GW Student Employment

Handshake Job Posting Guide
Handshake is GW’s new job posting and career platform. Employers will use this site to post available positions for student-wage positions, and all federal work study positions at The George Washington University. If you do not have access to Handshake, and wish to have access to the system to post available positions, please fill out the Handshake Account Request Form. For questions not covered in this guide, send an email to GWSE@gwu.edu, or call Student Employment at 202-994-8046 and we are happy to assist you.

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Creating a Job Posting

- Login to Handshake using your GW email address and password.
- If you do not have a Handshake account, you need to request one. Fill out this Handshake Account Request Form if you need an account created.
Creating a Job Posting

- Once logged in, there should be a button to “Post a Job” on your home screen.
  - If you do not have the ability to post a job, this indicates that your account has not been approved by the Center for Career Services. Please send an email to GWSE@gwu.edu so that we can send an approval invitation.

- Employers can also post a position when viewing the job postings page.
  - Select “Jobs”, and the “Create Job” button should be in the upper-right corner of the screen.
Creating a Job Posting

- Insert the job title for your available position
  - If this is a FWS position, please make sure FWS is included in the title (ex. FWS Student Assistant).
  - If you do not wish for the posting to go live to students, make sure to include DO NOT POST in the job title (ex. DO NOT POST Student Assistant). This will ensure that our office approves the posting to be documented in Handshake, but that students are unable to apply.

- Select your GW Division
  - If your division is not listed, email GWSE@gwu.edu and we will add it to the list.

- Indicate if the student needs to apply through an additional website

- Indicate what contact information you would like to display.

- Select Job Type “On Campus Student Employment”
  - Student Employment instructs students to look for student-wage and FWS positions using this filter. If you select “Job” or “Internship”:
    - Our office will not see the position in order to approve it. Therefore, the position will not be approved and students will be unable to apply.
    - Employers will not receive the appropriate applicants, as students will not be instructed to look for positions under this job type.

- Select Employment Type “Part-Time”
  - Include the position start and end date.
    - If this is a FWS position, students can not work before or after the start and end dates of the FWS program

- Select duration “Temporary/Seasonal”

- If you are looking for federal work study students, make sure to select “Yes” under “Work Study Job?”.  

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- Insert your job description
  - If you need an example of a job description, please refer to our job post templates. Instructions on how to access the job templates, please see the instructions on page 9.
- Choose the appropriate job functions.
- Insert the approximate salary
  - All student employee positions are paid hourly
  - Students must be paid at least DC minimum wage, which $12.50/hr as of July 1, 2017. If the wage is not set to at least DC minimum wage, Student Employment will automatically update the job posting.
- Indicate what documents are required as part of the job application.
  - If you would like for applicants to submit a document generated by your office, such as an application, you will need to select “Other Document” and include a link to the document in the description box.
    - Supplemental documents can only be made accessible in Handshake if you link to it in the job posting.
  - If you do not have a link, you will need to add this document to your department’s website in order to obtain a link that can be used on Handshake.
Creating a Job Posting

- Select the Graduation Date Range (optional).
  - Employers can only hire current students into a student employee position.
- Select the school years you are interested in employing (optional).
- Indicate a minimum GPA (optional)
- Select the majors you wish to employ (optional)
- Indicate who should receive application packages, and how they wish to receive them
  - If you would like to select someone other than yourself to receive application packages, select their name from the drop-down box
    - If the person’s name does not show up, contact Student Employment with the individual’s contact information and we will add them to the contact list.

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- Select George Washington University as the school you wish to recruit from
- Leave the “Interview on Campus?” checkbox blank
  - This is specifically for non-GW employers looking to interview students on campus.
- Select an “Apply Start Date”.
  - This is the day that the posting will go live for students to apply
- Select an “Expiration Date”
  - This is the last day the position will be live. Students can no longer apply after this day passes
- If you do not want your job posting to go live for students to apply, set the Apply Start Date and Expiration Date to days that have already passed.
- Once the job posting is submitted, a Student Employment Coordinator will review and approve the posting. Job postings will not go live to students until it has been approved, even if you have set it to be posted immediately.
Utilizing Job Templates

Student Employment has created job templates to assist employers in creating appealing job descriptions, and provide a starting point for employers to post a job.

- Select “Jobs” from the toolbar on the left
- This will present all active job postings at The George Washington University – Student Employment Positions
- Select “Not Posted”
- All job templates will include TEMPLATE in the position title
- Select the template that is most similar to the job you wish to create a posting for.
Utilizing Job Templates

- Select “Duplicate Job” at the right top-hand corner of the job posting.
- Update the job title
  - Remove TEMPLATE
  - Indicate if the position is for federal work study students
  - Add your office name
- Update the rest of the posting as you would a blank job posting
  - Information has been pre-selected based on qualifications and job information based on hundreds of old postings in GWork. However, departments can still customize the templates to include information specific to the available job and your department.
- If you use a job posting template in Handshake, the Student Employment team would appreciate your feedback as we prepare for our November 2018 transition into Cornerstone, where job descriptions and details will be completely standardized.
  - Please submit your feedback using the Job Description Template Feedback Form.
How to Review your Posting

If you previously posted a position to Handshake, and you wish to duplicate that posting, you can do so by accessing the old post:

- Select Jobs
  - Handshake automatically sets the job view settings to view all The George Washington University – Student Employment Position jobs.
- Update the Job View Settings
  - Select “Edit This”
  - Select “Jobs Created by Me”
- Select the job you wish to duplicate
- Select Duplicate Job
- Update the information in the posting as necessary, and post the position
  - The job posting will not be posted until the position has been approved and signed-off by a Student Employment Coordinator.

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