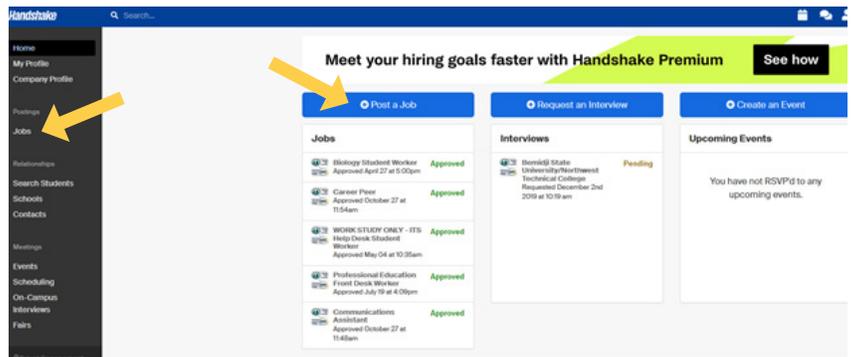


INSTRUCTIONS: HOW TO POST A JOB IN HANDSHAKE

Click **Post a Job** from your home dashboard, or click **Jobs** from the left navigation bar to access the Jobs page, then click the blue button **Create Job** in the upper-right corner of the page.



Complete the **Basics**, **Details**, **Preferences**, and **Schools** tabs in the job form as outlined below to successfully post the job. All fields are required unless specified otherwise.

Be sure to save to successfully create your job.



When posting a job, we suggest:

Where should students submit their application?

- Apply in Handshake
- Apply through external system

Website or Applicant Tracking System URL

[+ add instructions for external applications](#)

Insert URL to your application here

× Lisa Gubrud

- 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

Get a notification via email when someone applies

Choose the school where this job should be posted

Type to search...

Bemidji State University/Northwest Technical College

VISIT THE HANDSHAKE HELP CENTER FOR MORE INSTRUCTIONS

Handshake



CAREER SERVICES

Career Services | career@bemidjistate.edu | (218) 755-2038