Presented by Mary Lewis, Kirstie Onuchic, Rachel Stokes, & Sierra Shannon
Your Job Posting Resources

Blink Page: How to List Student Jobs
Blink Page: Employing Students
Career Center Website: SEO Page
Handshake Website: Landing Page
MachForm: Exception to Hire Request
Engaged Learning Tools: 12 Competencies
How To: Post Open Recruitment Job

Step 1. Navigate to Handshake and Login:  https://ucsd.joinhandshake.com/login

Step 2. Once logged in, select Post a Job
How To: Post Open Recruitment Job

Step 3. Indicate where students should submit their application:

**Option 1:** Select “Apply in Handshake” (preferred option).

**Option 2:** Select “Apply through external system” if you want students to apply via an external website and enter the URL address (URL must be active, SEO should be able to access the external website and/or external application). Enter instructions for the external application if needed.
How To: Post Open Recruitment Job

Step 4. Continue filling out the rest of the information under the Basics Tab

Job title

Working Title/ Payroll Title - EXC (Work-Study 2019-20)

Company Division (Optional)

Select a division

Display your contact information to students?

- Name only
- Don't show my info

(Default is Name Only). Change to “Don’t show my info” if you don’t want your name to be displayed on the posting

Job Type

- Internship
- Cooperative Education
- Experiential Learning
- On Campus Student Employment
- Fellowship
- Graduate School
- Job
- Volunteer

Job Type: Always choose “On Campus Student Employment”

Create the Job title *Note: Exception designation is EXC, and Work Study required designation is (Work-Study 2019-20)

Company Division: Choose your Department Name using the Company Division dropdown; this is a required field
How To: Post Open Recruitment Job

Step 5. Basics Tab Information Continued

- **Employment Type**
  - Full-Time
  - Part-Time
  - Temporary / Seasonal

- **Duration**
  - Permanent
  - Temporary / Seasonal

Recommended: include a date in this field if your job has a future start date (E.g.: You begin recruiting in Summer 2019 for a desired start date in Fall 2019)

- **Start date**
  - yyyy-mm-dd
  - job start date is optional

- **End date**
  - yyyy-mm-dd
  - job end date is optional

- **Is this a Work Study job?**
  - Yes
  - No
  - Default is No (Do Not change default; simply annotate “Work-Study 2019-20” in the job title if Work-Study is required)

Step 5. Click on the Details Tab at the bottom of the page
How To: Post Open Recruitment Job

Step 6: Complete the information listed under the Details Tab

Enter All of your Job Posting Information in this Box

- **Job Description**: enter all the duties assigned
- **Job Location**: (if applicable)
- **Qualifications**: enter minimum qualifications & UCSD Student Services fees statement
- **Hours Per Week**
- **Special Conditions of Employment**: enter days/hours; meals & room (if applicable)
- **Desired Start Date**: enter date here if your job has a future start date
- **Competencies**: include two or three max
- **Notices**: enter Near Relative and EOE statements

Note: Use the [Job Posting Template](#) (Word doc file) to assist you with creating your Job Description; copy & paste Job Posting Template into Description box

Note: Click here to review Competencies. Two to three Competencies should be included in your Job Description

Note: DO NOT enter personal student information for an Exception to Hire in job description box; you will enter your student selection info on the [MachForm](#)

Using the drop-down arrow, select specific job functions

This will help students interested in specific functions search for your job.
How To: Post Open Recruitment Job

Step 7. Details Tab Information Continued

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

1

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

Approximate salary

- [ ] Paid
- [ ] Unpaid

$11.85

Enter a number, not a range.

* Job location

- Job Location will always need to be entered as 9500 Gilman Dr., departments can enter specific job location information in the Job Description box.

Search

9500 Gilman Dr, La Jolla, California 92039, United States of America

+ add another location

[ ] Allow remote workers

Required documents

- [x] Resume
- [x] Cover Letter
- [ ] Transcript
- [ ] Other Document (e.g. work sample, course schedule, or other misc documents)

Note: select the Required Documents that you want to receive; your selection will prompt students to attach the documents when they apply

* Departments are not allowed to ask for a student writing sample or transcripts
How To: Post Open Recruitment Job

Step 8. Click on the Preferences Tab at the bottom of the page

Step 9: Complete the information listed under the Preferences Tab

Graduation date range (Optional)

Earliest grad date

Latest grad date

Note: leave Graduation date range blank, this is used for off campus employers

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

Note: School Years is optional; may restrict student candidates based on your selection and their profile data

Minimum GPA (Optional)

Leave this field blank

Note: departments cannot require a minimum GPA as a job qualification
How To: Post Open Recruitment Job

Step 10: Preferences Tab Information Continued

<table>
<thead>
<tr>
<th>Major categories (Optional)</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture, Food &amp; Horticulture</td>
<td>0</td>
</tr>
<tr>
<td>Arts &amp; Design</td>
<td>0</td>
</tr>
<tr>
<td>Business, Entrepreneurship &amp; Human Resources</td>
<td>0</td>
</tr>
<tr>
<td>Civics &amp; Government</td>
<td>0</td>
</tr>
<tr>
<td>Communications</td>
<td>0</td>
</tr>
<tr>
<td>Computer Science, Information Systems &amp; Technology</td>
<td>0</td>
</tr>
<tr>
<td>Education</td>
<td>0</td>
</tr>
<tr>
<td>Engineering</td>
<td>0</td>
</tr>
<tr>
<td>General Studies</td>
<td>0</td>
</tr>
<tr>
<td>Health Professions</td>
<td>0</td>
</tr>
<tr>
<td>Humanities &amp; Languages</td>
<td>0</td>
</tr>
<tr>
<td>Life Science</td>
<td>0</td>
</tr>
<tr>
<td>Math &amp; Physical Sciences</td>
<td>0</td>
</tr>
<tr>
<td>Natural Resources, Sustainability &amp; Environmental Science</td>
<td>0</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>0</td>
</tr>
</tbody>
</table>

Note: Majors is optional; may restrict candidates based on your selection and their profile data

<table>
<thead>
<tr>
<th>Applicant package recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose recipient *</td>
</tr>
</tbody>
</table>

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

- Sierra Shannon
  - 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

Note: use the dropdown* to add and/or select a contact who should receive applicant packages; designation as a contact does not make the person a Handshake account holder – contacts only have the ability to view applicant packages.
Step 11: Complete the information listed under the **Schools Tab**

Select your school: begin typing University of California San Diego

Note: always leave the Interview on campus box unchecked

**Note:** for exception to hire job postings, enter the Apply start date and Expiration date as the same date since the job will not go live
How To: Post Open Recruitment Job

Step 12: Select the **Preview tab** - this action will generate a preview of how your job content will look to students

Step 13: Select **Save** - this action will save and send your job to SEO for review
How To: Post Open Recruitment Job

SEO Policy: Departments must identify if their job listing is New job, or if it is a Duplicate of a previously posted Handshake Job ID number. You can do this by adding a Comment to your job listing. After you have Saved your job, Handshake will take you back to a preview of the job listing.

Step 1: Click on the hamburger icon and select View Details as shown below:

Step 2: Add your Comment on Handshake noting the job listing as New or a Duplicate; click Add Comment
How To: Complete Exception to Hire MachForm

In addition to your Exception Job Posting Request in Handshake, you must submit an Exception to Hire Request Form (Mach Form) to accompany the Job Posting.

Go to Mach Form

1. Enter Date
2. Preparer Name
3. Enter Department Name (as listed in Handshake)
4. Preparer UC San Diego Email address
5. Handshake Job ID Number
6. Student(s) Legal Name
7. Student(s) PID Number
8. Near Relative information
9. Additional Authorization (i.e. Graduate Coordinator approval to hire student)
10. Justification (2 Parts): a) How is the department aware of this student's skills, knowledge and/or previous experience? b) Why does the department want to hire this particular student as opposed to listing an open recruitment?
11. Click Submit – SEO will receive your form automatically once you click “submit”

Reminder: 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.
Your department liaison will reply to you directly via email, with an approval or denial of your Exception to Hire request – see Example below:

**Example: SEO Approval Email for Exception to Hire**

Please let me know if you require anything further.

**Sierra Shannon**  
Student Employment Analyst  
UCSD - Career Center  
9500 Gilman Drive, La Jolla, CA 92039  
E: ssf20000@uucsd.edu  
(858) 534-5329

**From:** no-reply@ad-machform.ucsd.edu, no-reply@ad-machform.ucsd.edu  
**Sent:** Monday, June 11, 2018 3:58 PM  
**To:** Student Employment Office, studentemployment@ucsd.edu  
**Subject:** Exception to Hire Request - Student Employment [125]

**Exception to hire approved effective 8/11/18. SS 8/13/18**

Donald already works for the our department's Media Teaching Lab. This position is in the same department and requires the same specialized skill-set and communication abilities to work with faculty and students to determine the educational technology solutions for their course needs. Donald has this skill-set, and knows the specialized systems required to help our customers.
Helpful Tips

Reminders

Need to Know

Notes

Fun Facts
Best Practices

- GPA cannot be used as a Recruitment Qualification – **Do Not include a GPA minimum requirement** in your Job Posting

- Use the **Historical Port Triton Jobs Excel Spreadsheets** to assist with creating your job descriptions

- Handshake Job Preparers should maintain an accurate record of Approved Job Postings and selected students hired (especially if Job Preparer and PPS Preparer are not the same person)

- Review your job posting for **correct grammar, punctuation, and formatting** before submitting to Student Employment for review

- ALL Jobs **must contain minimum qualifications** in addition to the UCSD Student Services Fee Statement

- The Job Posting Template (Word file) on **Blink** was created as a Guide to assist you in posting jobs; when you copy and paste the completed Template into Handshake; delete the Template areas that are not applicable
Best Practices Continued

- Include Compensation information in your job posting if position includes Hourly Wage + Room and/or Meals. E.g.: “Compensation includes: room with utilities and other amenities ($0.00 value) and a meal plan ($0.00 value) which includes $0.00 in Dining Dollars and $0.00 in Triton Cash available for the term of this position.”

- You cannot “save” jobs in Handshake prior to posting – notify your student employment liaison that your job is pending completion by adding a Comment to the Job posting, or by including the word “Pending” in the job title. SEO will hold off on review/approval until notified otherwise.

- Do Not duplicate and/or use previously expired jobs that contain a Port Triton job number, these jobs were transferred to Handshake from Port Triton and are data files that are not valid for hire:

This is a screenshot of an expired job transferred over from Port Triton – do not duplicate and/or use these types of jobs.
Duplicate a Job in Handshake

You Can Duplicate a Job Posting (reutilize previous job postings that have expired) 😊

Step 1. Login to Handshake and click on Jobs:

Step 2. Click on Expired and Select your Division from the dropdown:

Step 3. Click on the Expired Job you want to duplicate and select Duplicate job
Near Relative

- The Student Employment Office has delegation of authority to review near relative employment requests involving casual-restricted (student) employees.

- If the selected candidate is a near relative of an existing UCSD employee, pre-approval is required prior to hire.

- For the purpose of this policy, a near relative is defined as an employee’s relationship by blood, adoption, marriage, or domestic partnership including: spouse; domestic partner; parent; child; sibling; aunt/uncle; niece/nephew; first cousin and in-laws or step-relatives in one of these relationships, including relatives of an employee’s domestic partner in one of the relationships listed above; or other persons for whom the employee is legally responsible.

- Before offering a student a position, departments must complete and sign the Near Relative Form (PDF) and submit to Mary Lewis (m7lewis@ucsd.edu) for review and approval prior to allowing the student to begin work. Some instances will require Chancellor’s approval.

- Further information & Near Relative Form
Handshake – Student View

When students review job postings in Handshake, the Handshake job number is **not** included in the actual job posting, but it can be found in the URL at the top of the page.

If departments direct student applicants to reference the job number in their application, then the job description should include a **how to apply** section, that mentions “students should include job number in application (Job # located in URL)”.

Example of STUDENT VIEW of requested “Required Document and Applicant Package submission”
Example of STUDENT VIEW of Job Posting in Handshake

Campus Operator (Arrington)/ STDT3
UC San Diego
9500 Gilman Drive, La Jolla, California 92093, USA
Higher Education
Seasonal Part-Time On-Campus Employee
5,000 - 10,000 employees
Does $11.85 per hour
No on-campus interviews

Applications close on June 30th at 11:00 am

Job Description

Job Description:
Perform as a UCSD console operator; screen all calls giving the proper number or routing information; extend calls to the proper destination; act as a source of general information to callers; Provide telephone information and UCSD directory assistance from supporting materials and electronic information systems databases; handle emergency calls; provide basic clerical assistance, including but not limited to data entry, information verification, proof-reading, collating materials, assist in projects as they arise.

Qualifications:
Customer service experience.
Must have the ability to interface and act as liaison between the public and campus employees in a courteous, calm, professional and non-emotional manner.
Must pay UCSD Student Services fees each quarter working as a condition of continued employment (Must have paid SP'18 UCSD Student Services Fees, or be a new or re-admit UC student FA'18 to work summer '18).

Hours per week
up to 19 hrs, a week during the school year & 32-40 hours during breaks & summer.

Desired Start Date
7/30/2018

Notices:
- If you have relatives employed at UCSD, you must include the name, relationship and department where employed in your resume or cover letter. This information is used only for the purpose of complying with the University's nepotism policy.
- The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, protected veteran status, gender identity or sexual orientation.
Download/Export Applicant Documents in Handshake

If hiring manager wants to review all the applicant packages that have been received for a particular job posting, you have two options to export the documents: 1. Export CSV - exports all applicant packages into an Excel file, or 2. Export Documents - exports all applicant packages into a PDF file.

How to download and export applicant packages:

**Step 1:** Select your Job in Handshake, and click on Review Applicants

![Select Job and Review Applicants]

**Step 2:** Check the box next to the student’s name (or check the box next to “First” to select all students) and click on Export CSV or Export Documents

![Check boxes and select export options]
Department Liaison Contact Information

Mary Lewis: m7lewis@ucsd.edu; (858) 534-0150
Kirstie Onuchic: konuchic@ucsd.edu; (858) 534-0153
Rachel Stokes: r4stokes@ucsd.edu; (858) 534-0148
Sierra Shannon: srshannon@ucsd.edu; (858) 534-5529