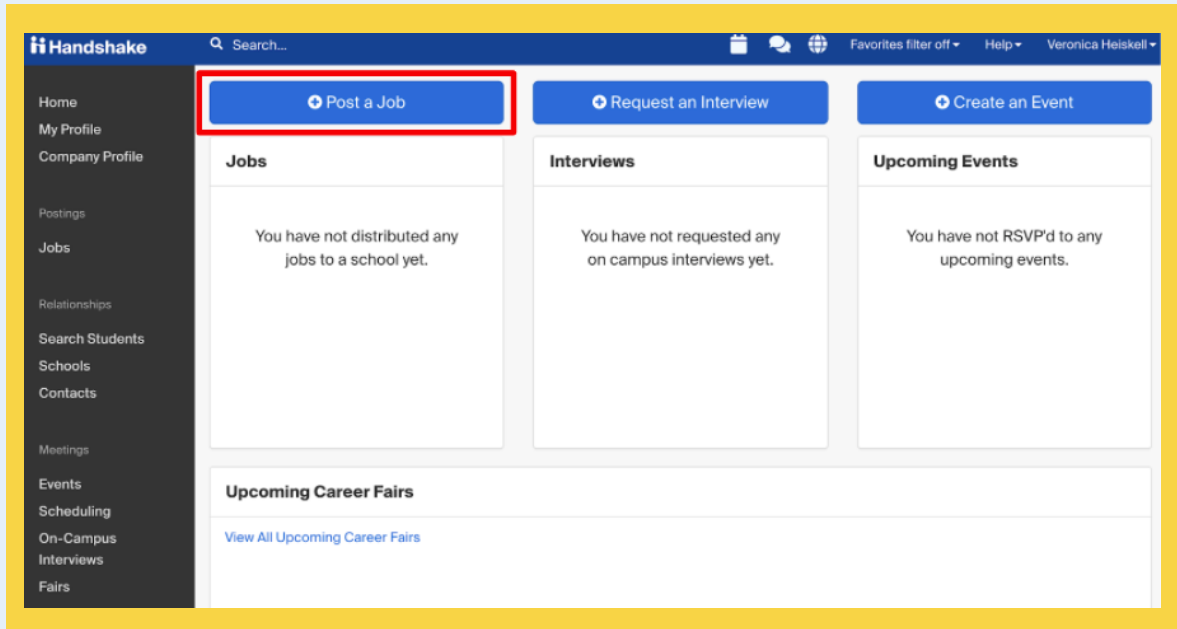
Note: "Create an Event" can be used for informational sessions or on-campus employment events with Career Success's review and approval. "**Request an Interview**" is for 3rd party employers facilitating on-campus interviews.

2

Enter the Job "Basics"

Handshake will prompt basic information for the job that is required to fill out. You will be asked for the working job title, job type (**on-campus student employment**), work study or non-work study, etc.

Please indicate the **company division** if applicable

Job type will always be **on campus student employment** for all UCSC stuent jobs

Work Study (WS) note:

Handshake is **unable** to recruit jobs for WS and Non-WS simultaneously. When recruiting for both, first post for one option (WS or Non-WS). Once posted, go to the "jobs" tab in your dashboard sidebar.
Next, click on the job > More Actions > Duplicate job
When duplicating the job, select the other option for WS or Non-WS and re-post. You will need to screen both candidate types in two postings for one job.

1

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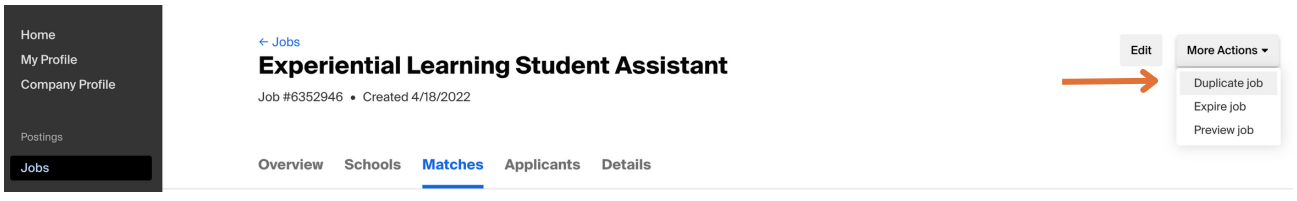
TIP

Connect with Students

Are you open to speaking with interested candidates?

Yes, I want interested candidates to reach out to me for a conversation	No, I'd rather candidates apply without contacting me

How do you want candidates to contact you?

☑ Message me on Handshake
☑ Schedule a virtual info chat based on my availability
Learn more about virtual info chats

> **Important**: you don't currently have any available times to meet with students. You'll be prompted to set up your availability for virtual info chats after you create this job.

Allow interested students to reach out about the job.
We highly recommend enabling this feature to strengthen your recruiting processes, applicant pool, and overall connection with UCSC students. Students may use this to ask questions, or communicate their interest in the role.

3

Write a Job Description

See "How to Create an Effective Position Description" guide for a detailed resource on writing a job posting.

On-campus job descriptions will require the following:

1. **Clearly defined working job title.** Please provide as much context as possible as this will act as the searchable title in Handshake.
2. **Department or unit introduction.** Keep your bio consistent through all postings and Handshake employer profile.
3. **Outline job duties with weighted percentages.** Break down anticipated duties into categories and assign a percentage, which will indicate the amount of time spent doing these tasks. Under each category, provide specific examples of tasks in bullet point form
4. **List your preferred and required skills, knowledge, and abilities.** Carefully consider if a skill is mandatory, or just highly preferred. Too much required criteria will discourage applicants from applying.
5. **Highly recommended:** incorporate NACE career readiness competencies throughout your description. Reference transferrable skills the job requires, and that the student will gain from the job duration.

Example

Heading 1 ▾ **B** *I* U A ✦ ≔ ☰ ☰ 🔗 🖼 𝐼ₓ

We are looking for an Experiential Learning Student Assistant to support the experiential learning and student employment functions of Career Success. Experiential Learning Student Assistants collaborate with the Experiential Learning team to support the hiring and onboarding process for over 4,000 students on a yearly basis. This includes reviewing and curating on and off-campus experiential learning and full-time job opportunities on Handshake, onboarding new student employees, and assisting with Career Success' experiential learning programs.

Position duties:

80% Experiential Learning Team support
  • Examples
10% Front desk support
  • Examples
10% Other duties and special projects as assigned
  • Examples

Preferred skills, knowledge, and abilities:
  1.
  2.
  3.

Required skills, knowledge, and abilities:
  1.
  2.
  3.

4 — Enter additional job details

How many students do you expect to hire for this position?

2

This number can be approximate and will not be displayed to students.

Estimated salary

○ Paid   ○ Unpaid

$ 15   Per hour

Enter a number, not a range. Specifying a salary value is optional.

Job location

Santa Cruz, California, United States

+ add another location

☑ Allow remote workers

Does this position require U.S. work authorization?

○ Yes   ○ No

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

Notes:

Use "Allow remote workers" when hiring for a 100% remote role. Hybrid model roles should be indicated in the job description itself.

Required documentation can be uploaded directly by applicants. Please note extensive required documents may discourage applicants.

5 — Specify student grade year

We highly recommend to selecting the **school year** for on-campus job postings. For undergraduates, select Freshman, Sophomore, Junior, and/or Senior. When hiring graduate students, select Masters and/or Doctorate.

UCSC alumni, extension students, and other affiliates have access to UCSC's Handshake network and postings. Therefore, **it is important to clarify the position is for current UCSC students only.**

We strongly discourage the use of GPA, major, college, etc., as screening criteria as **this is not an inclusive recruiting practice.** Extensive requirements often discourages students from applying all-together which will impact the volume and diversity of a candidate pool.

Example

ⓘ 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 (Optional)

Earliest grad date

month   year

Latest grad date

month   year

Hiring alumni? You can leave earliest graduation date blank.

School years (Optional)
☑ Freshman
☑ Sophomore
☑ Junior
☑ Senior
☐ Masters
☐ Doctorate
☐ Alumni
☐ Postdoctoral Studies
☐ Masters of Business Administration
☐ First Year Community / Technical College
☐ Second Year Community / Technical College
☐ Certificate Program

6

Connect to UCSC Network

Use the search bar to add "University of California, Santa Cruz" for your job posting. **Since the position will be a UCSC on-campus role, ensure you only connect to UCSC and no other institutions.**

Add the apply start date and apply end date for the job posting. The job's expiration date can be extended if the recruitment process needs to be continued.

Please note, global start date and global expiration date are used when recruiting in multiple locations and varying time zones. **Please indicate the apply and expiration date only.**

7

Post the Position

Once all the information has been reported, you may preview the job before posting it. Please note, the preview page is not identical to the student's view.

Confirm everything is accurate, then click **"save"** for your post to be routed to Career Success for approval.

Once the position has been reviewed and approved by Career Success, you can manage your active postings from the dashboard.

Example

Resources

- Review our Handshake and HIRES transition FAQ [here](#)

- Watch the video tutorial on how to post a job [here](#)

- Register for Just in Time Handshake Training [here](#)

- Make an appointment with [Taylor Harrison](#) or [Dr. Veronica Heiskell](#) for additional support

- Email us at [ucscel@ucsc.edu](#) with questions, or to schedule a department presentation and/or training.