

## Posting an EXCEPTION TO HIRE on Handshake

Instructions will be similar to posting open positions but please be aware of differences in red

Make sure you have the following information from the Hiring Manager prior to submitting the job listing. Submitting an Exception will be a two (2) step process. Step 1 create your job posting. Step 2 create and submit a Mach Form of student(s) to be hired. The following information is needed for the Mach Form prior to submitting the posting in Handshake:

- **Justification** – How is the department aware of this student’s skills, knowledge and/or previous experience? Why does the department want to hire this particular student as opposed to listing an open recruitment?
- **Near Relative** – Does this student have a near relative on campus? (No; Yes = complete and submit Near Relative form <http://blink.ucsd.edu/HR/supervising/hiring/students/near-relative-employment.html>)

## Create your job in Handshake

1. Go to [ucsd.joinhandshake.com/login](http://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 – **Exception** (i.e. Human Resources Assistant/STDT 3 – EXC)
5. Select your Company Division = department name
6. Require students to also apply through website or applicant tracking system? – Default NO, since no students will be able to apply / view the position
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** = leave blank or select 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. Do not enter student information within the posting, this information will be annotated in the Mach Form. **You must submit a mach form through <link> to accompany the Exception request.**
  - 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
  - g. **Job Functions** – List is limited; select most applicable choice(s)
13. **Approximate Salary (enter a number, not a range) = Pay Rate**

- a. Drop down menu – change to Per Hour
14. Job Location – default to UC San Diego address (do not change)
  - a. Allow remote workers – leave blank, do not check
15. Graduation date range – leave blank, this is used for off campus employers
16. School Years– optional; may restrict candidates based on your selection and their profile data.
17. Minimum GPA = NO! Leave blank
18. Majors – optional; may restrict candidates based on your selection and their profile data.
19. Applicant Packages – deselect contact listed (click the X to delete)
20. Select the school on left hand side: UC San Diego
21. Enter - **Apply Start Date and Expiration Date – this is the same date since the job will not be live.**
22. Click – Create (annotate job posting ID number for mach form)

## **Create a Mach Form**

### **Go to Mach Form**

1. Enter Department Name (as listed in Handshake)
2. Preparer Name
3. Preparer Email address
4. Handshake Job ID Number

### **Follow instructions based on number of students requesting.**

5. Student's Legal Name
6. Student PID Number
7. Near Relative information
8. Additional Authorization (i.e. Graduate Coordinator approval to hire student)
9. Justification

Please do not send an additional email to Student Employment acknowledging the submission of the Mach Form. We automatically receive the form once you click "submit". Your department liaison will reply to you directly via email, with an approval or denial of your Exception to Hire request.

### Reminders:

- Mach form must be submitted in order for an exception to be approved.
- Exceptions will be made effective the date the Job Posting and Mach Form are submitted. If submitted on separate days, the effective hire date will be whichever document is submitted second. Retroactive exceptions are not approved.