Posting a Student Employment Position

1. Log into Handshake (https://usf.joinhandshake.com/)
   a. If you are new to posting in Handshake, please complete this form to be added. You will receive an email directly from Handshake to create a password once your account has been created.
2. Select Post a Job.
   a. For additional details, view this helpful article.
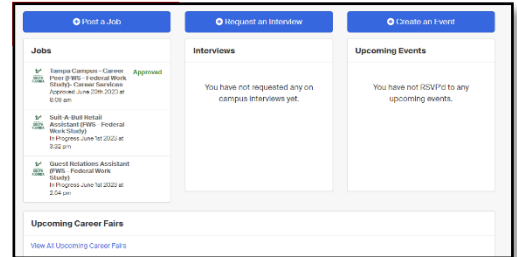
3. Complete the posting with all relevant information:
   BASICS
   a. <u>Submit application:</u> Apply in Handshake will allow the student to have their documents (any documents you request) sent directly to you to apply.
   b. <u>Job Title:</u> Follow this format:

   Campus Name - Type - Title - Office/Department – (On-Campus / Virtual)

   Examples:
   - *Tampa Campus - FWS - Financial Counseling Peer - Bull2Bull (On-Campus)*
   - *Tampa Campus - OPS – Student Assistant – Card Services (On-Campus)*

   c. <u>Division:</u> Select your department name
   d. <u>Job Type:</u> Job
   e. <u>Employment Types:</u> Part-time
   f. <u>Duration:</u> Permanent (unless you have a set end date)
   g. <u>Work Study:</u> Saw NO and use FWS in the title instead
   h. <u>Open to speaking with candidates:</u> choose what you prefer

   DETAILS
   i. <u>Description:</u> Enter a full description of the position and include information about your office
      i. <u>Recommended to include for FWS:</u>

         Minimum Qualifications:
         Applicant must have a current Federal Work Study (FWS) award for the current academic year in order to apply for this position. Applicants are asked to demonstrate proof of their FWS award by saving their "Award Overview" screen from OASIS as a print screen and upload it with your class schedule, cover letter, and resume. **You must upload ALL documents as one document in PDF format.**

j. <u>Number of students:</u> enter total number expected to hire
k. <u>Job Location:</u> enter the address for one or more locations
   i. <u>Allow remote workers:</u> check if able to work remotely
l. <u>Paid or unpaid?</u> : Paid
m. <u>Estimated pay:</u> Please include a pay rate or range for the position.
   i. If you are unsure of appropriate pay, use the wage matrix attached to help set rate
n. <u>Does this position require U.S. work authorization?</u> Yes, if only FWS, No, if open to non-FWS students or USF students with an F-1 visa as well
   i. If Yes, options will appear for willingness to sponsor a work visa for the right candidate and willing to hire candidates that are temporally authorized to work
o. <u>Required documents:</u> indicate all documents you wish to receive with the application including FWS award if needed

PREFERENCES

p. Add Graduation date range, Year in school, GPA, and Major groups if you wish or leave blank to widen your applicant poll
q. <u>Applicant package recipients</u>: add anyone else you would like to receive the applications and check when you would like to receive the materials

SCHOOLS

r. Use the box to search for **University of South Florida** and set the application start and end dates

PREVIEW

s. Review the posting preview and make any needed changes
t. Select Save in the bottom right corner when complete

Based on your preferences, you will start receiving email notifications and application materials. You are also able to view applicants and organize your hiring in Handshake if you like. Learn more here.