

Recruiting a robust, diverse candidate pool is an important step in finding the right student for your position. Here are a few tips for advertising your student positions.

## Post Your Position to the Appropriate UW Student Job Boards:

### Handshake

Hourly and work-study positions for students of all academic levels

<https://careers.uw.edu/posting-on-campus-jobs/>

### Work Study Website

Work-study positions for students of all academic levels who qualify based on financial need

<https://www.washington.edu/financialaid/types-of-aid/work-study/guide-for-employers/>

### UW Hires

Academic Student Employee positions such as GSA/RA/TA positions for grad students

<http://hr.uw.edu/ops/hiring/academic-student-employee/>

## Utilize Your Networks:

### Email

Send your job description to colleagues (students, staff, and faculty) in your office and around campus and ask them to forward it to students they know.

### Social Media

Post to your department's Facebook page, Twitter feed, website, and other appropriate channels. Ask colleagues in other departments to consider doing the same.

## Connect with Targeted Groups of Students:

### Cultural, Identity, & Interest Groups

Email the leaders of select Registered Student Organizations and ask them to forward your job announcement to their membership.

<http://depts.washington.edu/thehub/sao/rso-directory/>

### Majors

Reach out to advisers in majors that relate to the position's job duties and ask them to forward the position description to students in their department.

<https://www.washington.edu/about/academics/departments/>

NOTE – For policy and logistical questions about employing student workers, please visit <http://hr.uw.edu/comp/student-employees/> or contact the UW compensation office at [uwhrcomp@uw.edu](mailto:uwhrcomp@uw.edu)