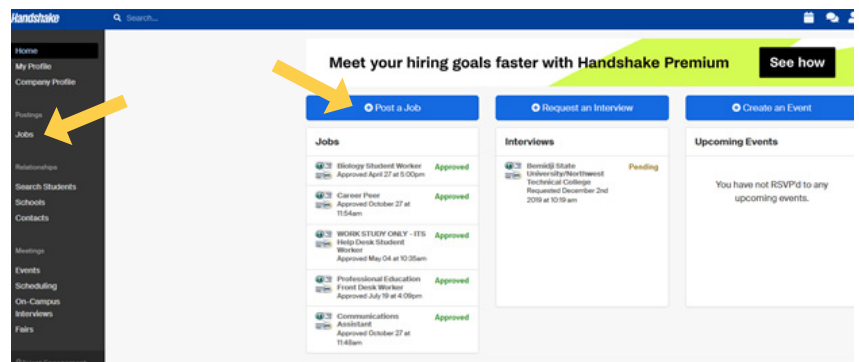


INSTRUCTIONS: HOW TO POST A JOB IN HANDSHAKE

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.

A screenshot of the job form interface. It shows five tabs: 'Basics', 'Details', 'Preferences', 'Schools', and 'Preview your job'. The 'Schools' tab is highlighted with a yellow arrow pointing to the text 'Choose Bemidji State University/Northwest Technical College'. Below the tabs is a blue 'Save' button.

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

<https://forms.office.com/r/efdgJFMMUm>

[+ 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

A screenshot of a dropdown menu for selecting a school. The dropdown is open, showing a list of schools. 'Bemidji State University/Northwest Technical College' is selected and highlighted with a yellow arrow.

VISIT THE HANDSHAKE HELP CENTER FOR MORE INSTRUCTIONS

Handshake



CAREER SERVICES

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