Posting a Job on Handshake

Items with an asterisk are mandatory fields.

Open Recruitment

1. Go to https://ucsd.joinhandshake.com/login
2. Enter your username and password
3. Select Jobs on left hand side; on next page upper right corner click “Create a Job”
4. Enter Job Title – Working Title / Payroll Title (Work-Study if applicable)
5. Select your Company Division = department name
6. **Require students to also apply through website or applicant tracking system?** (Default is NO). Click Yes if you want students to apply via an external site and enter your URL address (URL must be active, SEO should be able to access your site or have a copy of application at submission time).
7. **Display your contact information to students?** (Default is Name Only). Change to Don’t show my info if you don’t want your name to be displayed on the posting.
8. **Job Type** choose “On Campus Student Employment only”.
9. **Employment Type** = Part-Time
10. **Duration** = Temporary / Seasonal
    a. **Start Date** = Future Start Date
    b. **End Date** = optional can be left blank
11. **Work Study Job?** Default is No (don’t change default; simply annotate “Work-study” in the job title)
12. Description (to include but not limited to). Please see Job Posting Template, make sure to copy and paste all fields into the Description box.
    a. Job Description
    b. Job Location (if applicable)
    c. Qualifications
    d. Special Conditions of Employment (meals/room; transportation; certificates; CANRA; etc.)
    e. Desired Start Date (if applicable mandatory trainings and/or future start date)
    f. Statements
        - UCSD student services fees
        - Near Relative
        - EOE
13. **Job Functions** – List is limited; select most applicable choice(s)
14. **Approximate Salary** (enter a number, not a range) = Pay Rate
    a. Drop down menu – change to Per Hour
15. **Job Location** – default to UC San Diego address (do not change)
a. Allow remote workers – leave blank, do not check

16. Required Documents – If you select RESUME or COVER LETTER the student must upload their documents at the time of application. These documents will be collected/saved on the Department’s Profile, you will have to forward those resumes to the hiring manager. Note: departments may not request transcripts

a. Other Documents - optional; not listed above (field not visible on print preview only to student when they click “apply”).

17. Graduation date range – leave blank, this is used for off campus employers
18. School Years– optional; may restrict candidates based on your selection and their profile data.
19. Minimum GPA = NO! Leave blank
20. Majors – optional; may restrict candidates based on your selection and their profile data.
21. Applicant Packages – deselect contact listed (click the X to delete)
22. Select the school on left hand side: UC San Diego
23. Enter - Apply Start Date and Expiration Date
24. Click – Create
25. Review posting for any edits needed; click Edit Job to make changes as needed and then submit.