

# Private Households: How to Post a Job to Handshake

The Job Posting process on Handshake is designed to help attract a talented candidate pool while keeping applicant review and selection manageable for individual users such as yourself. Below are tips to help you find the perfect student for your job(s)!

Start at [joinhandshake.com](https://joinhandshake.com) and sign in (top right of page) to access your Dashboard page.

The Dashboard displays all the information you might need at-a-glance when recruiting students for your household jobs. You can also navigate to your profile settings, messages, and more!

From this left-side navigation bar, you can quickly access your profile settings, edit your job postings, or manage your student/school contacts.

Click "Post a Job."

The screenshot shows the Handshake dashboard interface. At the top is a dark blue navigation bar with the Handshake logo, a search bar, and user account information (Favorite Schools, Help, Luke Poole). Below this is a left-side navigation menu with options: Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area features three primary action buttons: "Post a Job", "Request an Interview", and "Create an Event". The "Post a Job" button is highlighted with a red box and a callout. Below it, the "Jobs" section displays the message: "Jobs you post will appear in this section." To the right, the "Request an Interview" section shows "You have not requested any on campus interviews yet." and the "Create an Event" section shows "You have not RSVP'd to any upcoming events." Below these are sections for "Upcoming Career Fairs" and "Upcoming Interview Schedule Postings". A red callout box points to the "Post a Job" button with the text: "As a private household, you'll only need the 'Post a Job' tab. The 'Request an Interview' and 'Create an Event' tabs are primarily used by companies hosting interviews on-campus, arranging site visits, or attending Career Fairs."

### Select "Apply in Handshake."

Handshake is designed to help you manage all parts of the recruiting process from the moment you post the job until the moment you make an offer to the perfect candidate (and they say yes!)

### Select "Job."

Most of the other Job Types refer to specific programs that don't apply to private households.

### Select "No."

Work Study jobs are coordinated exclusively through the University with state-approved organizations. Private households are not eligible for the program.

Where should students submit their application?

- Apply in Handshake
- Apply through external system

Job title

Display your contact information to students?

- Name only
- Don't show my info

Job Type

- Internship
- Cooperative Education
- Experiential Learning
- On Campus Student Employment
- Fellowship
- Graduate School
- Job
- Volunteer

Employment Type

- Full-Time
- Part-Time

Duration

- Permanent
- Temporary / Seasonal

Is this a Work Study job?

Work study jobs are for eligible students only.

- Yes
- No

< Basics Details Preferences Schools Preview Next >

### Choose the Job Role(s) that best fit the position.

<i>If you want to hire students for this type of work...</i>	<i>Select this "Job Role" from the pre-populated drop-down menu:</i>
Babysitter Nanny	Childcare Workers
Tutor Test Prep	Tutors
Dog Walker Pet Sitter	Animal Care and Service Workers
Lawn Mower Gardener	Grounds Maintenance Workers
House Cleaner	Building Cleaning Workers
House Sitter Mover Errand Runner	Misc. Personal Care and Service Workers
Delivery Driver	Motor Vehicle Operators
Food Server/Caterer	Miscellaneous Food Preparation and Service Workers
Instrumental or Vocal Performer	Musicians and Singers

Description

Heading 1 B I U A [link icon] [list icon] [bulleted list icon] [media icon] [text icon]

**Here's where you really make your job shine!**  
Be sure to outline clear expectations for the work. Talk about the perks or details that will make this position attractive to students.

You can copy and paste a description directly from your website – we'll retain all the formatting.

Job role(s)

Job roles are search facets for students who are looking for a certain type of work. Your selection(s) will help the students interested in these roles find your jobs. [Learn more.](#)

How many students do you expect to hire for this position?

This number can be approximate and will not be displayed to students.

Approximate salary

- Paid  Unpaid

\$  Per hour

Enter a number, not a range. Specifying a salary value

Job location

+ add another location

Allow remote workers

Required documents (Optional)

- Resume
- Cover Letter
- Transcript
- Other Document (e.g. work sample, course schedule, or other misc documents)

All private households posting at Puget Sound are expected to offer an hourly salary that meets or exceeds the minimum wage rate of the job location.

For Tacoma, effective Jan. 1, 2020, minimum wage is \$13.50 per hour.

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Graduation date range (Optional)

Earliest grad date

Latest grad date

Hiring alumni? You can leave earliest graduation date blank.

School years (Optional)

- Freshman
- Sophomore
- Junior
- Senior
- Masters
- Doctorate
- Alumni
- Postdoctoral Studies
- Masters of Business Administration

Minimum GPA (Optional)

Major categories (Optional)

- Agriculture, Food & Horticulture - 0 of 9 majors selected
- Arts & Design - 0 of 17 majors selected
- Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- Civics & Government - 0 of 9 majors selected
- Communications - 7 of 7 majors selected

Advertising

Communication & Media Studies

Digital Communication

Documentary/Film

Journalism

Public Relations

Radio, Television, Media

- Computer Science, Information Systems & Technology - 0 of 10 majors selected
- Education - 0 of 10 majors selected
- Engineering - 0 of 19 majors selected
- General Studies - 0 of 3 majors selected
- Health Professions - 0 of 17 majors selected
- Humanities & Languages - 0 of 12 majors selected
- Life Science - 0 of 14 majors selected
- Math & Physical Sciences - 0 of 4 majors selected
- Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected
- Social Sciences - 0 of 9 majors selected

These consolidate individual majors across every school on Handshake.

[Choose a specific major by school.](#)

Applicant package recipients

Not seeing the recipient you're looking for? [Create a new contact](#)

× Luke Poole

- 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

**If you hope to recruit students with a specific background or skillset, set your preferences for one or more of these factors.**

Students who do not meet your preferences for work authorization, graduation date, school years, GPA, and major will still be able to apply. However, Handshake will highlight the students who don't match your criteria so that you can choose whether or not to filter them out.

**Looking for particular majors?**

Selecting a Major Category marks your preference for all majors within that field of study.

(Ex. Communications includes 7 majors.)

Click on individual majors to deselect those that you don't wish to include.

**FAQ: Where do I find the applications?**

From the Dashboard, click *Jobs* on the left-side navigation bar. Click the icon under the *Applicants* column, and you'll be able to view every application!

Job postings

Search your schools to add job postings

Global apply start date ⓘ Set global start

Global expiration date ⓘ Set global expiration

Add All Schools Add Favorite Schools Find More

**Search for the University of Puget Sound to post your job for our students!**

You can also add and recruit from other nearby schools.

**Preview your posting before it goes live!**

Once you're done, students will be able to view and apply for your job.

Cancel < Basics Details Preferences Schools Preview Next > Save

**Thank you for your interest in hiring our talented students!**

If you have questions or experience trouble with any part of this process, please call us at 253.879.3161 or send an email to [ces@pugetsound.edu](mailto:ces@pugetsound.edu).