Handshake Job/Internship Posting Form – List of Fields

Note: All fields are Required, unless labeled *Optional*.

Where should students submit their application? - Either, 'Apply in Handshake' (submit resume through this system), *or* 'Apply through external system' (you supply your website URL collecting applications).

Job Type - Internship, Job, Volunteer

Employment Type - Full-time or Part-time

Duration - Permanent, Temporary/Seasonal

Description – Description of your organization, the work to be done, and the qualifications you seek.

Number of Students – How many people do you expect to hire for this position?

Pay – Paid or Unpaid and Wage Amount (though this is Optional, it's helpful)

Job Location – Enter the City where the position is located. You can identify if you 'Allow remote workers.'

Does this position require U.S. Work Authorization? - Note: Interns on J-1 or F-1 visas do not require special sponsorship from employers. A link to U.S. Department of Justice guidelines is provided.

Required Documents - Application documents required? Resume, Cover Letter, Transcript, Other (often used for writing sample).

Graduation Date Range (Optional Field) – In thinking about who is eligible to apply, you can identify an earliest and latest graduation date preference. This is helpful if you have specific internship eligibility requirements.

School Years (Optional Field) – Freshman, Sophomore, Junior, Senior, Master's, Doctorate, or Alumni

Major Categories (Optional Field) – You may identify one or more general areas of academic study that are part of the profile of your ideal candidate.

Applicant Package Recipients – If you are accepting applications through our Handshake system, your name should appear as the default to receive these applications. You can add additional Contact names. Or, you can delete your name and 'Choose Recipient', entering a different contact name to receive applications. NOTE: you will be asked if you would like to receive all applications in bulk after the position posting expires, or if you would like the Recipient to receive one application at a time, as they are submitted.

Search your schools to add job postings – Identify which schools should receive your posting.

Apply Start Date and Expiration Date

Interview on campus? - Check this box if you wish to go to the campus selected to conduct screening interviews. Note: Virtual interviews fit here as well; you would simply be using the Handshake system to manage the interview sign-ups.

Also check this box if you are offering an Employer Chat Session. AKA 'employer office hours,' this is a meeting with students interested in having a career conversation (informational interview) with your representative.

See [this Support Article](#) from Handshake for details.