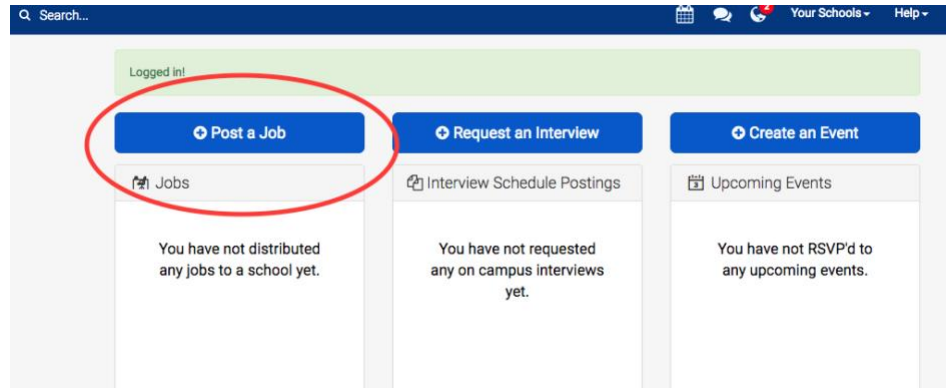


POSTING A JOB TO HANDSHAKE

Once your account with Drake University is approved, you can post positions for our students anytime. You can also update and duplicate positions.

1. Log in to Handshake. On the homepage, click "Post a Job."



2. After the page refreshes, describe your position by completing the fields. An asterisk (*) indicates required information. Then click "Next."

A screenshot of the "New Job" form in Handshake. The form is titled "New Job" and contains several sections of input fields and options. The "Job Title" field is marked with an asterisk (*) and is empty. Below it is a note: "+ add an ATS / job code to match against your applicant tracking system (this will not sync applications)". The "Company Division" field is a dropdown menu with "Choose a division..." selected. There are two radio button options: "Require students to also apply through website or applicant tracking system?" with "No" selected, and "Display your contact information to students?" with "Name Only" selected. The "Job Type" section has three radio button options: "Job", "Internship", and "On Campus Student Employment", with "Job" selected. Below "On Campus Student Employment" is a link "Show more options". The "Employment Type" section has two radio button options: "Full-Time" and "Part-Time", with "Full-Time" selected. The "Duration" section has two radio button options: "Permanent" and "Temporary / Seasonal", with "Permanent" selected. The "Work Study Job?" section has two radio button options: "Yes" and "No", with "No" selected. At the bottom of the form, there is a "Cancel" button and a navigation bar with buttons for "< Previous", "Basics", "Details", "Preferences", "Schools", and "Next >".

3. Continue completing the fields and click “Next.” It is recommended that you provide as much information as possible. Include street address in the job description if your company has multiple locations. Once you complete the fields click “Next.”

*** Description**

A Normal text ▾ Black ▾ Bold Italic Underline “” ☰ ☷ ☹ ☺ ☻

☰ ☷ ☹ ☺ ☻

You can copy and paste a description directly from your website - we'll retain all the formatting for you.

*** Job functions**

Choose a job function...

This will help students interested in specific functions search for your job.

Approximate Salary (enter a number, not a range)

\$ Per year ▾

Paid Unpaid

*** Job Location**

4128 East 24th Court, Des Moines, Iowa 50317, United States

[Add Another Location](#)

Allow remote workers?

*** Eligibility for international students (non-US citizens or permanent residents)**

Would you sponsor a [work visa](#) for the right candidate?

Yes No

Cancel < Previous Basics Details Preferences Next >

4. After the page refreshes, continue completing the fields to describe the candidate qualifications.

Note: If you want to hire students in the professional pharmacy program, be sure to select “Doctorate” in the School Years section. You will also want to select “Health Professions” in the Majors section.

Search... All Schools

New Job

Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

Graduation date range *Hiring alumni? You can leave earliest grad date blank*

Earliest grad date Latest grad date

month ▾ year ▾ month ▾ year ▾

School years

Freshman Sophomore

Junior Senior

Masters Doctorate

Postdoctoral Studies Alumni

Minimum GPA

Majors *Select a category to choose specific majors*

Agriculture, Food & Horticulture - 0 of 9 majors selected

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

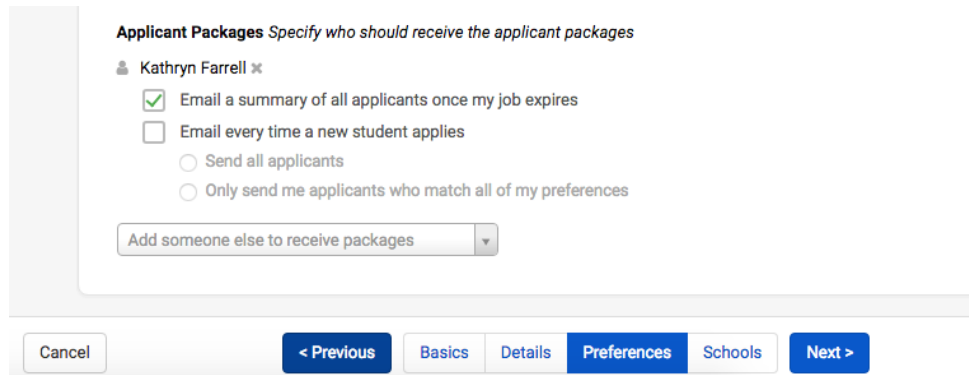
Math & Physical Sciences - 0 of 4 majors selected

Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected

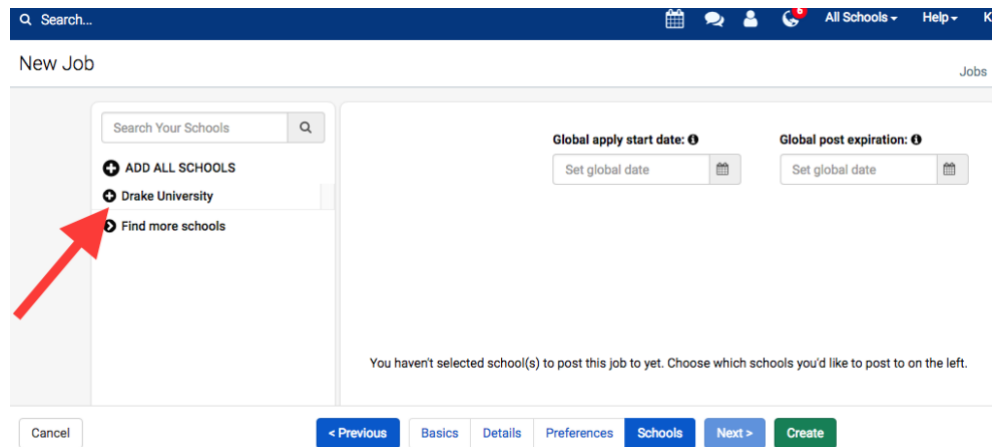
Social Sciences - 0 of 9 majors selected

Cancel < Previous Basics Details Preferences Schools Next >

5. Scroll to the bottom of the page so you can specify who will receive applicant packages and how. Then click “Next.”



6. On the next page, select Drake University by clicking on the plus sign to its left. Then set the dates for when students can apply to your position.



7. Click “Create” on the bottom navigation to create and review your job. You will receive a confirmation email from Handshake when Drake Professional & Career Development Services approves your job.

Questions?

Contact Kate Evans, Professional and Career Development Services Coordinator

kate.evans@drake.edu

(515) 271-1978