Posting a new job in Handshake – On-Campus Employers

https://wtamu.joinhandshake.com

• Post a Job	◆ Request an Interview	Oreate an Event				
f쾦l Jobs	1 Interview Schedule Postings	🔄 Upcoming Events				
Undergraduate Writing Intern Expired about 1 hour ago	West Texas A&M Approved University Approved July 20 at 12:54pm	You have not RSVP'd to				
CCI job Expired July 14 at 11:59pm	West Texas A&M Approved University	any appointing events.				
Test Job #1 Expired July 14 at 11:59pm	1:12pm					
🔄 Upcoming Career Fairs						
Graduate & Professional Schools Fair Tuesday, September 12th 2017 at 10:00 AM						
Pre-Fair Reception for Fall Career EXPO 2017 Wednesday, October 4th 2017 at 06:00 PM						
Fall Career EXPO 2017 Thursday, October 5th 2017 at 10:00 AM						

When you are on the Homepage of your profile, select Post a Job

* Job title	
Enter Job Title Here	
+ add an ATS / job code to match against your	applicant tracking system (this will not sync applications)
* Where should students submit their applica	tion?
Apply in Handshake	
 Apply through external system 	
Display your contact information to students?	?
Name only O Don't show my info	
* Job Type	
O Internship	
 Cooperative Education 	
 Experiential Learning 	
On Campus Student Employment	
O Fellowship	
 Graduate School 	
O Job	
O Volunteer	
* Employment Type	
O Full-Time	
Part-Time	
Duration	
Permanent	
O Temporary / Seasonal	You <i>must</i> select "No" for this option. Selecting "Yes will prevent students from seeing the job post.
Is this a work study job?	If you prefer a Work Study eligible student, you ma
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■ Description Heading 1 : B J U A A A E E E E E A D J A Enter Job Description Here: What are the job duties? Preferred qualifications? Is the schedule flexible? Deycu want the applicants to bring you a copy of their course schedules? This is a great way to figure out who reads directions! You can copy and paste a description directly from your website - we'll retain all the formatting. 2 Job function You can copy and paste a description directly from your website - we'll retain all the formatting. 2 Job function You can copy and paste a description directly from your website - we'll retain all the formatting. 2 Job function You can copy and paste a description directly from your website - we'll retain all the formatting. 2 Job function You can copy and paste a description directly from your website - we'll retain all the formatting. 2 Job function You can copy and paste a description directly from your website. Per hour > Per hour > Per hour > > Decision Select what document you would like student to submit in conjuncti with the on-campus jo application which will submitted under Othe Document. > Cover Letter > Transcript <	asics Details Preferences Schools Preview		
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Basics Details Preférences Schools Preview	None of the fields on this page
	are required, but can be a great
Graduation date range Hiring alumni? You can leave earliest grad date blank	tool to filter applicants.
Farliest grad date Latest grad date	
month	
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	マレー
School years	
Senior	
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Minimum GPA	
Majors Select a category to choose specific majors	
Agriculture, Food & Horticulture - 6 of 9 majors selected	
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Agronomy 🕂 Animal Science 🗸 Food Science 🗸 Landscape & N	lursery 🗸
Plant Sciences/Horticulture 🗸 Soil Science 🕂	
Arts & Design - 0 of 17 majors selected	
Business. Entrepreneurship & Human Resources - 0 of 24 majors selected	
Civics & Government - 0 of 9 majors selected	
Communications - 0 of 7 majors selected	
Computer Science, Information Systems & Technology - 0 of 10 majors selected	
Education - 0 of 10 majors selected	
Engineering - 0 of 19 majors selected	
General Studies - 0 of 3 majors selected	
Health Professions - 0 of 17 majors selected	
Humanities & Languages - 0 of 12 majors selected	
Life Science - 0 of 14 majors selected	
Math & Physical Sciences - 0 of 4 majors selected	
Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected	d
Social Sciences - 0 of 9 majors selected	
These majors consolidate individual majors across every school on Handshake. To choos	You may elect for
individual school <u>click here.</u>	applications to be sent to
Applicant Packages Specify who should receive the applicant packages	you alone or include other
≜ Emplover - Sam Green ≭	staff/faculty in your
Email a summary of all applicants once my job expires	department.
Email every time a new student applies	
Send all applicants	You may choose to have all
 Only send me applicants who match all of my preferences 	applications be sent to you
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Add someone else to receive packages	as they come in.

Basics Details Preferences Schools Preview				
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West Texas A&M University			\wedge	
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At the bottom of the page, select the blue "Save" button.



Your job will become "pending" until Student Employment approves the position. If it has taken more than 24 hours for your position to be approved, please feel free to give us a call at 651.3151