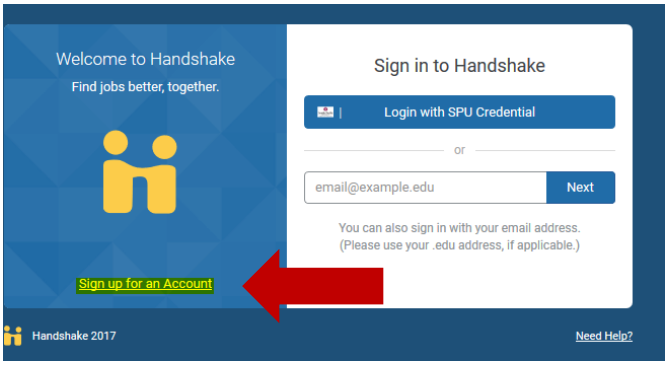
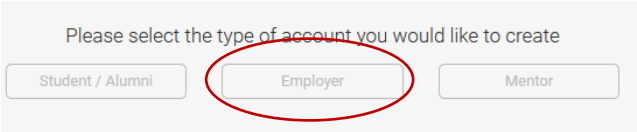
Posting an On Campus Position on Handshake

1. Create an account at Spu.Joinhandshake.com

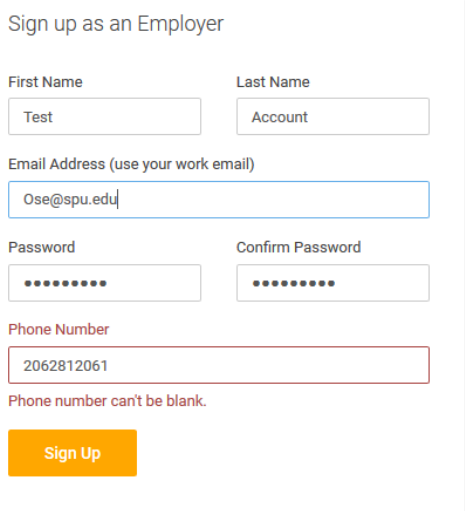
a. Make sure to forgo "Login with SPU Credential" this will lead you to a student account. Instead, select "Sign up for an Account"

b. You will then select "Employer" as the type of account you would like to sign up for.

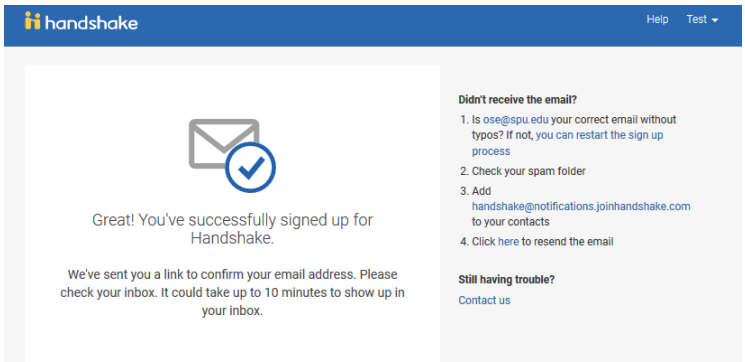




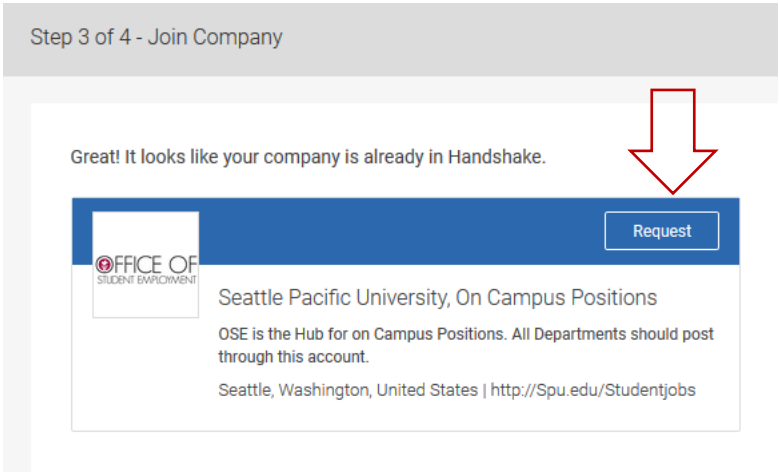
- When filling out your employer information, use your personal work account, or if you are hiring for a department, you can sign up as with your department email address. This will allow future hiring persons to access to past applicants and job descriptions.



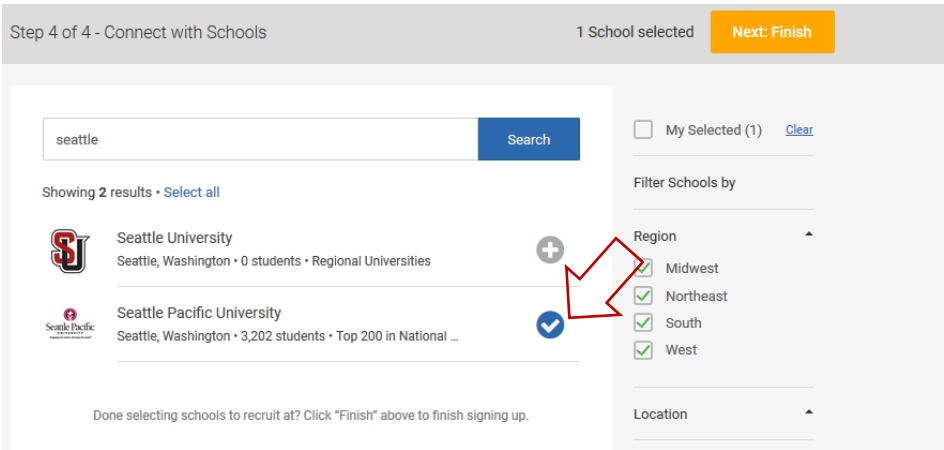
- Once you enter in your information Handshake will send you a confirmation email, asking you to confirm your email. Once that is received, please be sure to click the link provided. It will then lead you back to Handshake!



Because you used an email with an SPU domain (xxx@spu.edu) , Handshake will automatically tie you with the "SPU On Campus Positions account". This is the main account for all on campus employers. This keeps all positions in one place and acts as the "Hub" for all dpeartments hiring.



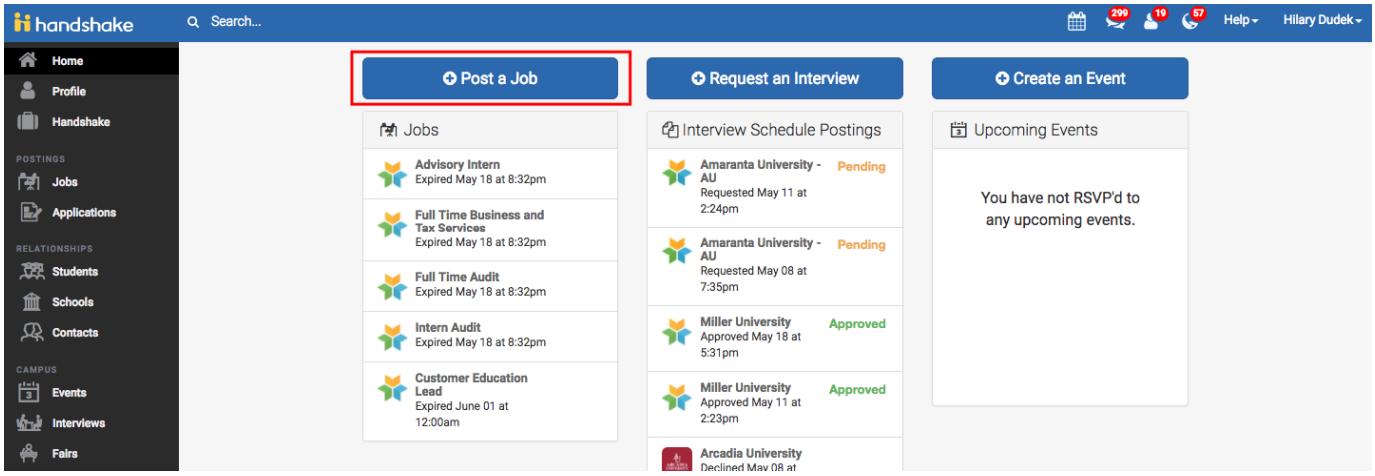
Handshake will then ask you to "Request" a school to connect with. Search for Seattle Pacific University, and select the + button next to the school name.



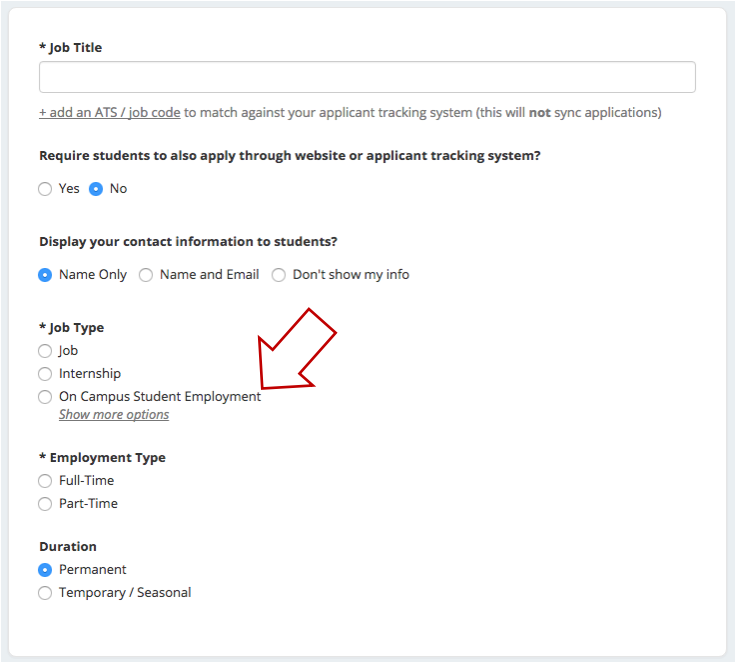
Your account information will then be sent to the Office of Student Employment for approval. OSE will review this request within one business day! You will be notified once it has been approved.

Once your account has been approved, you can then create post your position!

1. Start by clicking **Post a Job** from your home dashboard:

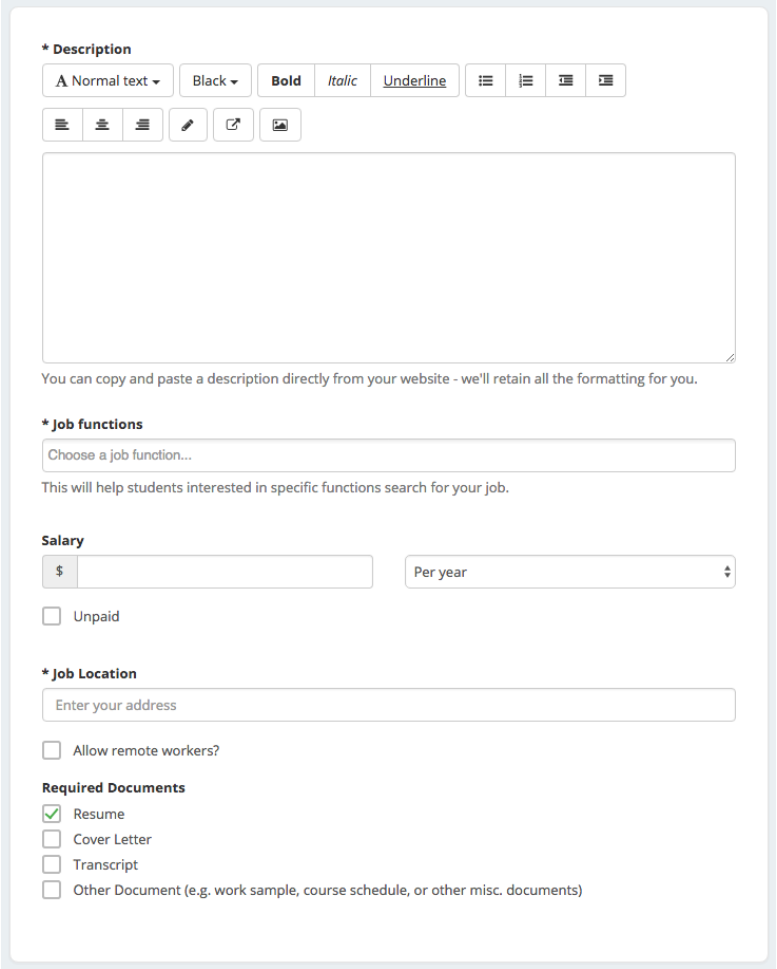


- Add a **Job Title**
  - If your company has **Divisions** set up, you will see that option appear right below job title- This is where you will want to select the specific department you are hiring for. (Ex: Admissions, SFS, OSE etc)
  - Add a **Job Type- Specifically you will want to select "On Campus Student Employment"**
  - **Do NOT select Work study. Although it may be a work study position we want to make sure all students are eligible to apply for it.**



3. Once you are finished with **Job Basics**, choose **Next** along the bottom of your screen. Next we'll go through adding in your **Job Details:**

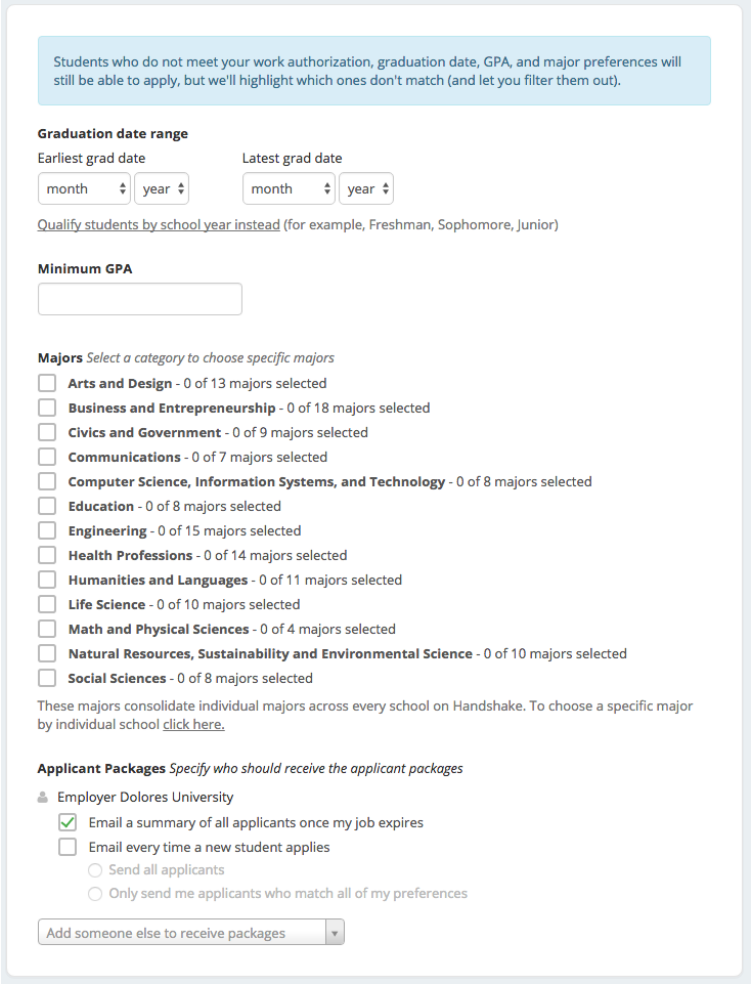
- Add a **Description** for your job
- You can add a **Job Salary** if you'd like, however this is completely optional.
- Enter a **location** for your job
- If your job is in the United States, you'll see an additional "Eligibility for international students" section appear.
- Finally, choose which **documents to require** students to submit with their application



- As mentioned above, choosing a job location in the United States, will open up an "Eligibility for international students" section- All on campus positions are eligible to international students.

4. Once you're finished with **Job Details**, choose **Next** along the bottom of your screen. Next we'll go through **Job Preferences:**

- **Note:** none of the preferences you add to this page will block students from applying for your job. But we will show you candidates that meet all of your preferences, and those who don't. You can learn more in our article on Job Preferences.
- **Also note:** all of these preferences are completely optional.
- Add a **Graduation date range** for your job by specifying the earliest and latest graduation date for qualified applicants
  - Prefer to qualify students by **School Year** - like Freshman, Sophomore, Junior? You can select the link below to toggle to that option instead.
- Add a **Minimum GPA** value
- Choose which **Majors** would make a student qualified for your job. This step is discussed in more detail below.
- Finally, configure who should receive **Applicant Packages**, and with what frequency. We've also added additional details on this below.



- Setting up your **Major Preferences**
  - **All majors within a category** will be selected by default. But I can remove them by simply clicking on the major I'd like to remove.

6. You're all set! Choose **Create** on the bottom navigation to create and review your job