GW Student Employment

Handshake Job Posting Guide
Handshake is GW’s job posting 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 yet have a Handshake account, please create an account.

On-Campus employers should use this guide for successful account creation.

If you already have a student account in Handshake, but need to establish an employer account as well, please contact Handshake Support for assistance.

If you need further assistance, please contact Student Employment by email at gwse@gwu.edu or by phone at 202-994-8046.

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Creating a Job Posting

• Login to Handshake using your GW email address and password.
  o If you do not have a Handshake account, you need to create one.
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 and we will help troubleshoot.

- 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
  o If this is a FWS position, please make sure FWS is included in the title (ex. FWS Student Assistant).
  o If you do not wish for the posting to go live to students (in other words, you already know the student you wish to hire and you do not need to recruit more), 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
  o 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 (instead or in addition to Handshake).

- Indicate what contact information you would like to display.

- Select Job Type “On Campus Student Employment”
  o Student Employment instructs students to look for student-wage and FWS positions using this filter.
  o Please DO NOT select “Job” or “Internship”.
    ▪ You are welcome to market your position however you wish, but if you mark one of these boxes instead of On-Campus Student Employment, 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.

- Select Employment Type “Part-Time”
  o Include the anticipated position start and end date.
    ▪ If this is a FWS position, students cannot 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?”
Creating a Job Posting

- This will make it so that only FWS students can see and apply for your position. We still recommend that during the interview or application process you ask to see the student’s Employment Authorization Form (EAF), as Handshake has been known to occasionally carry incorrect information about which students have an active FWS award.

- Insert your job description
  - If you need an example of a job description, please refer to our job posting templates. For 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 is $13.25/hr as of July 1, 2018. If the wage is not set to at least DC minimum wage, Student Employment will automatically set it to that value.
  - An hourly wage must be listed. If a wage is not indicated, Student Employment will automatically set the wage to DC minimum wage, or whatever is indicated in the text of the job description (if anything)

- Indicate what documents are required as part of the job application.
If you would like applicants to submit a document generated by your office, such as a specific application form, 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.

- 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
Creating a Job Posting

- 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 at gwse@gwu.edu with the individual’s contact information and we will add them to the contact list in Handshake.

- 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
  - 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 in the past.
- Select an “Expiration Date”
  - This is the last day the position will be live. Students can no longer apply after this date passes.
- 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 they have been approved, even if you have set it to be posted immediately. Jobs postings are reviewed and approved on a daily basis.
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 whether 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 viewable until the position has been approved for posting by a Student Employment Coordinator. Positions are reviewed daily. We will reach out if more information is necessary or changes need to be made.