## 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 and sign in (top right of page) to access your Dashboard page.

View All Upcoming Career Fairs

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." Pavorite Schools → ii Andshake Q Search.. Help ▼ Luke Poole Post a Job Home Request an Interview Create an Event My Profile ৰৈ Jobs Company Profile A Interview Schedule Upcoming Events Postings You have not RSVP'd to Jobs you post You have not requested Jobs any upcoming events. will appear in any on campus interviews yet. this section. Search Students As a private household, you'll only need the "Post a Job" tab. **Schools** Contacts The "Request an Interview" and "Create an Event" tabs are primarily used by companies hosting interviews on-campus, Campus arranging site visits, or attending Career Fairs. **Events** Upcoming Career Fairs Interviews Stanford University 2019-2020 Partner Program December 1st 2019 at 12:00 am Fairs Holiday Mixer 2019 December 5th 2019 at 4:00 pm Alumni Career Mixer December 11th 2019 at 4:30 pm MST 2020 Portland Trek Career Fair January 7th 2020 at 10:00 am

#### 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

Temporary / Seasonal

Is this a Work Study job?

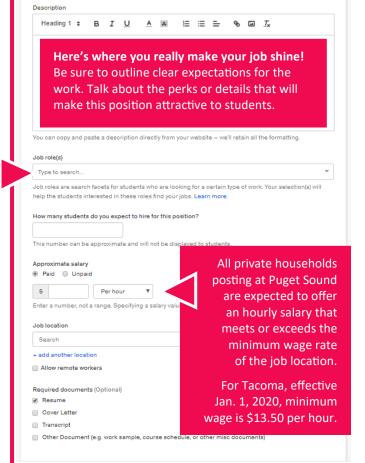
Work study jobs are for eligible students only.

No



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

If you want to hire students for this type of work	Select this "Job Role" from the pre-populated drop-down menu:
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

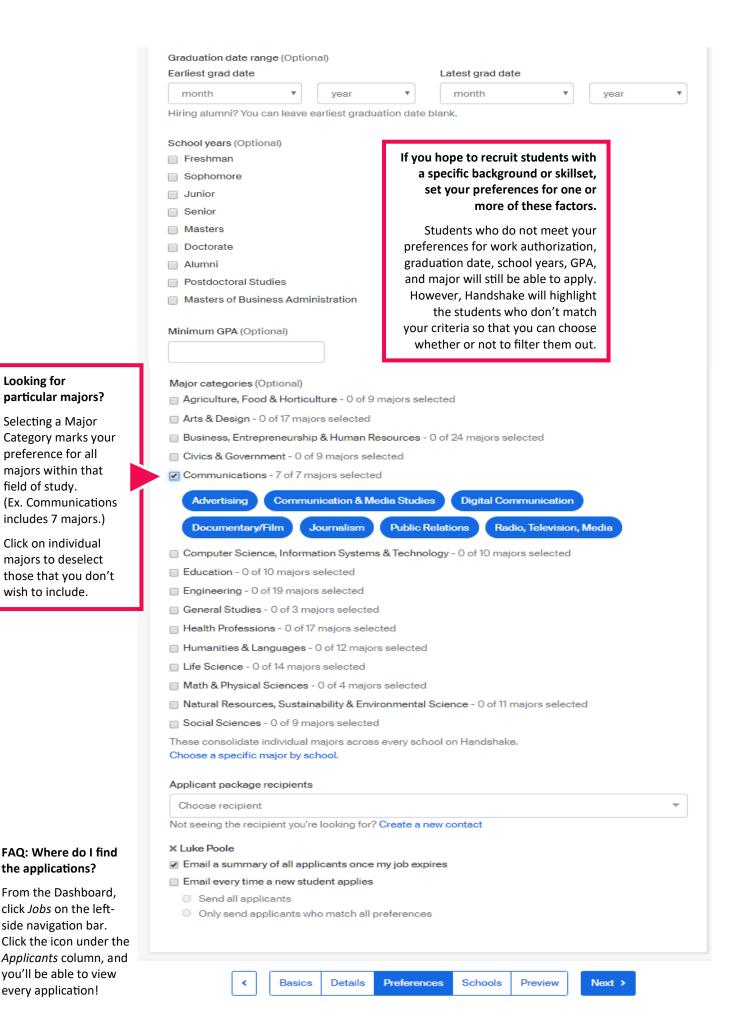












**Looking for** 

Selecting a Major

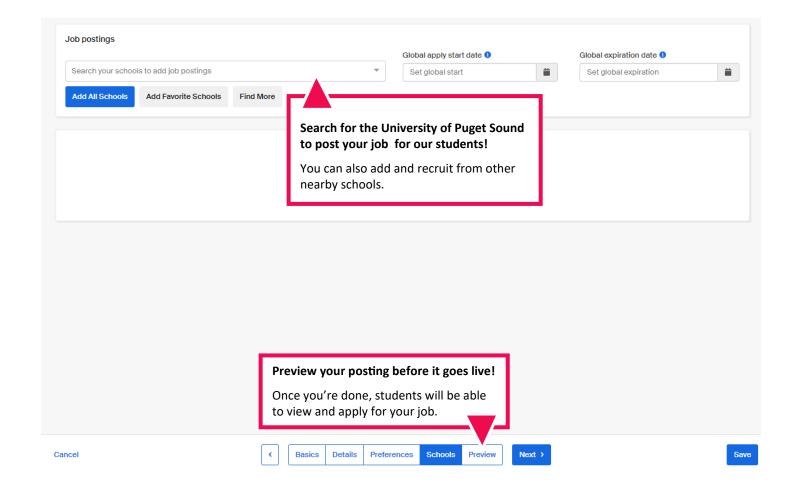
preference for all

field of study.

wish to include.

the applications?

every application!



# 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.